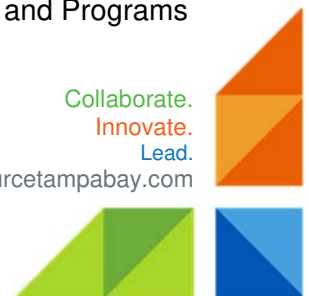


Executive Committee Agenda

- I. **Welcome and Introductions** Sean Butler, Incoming Chair
- II. **Public Comments**
- III. **Approval of Minutes** – June 7, 2018 Executive Committee Meeting Page 2
- IV. **Chair’s Report**..... Sean Butler
- V. **Interim Director’s Report**.....Juditte Dorcy
- VI. **Board Counsel Report**..... Charley Harris
 - 1. Indemnification Agreement Page 8
- VII. **Action/Discussion Items**
 - Executive Committee*..... Sean Butler (Juditte Dorcy)
 - 1. CEO & COO Search Page 10
 - 2. Employee Handbook Update Page 34
 - Audit & Finance Committee* Sophia West (Juditte Dorcy)
 - 3. Consolidate Audit & Finance Committees..... Page 35
 - 4. 2018 – 2019 Budget Modification No. 1 Page 37
 - 5. Paid Time Off Policy Page 41
 - 6. Personal Days
 - 7. 401(k) Plan Non-Elective Contribution Page 49
 - 8. Discussion: Purchasing Threshold..... Page 50
 - 9. Agreed Upon Audit Procedures Engagement Letter for Supportive Services Page 54
 - 10. Audit Engagement Letter for Financial Statements period ended June 30, 2018 Page 58
 - 11. RFP Issuance: Legal Services Page 66
 - 12. RFP Issuance: Audit Services Page 67
 - Workforce Solutions Committee* Jeff Serpico (Juditte Dorcy)
 - 13. Approval of Training Vendor: American Manufacturing Skills Page 68
 - 14. Approval of Training Vendor: Southern Technical College, Tampa Campus Page 69
 - 15. Approval of Training Vendor: Learning Alliance Corporation Page 72
- VIII. **Information Items**
 - 1. One Stop Operator Update Page 73
 - 2. Section 125 Cafeteria Plan and Form 550 Wrap Documents
 - 3. Internal & External Contracts/Agreements
- IX. **Committee Reports**
 - 1. Audit & Finance Committee Sophia West
 - a. Financial Update Period Ended June 30, 2018 Page 75
 - 2. One-Stop Committee Mike Smith
 - 3. Workforce Solutions Committee..... Jeff Serpico
 - a. Policy for the Procurement, Approval, and Maintenance of Training Providers and Programs
- X. **Adjournment**



CareerSource Tampa Bay Executive Committee Meeting

Date: June 7, 2018, 11:30 AM

Location: 4902 Eisenhower Blvd.

Call to Order

On behalf of Chairman Peck, Sean Butler called the meeting to order at 11:00 AM. There was a quorum present with the following Executive Committee members participating.

Committee Members in attendance

Sean Butler, Shannon Evans, John Kearney, Commissioner Sandra Murman, Darren Veneri

Not in attendance

Tim Harding, Randall King, Dick Peck

Staff Present

Juditte Dorcy, Alice Cobb, Jody Toner, Mai Russell, Joe Vitale

Board Counsel

Charley Harris

Others in Attendance

Kenneth Jones, Mark Puente, Zachary Sampson

*denotes attended via telephone

Chair's Report

- In March, the unemployment rate was at 3.1%. The labor force was at 734K, up by 1.9% compared to a year ago. There were 23K 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:
 - Education & health services
 - Financial activities
 - Utilities
- I want to congratulate staff for their efforts in securing additional grants to address the labor shortage in construction. CareerSource Florida awarded \$100K for preapprenticeship program targeted for underserve population and migrant seasonal farmworkers.

Off-Agenda Discussion Item: Extending Transition Date to September 1, 2018

Interim Executive Director Dorcy reported CareerSource Pinellas Executive Committee requested this matter be presented for approval by their full Board. The Committee asked staff to bring back a recommendation that addresses additional costs associated with any potential lawsuits filed by ex-employees and unemployment taxes due to layoffs.

Charley Harris will review the agreement between both regions, and report back to the Committee.

Action Item 1: Approval of Minutes

The minutes of May 3, 2018 Executive Committee Meeting was presented for approval

Motion: Shannon Evans
Second: Darren Veneri

*The minutes approved as presented.
The motion carried.*

Action Item 2: Update to Two-Year Modification to 2016 – 2020 Local Workforce Services Plan

On January 4, 2018, DEO issued a directive to all Local Workforce Development Boards to submit a two-year modification to the 2016 – 2020 Local Workforce Services Plan. CareerSource Tampa Bay requested and was granted an extension for submittal thru April 12, 2018.

The Plan was approved at the March 8, 2018, Executive Committee meeting and subsequently approved by the Board of Directors via the consent agenda. Thereafter, the Hillsborough Board of County Commissioners approved the Plan at its regularly scheduled session on April 4, 2018.

The Department of Economic Opportunity reviewed the Plans and provided feedback to all 24 local boards. Per DEO guidance, additional clarification/information was provided, noted in yellow highlight.

DEO requested that the updated plans be submitted by May 31, 2018, with the understanding of impending approval by this Board. As requested, the updated Plan was re-submitted on May 31, 2018.

Motion: John Kearney
Second: Shannon Evans

*The Executive Committee recommended approval of the updated 2018 Two Year Modification to 2016 – 2020 Local Workforce Services Plan.
The motion carried.*

Action Item 3: Approval of Training Vendor: Computer Coach Training Solutions

Computer Coach Training Solutions has a provisional license from the Commission for Independent Education. Staff conducted a site visit on 5.4.18. Computer Coach Training Solutions is reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Anticipated Wage At Placement
Business Office Specialist	Included	\$4,000	\$4,000	120	\$17.00
Cloud Integration Specialist	Included	\$4,500	\$4,500	96	\$30.00
Computer Support Technician	Included	\$6,000	\$6,000	180	\$18.00
Cyber Security Specialist	Included	\$8,000	\$8,000	200	\$30.00
Data Specialist (DBA, Developer, Analysts)	Included	\$7,000	\$7,000	140	\$30.00
Front End Web Development	Included	\$8,000	\$8,000	200	\$25.00
Full Stack Web App Developer	Included	\$8,000	\$8,000	200	\$30.00
IT Network Administration Cisco	Included	\$5,000	\$5,000	120	\$30.00
IT Security Professional	Included	\$6,000	\$6,000	160	\$20.00
IT Service Management	Included	\$3,500	\$3,500	96	\$20.00
IT System Administrator Microsoft	Included	\$5,000	\$5,000	120	\$30.00
Internet Marketing Specialist	Included	\$3,500	\$3,500	76	\$30.00
Project Management Specialist	Included	\$4,200	\$4,200	104	\$25.00

- School in Business: 16 years
- Total enrollments for prior year: 39 corporate training enrollments with overall satisfaction rating of a 9 out of 10
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other schools that offer the same type of training.
- Currently, there are several training vendors for LWDB 15 that offer these IT trainings.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

Motion: Darren Veneri
 Second: Commissioner Sandra Murman

The Executive Committee recommended approval of Computer Coach Training Center as an approved training vendor for CareerSource Tampa Bay. The motion carried.

Off-Agenda Action Item: Bring a recommendation to restrict the time period for approving new training vendors

The Executive Committee instructed staff to bring back a recommendation on the time period for approving new training vendors. For example, new vendor applications will be accepted for Board-approval during the 1st Quarter period (July – September).

Motion: Commissioner Sandra Murman
 Second: Shannon Evans

The Executive Committee recommended approval for staff to bring a recommendation that restrict the time period for approving new training vendors. The motion carried.

Action Item 4: Approval of Training Vendor: Alterius Career College

This item has been pulled for further discussion by the Board of Directors at its June 21, 2018 meeting.

Alterius Career College has a license from the Commission for Independent Education. Staff conducted a site visit on 4.20.2018. Alterius Career College is reporting to FETPIP this year.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Placement Rate	Average Wage At Placement	Retention Rate
Electrician	\$1,830	\$10,921	\$12,751	720 clock hours/	61%	73.30%	\$48,000 per year	52%
Heating, Ventilation and Air Conditioning (HVAC)	\$2,109	\$11,353	\$13,462	720 clock hours/	70%	78.90%	\$31,000 per year	65%
Medical Assistant	\$2,444	\$13,689	\$16,133	920 clock hours/	57%	83.72%	\$29,000 per year	71%
Pharmacy Technician	\$1,275	\$12,148	\$13,423	760 clock hours/	68%	81.82%	\$31,000 per year	90%

- School Opened: 2015
- Total enrollments for prior year: 467
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other schools that offer the same type of training.
- Currently there are several training vendors for LWDB 15 that offer Pharmacy Technician, Electrician, Medical Assistant and HVAC training.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

Motion: Commissioner Sandra Murman
Second: John Kearney

*The Executive Committee recommended approval of Alterius Career College as an approved training vendor for CareerSource Tampa Bay.
The motion carried.*

Action Item 5: Memorandum of Understanding with Tampa Hillsborough Economic Development Corporation

This memorandum of understanding is intended to coordinate resources and ensure the effective and efficient delivery of workforce services in Hillsborough County. These resources will focus on retention and growth of employers and the services available through both Tampa Hillsborough Economic Development Corporation (THEDC) and CareerSource Tampa Bay.

Motion: Commissioner Sandra Murman
Second: Shannon Evans

*The Executive Committee recommended approval of the memorandum of understanding with Tampa Hillsborough Economic Development Corporation effective July 1, 2018 thru June 30, 2019.
The motion carried.*

Action Item 6: Invitation to Negotiate Issuance: Employed Worker Training

CareerSource Tampa Bay is offering local employers assistance with Employed Worker Training (EWT) based upon the Invitation to Negotiate (ITN) parameters.

The EWT program is designed to assist existing employees in developing higher technical skills and receiving increased wages. This program is not intended for onboarding or new hire training. This program is designed to improve workforce availability and skills to support the identified targeted sectors within Hillsborough County. This strategy serves to promote business retention and contribute to the overall economic growth within the region.

The proposed program will be funded at the budget allocation of \$450,000 with a cap per employer of \$25,000 to \$50,000 depending upon response and funding.

Awarded Employers must meet the following criteria:

- Nationally Recognized Certificate, ETA and WIOA Approved
- Employer 50% Match
- Training started and completed by April 15, 2019
- Agreement Closeout by June 30, 2019

The funding period will be July 1, 2018 through June 30, 2019 based upon ITN parameters and available funding.

Motion: Commissioner Sandra Murman
Second: Darren Veneri

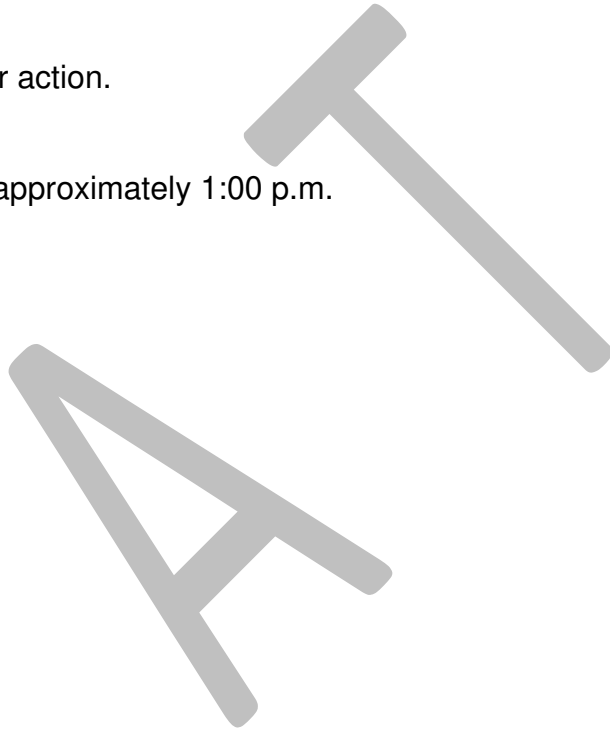
The Executive Committee recommended approval of issuing an ITN for Employed Worker Training.
The motion passed.

Other Administrative Matters

No item was brought forward for action.

Adjournment

The meeting was adjourned at approximately 1:00 p.m.



INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT (this “**Agreement**”) is entered into as of the 1st day of August, 2018, but is effective for all purposes as of 09/01/2018 (the “**Effective Date**”) by and between WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas, a Florida not-for-profit corporation (“**CS Pinellas**”) and Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Tampa Bay, a Florida not-for-profit corporation (“**CS Tampa Bay**”).

RECITALS

WHEREAS, CS Pinellas and CS Tampa Bay previously entered into a Management Services Agreement effective May 22, 2011 (the “**Management Services Agreement**”);

WHEREAS, CS Pinellas and CS Tampa Bay previously entered into three separate Executive Shared Services Agreements (collectively, the “**Executive Shared Services Agreements**”);

WHEREAS, the Executive Shared Services Agreements concern sharing the services of a Chief Executive Officer, Chief Operating Officer and Chief Financial Officer (collectively, the “**Executives**” or individually, an “**Executive**”);

WHEREAS, the Management Services Agreement and the Executive Shared Services Agreements (together, the “**Expired Agreements**”) have all expired by their own terms; and

WHEREAS, the parties desire to enter into an agreement whereby the parties indemnify each other for services provided under the Expired Agreements.

NOW, THEREFORE, in consideration of the premises, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. CS Tampa Bay Indemnity Related to the Management Services Agreement. CS Tampa Bay shall indemnify, defend and hold harmless CS Pinellas, and its directors, officers, employees and agents from and against any damages, losses, deficiencies, obligations, penalties, judgments, settlements, claims, payments, fines, interest, costs and expenses, including reasonable attorneys’ fees (collectively, the “**Losses**”) arising out of or resulting from CS Tampa Bay’s performance under the Management Services Agreement, except to the extent such Losses arise out of or result from the negligence or willful misconduct of CS Pinellas, its directors, officers, employees or agents.

2. CS Pinellas Indemnity Related to the Management Services Agreement. CS Pinellas shall indemnify, defend and hold harmless, CS Tampa Bay, and its directors, officers, employees and agents from and against any Losses arising out of or resulting from CS Pinellas’ performance under the Management Services Agreement, except to the extent such Losses arise out of or result from the negligence or willful misconduct of CS Tampa Bay, its directors, officers, employees or agents.

3. CS Tampa Bay Indemnity Related to the Executive Shared Services Agreements. CS Tampa Bay shall indemnify, defend and hold harmless CS Pinellas from any and all liabilities arising or resulting from the actions of an Executive while performing his or her duties for CS Tampa Bay under the Executive Shared Services Agreements, except to the extent such liabilities are caused by the negligence or willful misconduct of CS Pinellas.

4. CS Pinellas Indemnity Related to the Executive Shared Services Agreements. CS Pinellas shall indemnify, defend and hold harmless CS Tampa Bay from any and all liabilities arising or resulting from the actions of an Executive while performing his or her duties for CS Pinellas under the Executive Shared Services Agreements, except to the extent such liabilities are caused by the negligence or willful misconduct of CS Tampa Bay.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

WORKNET PINELLAS, INC.

By:  _____

Name: Jack J. Geller

Title: Board of Directors- Chairman

TAMPA BAY WORKFORCE ALLIANCE, INC.

By: _____

Name: _____

Title: _____



Action Item

CEO & COO Search

Enclosures:

- For reference: the Department of Economic Opportunity (DEO) guidance on *“Annual Salary and Bonus Cap Certification for USDOL Employment & Training Administration (ETA)-Funded Activities.”*

CEO Search: Job Description

- For review: a draft CEO/President job description.
- For reference: three (3) sample of job descriptions of President/Executive Director from other workforce development regions & WorkNet Pinellas
- Recruitment process and timeline

COO Search: Job Description

- For review: a draft COO job description

Needed Action

- Define the search criteria for CEO & COO candidates, such as:
 - Level of required experience
 - Type of experience; particularly in the area of leadership
 - Level of education required
 - Level of salary and benefits
 - Criteria deemed essential for performance
- Define the salary range

Executive Search

The HR Consultant, My Benefit Partners, will pursue an expedient method to identify qualified candidates.

Recommendation

After a review and discussion of any recommended changes, forward the CEO & COO job descriptions and salary range to the Board of Directors for approval.

Guidance



Financial Monitoring and Accountability Section (FMA)

Subject: Annual Salary and Bonus Cap Certification for ETA-Funded Activities

Date: February 28, 2018

References: Public Law 109-234; TEGL 5-06

Background: Section 7013 of Public Law 109-234 limits salary and bonus compensation for individuals who are paid by funds appropriated under Employment and Training Administration (ETA). None of the funds available for expenditure on or after the date of enactment of the section (June 15, 2006) shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall apply to funds provided by contract, grant, or interagency agreement, but shall not apply to contractors providing goods and services as defined in *2 CFR 200.330, Subrecipient and contractor determinations*.

Annually, entities receiving ETA funding from DEO must certify to DEO that a review is performed to ensure that amounts over the cap are not charged to ETA-funded activities. This certification shall include documentation of the review performed via the spreadsheet template provided.

Definitions: Definitions of terms used in this guidance are listed below.

Actual Salary– The amount of total regular gross wages paid to an employee. Note: Bonuses or fringe benefits, such as leave payout, fitness reimbursements, cell phone allowance, group term life insurance or other fringe benefits defined in 2 CFR 200.431, should not be included as Actual Salary for this calculation.

Annual Salary Rate – The annual full time equivalent salary for an individual. For individuals that worked full time for the entire year, the Annual Salary Rate will equal the Actual Salary. For individuals that work part time and/or work only part of the year, the salary is prorated so the Annual Salary Rate will be greater than the Actual Salary.

ETA – U.S. Department of Labor Employment and Training Administration.

ETA Annual Salary and Bonus Cap – The rate of basic pay for an Executive Level II position within the federal government. The ETA Annual Salary and Bonus Cap is \$187,000 for calendar year 2017 and can be found at the following link. ([Click here](#))

ETA-Funded Activity – A grant funded by an Employment and Training Administration appropriation.

Staff – Employees of the entity whose salary are funded, in whole or part, by ETA appropriations.

Subrecipient – A non-Federal entity that has been determined to be a subrecipient under 2 CFR 200.330, *Subrecipient and contractor determinations*.

Procedures: The following procedures should be completed by Local Workforce Development Boards (LWDBs) and other entities receiving ETA funding from DEO for their staff and subrecipient staff that worked on ETA-funded activities during a calendar year.

The spreadsheet is required to be filled out in its entirety for the highest paid staff members regardless of total compensation earned.

1. Complete the worksheet *ETA Salary and Bonus Cap Calculation Calendar Year 2017* for the highest paid staff that worked on ETA-funded activities during the calendar year following the steps listed below.

On the worksheet tab, titled ***ETA Salary and Bonus Cap Calculation***:

Step 1: On the tab titled *ETA Salary and Bonus Cap Calculation*, **Columns A through H - Determine the annual salary paid for the highest paid staff.**

The annual salary will need to be prorated for staff that did not work full time all year. Below are examples of how to determine the Annual Salary Rate.

- *Example 1:* If a staff member's Actual Salary is \$175,000 and the staff member worked full time for the entire year, the Annual Salary Rate for the LWDB staff member is \$175,000.
- *Example 2:* If a staff member's Actual Salary is \$100,000 and the staff member worked full time for the entire year, the Annual Salary Rate for the LWDB staff member is \$100,000.
- *Example 3:* If a staff member's Actual Salary is \$200,000 and the staff member worked full time for the entire year, the Annual Salary Rate for the LWDB staff member is \$200,000.
- *Example 4:* If a staff member's Actual Salary is \$100,000 and the staff member worked full time for exactly half of the year, the Annual Salary Rate for the LWDB staff member is \$200,000.
- *Example 5:* If a staff member's Actual Salary is \$100,000 and the staff member worked part time (4 hours per day or .5 FTE) for the entire year, the Annual Salary Rate for the LWDB staff member is \$200,000.
- *Example 6:* If a staff member's Actual Salary is \$100,000 and the employee is an hourly paid LWDB staff member that worked 1,043.5 hours during the year and the full time equivalent hours for the year is 2,087, the Annual Salary Rate for the LWDB staff member is \$200,000.

Step 2: Columns I through J - Determine the prorated (allowable) amount of the ETA salary and bonus cap.

Below are examples of how to determine the prorated (allowable) amount of the cap.

- *Example 1:* Because the staff member worked for the entire year and 100% of the salary is funded by ETA activities, the ETA Annual Salary and Bonus Cap does not need to be prorated.
- *Example 2:* Because the staff member worked for the entire year and 100% of the salary is funded by ETA activities, the ETA Annual Salary and Bonus Cap does not need to be prorated.
- *Example 3:* If a staff member's Actual Salary is \$200,000 and the staff member worked full time for the entire year, the annual salary for the staff member is \$200,000. If \$25,000 of this staff member's Actual Salary was funded by ETA, which is 12.5% ($\$25,000/\$200,000$) of the Annual Salary Rate, only 12.5% of the ETA Salary and Bonus Cap is allowed or \$23,375 ($\$187,000 \times 12.5\%$).
- *Example 4:* If a staff member's Actual Salary is \$100,000 and the staff member worked full time for exactly half the year, the annual salary for the staff member is \$200,000. If \$50,000 of this staff member's Actual Salary was funded by ETA, which is 25% ($\$50,000/\$200,000$) of the Annual Salary Rate, only 25% of the ETA Salary and Bonus Cap is allowed or \$46,750 ($\$187,000 \times 25\%$).
- *Example 5:* If a staff member's Actual Salary is \$100,000 and the staff member worked part time (4 hours per day) for the entire year, the annual salary for the staff member is \$200,000. If \$75,000 of this staff member's Actual Salary was funded by ETA, which is 37.5% ($\$75,000/\$200,000$) of the Annual Salary Rate, only 37.5% of the ETA Salary and Bonus Cap is allowed or \$70,125 ($\$187,000 \times 37.5\%$).
- *Example 6:* If a staff member's Actual Salary is \$100,000 and the employee is an hourly paid staff member that worked 1,043.5 hours during the year and the full time equivalent hours for the year is 2,087, the Annual Salary Rate for the staff member is \$200,000. If \$100,000 of this staff member's Actual Salary was funded by ETA, which is 50% ($\$100,000/\$200,000$) of the Annual Salary Rate, only 50% of the ETA Salary and Bonus Cap is allowed or \$93,500 ($\$187,000 \times 50\%$).

Step 3: Column K - Determine the amount of unallowable salary in excess of the ETA Salary and Bonus Cap.

Below are examples of how to determine the amount in excess of the cap.

- *Example 1:* Because the staff member's amount of actual salary funded by ETA activities is less than the ETA Salary and Bonus Cap, the amount of unallowable salary is **zero**.
- *Example 2:* Because the staff member's amount of actual salary funded by ETA activities is less than the ETA Salary and Bonus Cap, the amount of unallowable salary is **zero**.

- *Example 3:* \$25,000 of this staff member's Actual Salary was funded by ETA activities; however, only \$23,375 is allowable. The amount of unallowable salary is **\$1,625** (\$25,000 - \$23,375).
- *Example 4:* \$50,000 of this staff member's Actual Salary was funded by ETA activities; however, only \$46,750 is allowable. The amount of unallowable salary is **\$3,250** (\$50,000 - \$46,750).
- *Example 5:* \$75,000 of this staff member's Actual Salary was funded by ETA activities; however, only \$70,125 is allowable. The amount of unallowable salary is **\$4,875** (\$75,000 - \$70,125).
- *Example 6:* \$100,000 of this staff member's Actual Salary was funded by ETA activities; however, only \$93,500 is allowable. The amount of unallowable salary is **\$6,500** (\$100,000 - \$93,500).

Step 4: **Column L through M - Determine the total amount of unallowable salary and bonus that exceeds the ETA Salary and Bonus Cap.**

Below are examples of how to determine the total amount that exceeds the cap.

- *Example 1:* The staff member's allowable salary plus \$15,000 bonus is \$190,000. Because the ETA Salary and Bonus Cap is \$187,000, the total amount of unallowable salary and bonus is **\$3,000** (\$190,000 - \$187,000).
- *Example 2:* The staff member's allowable salary plus bonus is \$100,000. Because the ETA Salary and Bonus Cap is \$187,000, no amount of unallowable salary and bonus is **zero**.
- *Example 3:* The staff member's allowable salary plus \$15,000 bonus is \$38,375. Because the ETA Prorated Salary and Bonus Cap is \$23,375 and \$1,625 of salary was identified as unallowable, the total amount of unallowable salary and bonus is **\$16,625** (\$38,375 - \$23,375 + \$1,625).
- *Example 4:* The staff member's allowable salary plus \$15,000 bonus is \$61,750. Because the ETA Prorated Salary and Bonus Cap is \$46,750 and \$3,250 of salary was identified as unallowable, the total amount of unallowable salary and bonus is **\$18,250** (\$61,750 - \$46,750 + \$3,250).
- *Example 5:* The staff member's allowable salary plus \$15,000 bonus is \$85,125. Because the ETA Prorated Salary and Bonus Cap is \$70,125 and \$4,875 of salary was identified as unallowable. The total amount of unallowable salary and bonus is **\$18,250** (\$85,125 - \$70,125 + \$4,875).
- *Example 6:* The staff member's allowable salary plus \$15,000 bonus is \$108,500. Because the ETA Prorated Salary and Bonus Cap is \$93,500 and \$6,500 of salary was identified as unallowable. The total amount of unallowable salary and bonus is **\$21,500** (\$108,500 - \$93,500 + \$6,500).

2. For staff whose actual salary and bonus funded by ETA activities exceeds the allowable ETA Salary and Bonus Cap, prepare and book adjusting journal entries to reduce the amount charged to the ETA grants by **April 1**, the due date of the annual certification. Retain supporting documentation of the journal entries as part of you ETA Salary and Bonus Cap testing files, which will be reviewed by DEO's fiscal monitors.
3. If applicable, ensure the ETA Salary and Bonus Cap testing is completed for staff of your entity's subrecipients that worked on ETA-funded activities during the calendar year and that any adjusting entries are booked by **April 1**, the due date of the annual certification.
4. Complete the Annual ETA Salary Cap Analysis - Certification Form 2017.
5. Submit the ETA Annual Salary and Bonus Cap Analysis - Certification Form 2017 and ETA Salary and Bonus Cap Calculation Calendar Year 2017 Worksheet to DEO in the ETA folder provided via SharePoint on or before close of business on **April 1, 2018**.

Salary Table No. 2018-EX
Rates of Basic Pay for the Executive Schedule (EX)

Effective January 2018

Level	Rate
Level I	\$210,700
Level II	\$189,600
Level III	\$174,500
Level IV	\$164,200
Level V	\$153,800

Note: Section 738 of division E of the Consolidated Appropriations Act, 2018 (Public Law 115-141, March 23, 2018), continues the freeze on the payable pay rates for certain senior political officials at 2013 levels through January 5, 2019, or the date of enactment of new appropriations legislation. However, the officially established and posted pay rates (or pay ranges) for 2018 are in effect and used for determining pay for other employees. For more information, please see Compensation Policy Memorandum 2018-08 at <https://chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-2>.

Chief Executive Officer and President

COMPANY: CareerSource Tampa Bay
JOB TITLE: Chief Executive Officer and President
REPORTS TO: Board of Directors
LOCATION: Tampa, FL 33634
EMPLOYMENT TYPE: Full-time
STATUS: Salary; Exempt
HOURS: 40 hours per week; Monday – Friday; 8:00 AM – 5:00 PM
COMPENSATION:

POSITION SUMMARY:

The Chief Executive Officer (CEO) and President is directly responsible to the board of directors for the administration and operation of various workforce programs and compliance with all federal, state, and local laws; policies; and strategic plans. The CEO and President is also responsible to the board of directors for the preparation and modifications to the annual budget and for control of expenditures throughout the budget year. The CEO and President is responsible for promoting Workforce Programs in Hillsborough County to create high quality employment opportunities for job seekers, as well as securing and maintaining a skilled employee base for employers.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(includes but may not be limited to the following):*

- Coordinate with local, state, and federal workforce agencies, local municipalities, community development agencies, businesses, and other groups to identify workforce development projects to enhance and increase economic development in Hillsborough County
- Prepare board agendas in concert with the chairman and board staff
- Work within the community to ensure the organization has a presence in the local workforce area
- Administer and carry out the directives and policies issued by the board of directors
- Serve as the liaison between the board, service providers, local elected officials, and the Department of Employment Opportunity.
- Supervise all executive staff
- Coordinate and facilitate long and short-term studies, prepare reports, and determine regulatory conformance of economic development and workforce proposals
- Confer with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives, and partnerships
- Ensure preparation and required approvals of annual budgets and operational plans
- Review program budgets and expenditures to ensure efficient fund management
- Coordinate activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development
- Coordinate with national and local economic development agencies and support their business recruitment and retention initiatives

- Identify and apply for appropriate State and Federal public/private funding for economic and workforce development projects
- Facilitate cooperation between local service agencies, educators, and businesses to promote workforce programs and economic development for mutual benefit
- Promote cooperation among local agencies to reduce overlap and duplication of efforts and share resources to enhance workforce development efforts
- Present reports to the board of directors, Florida Workforce Board, Board of County Commissioners, County Administration, and governmental agencies on progress of organizational projects and recommend changes to the master plan
- Perform other job-related tasks as required

KNOWLEDGE AND EXPERIENCE REQUIRED:

- Bachelor's degree in Business, Human Resources, or related field, required
- Master's degree, preferred
- CPA or JD, preferred
- 7-10 years of professional experience in high level leadership, required
- 7-10 years in workforce development in either large governmental or private sector organization
- Experience in grant writing, administration, and oversight
- Knowledge of federal and state workforce legislation and grant funding
- Knowledge of economics and finance as it applies to economic development
- Knowledge of public administration with particular reference to county and municipal administration and budgeting

SKILLS REQUIRED:

- Proficiency in Microsoft Office Suite (e.g. Outlook, Word, Excel, PowerPoint)
- Ability to negotiate and manage multiple priorities and interests with diplomacy and tact
- Ability to analyze facts and exercise sound judgment in decision-making
- Ability to effectively manage a large staff and delegate responsibility for optimum results
- Ability to work with Boards, Committees, and public and private organizations
- Ability to determine strategy and long-range goals for the organization
- Ability to determine allocation of budget to divisions and departments
- Proficiency with computers, telephone lines, and other related office equipment
- Excellent written and verbal communication skills
- Exceptional organization and project tracking skills
- Excellent interpersonal and leadership skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Strong judgment, decision-making, and problem-solving skills

BEHAVIORS REQUIRED:

- Detail and process oriented

- Expected to be highly accurate and analytical
- Ability to thrive in a fast-paced environment
- Ability to work independently
- Ability to learn and adapt quickly
- A positive outlook and vision
- Must stand by the service we deliver
- Lifelong learner who enjoys improving knowledge
- Strong professionalism both in appearance and presentation
- Can work independently

PHYSICAL DEMANDS:

Light to moderate physical activity performing non-strenuous activities of an administrative nature to include:

- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including

inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

DRAFT

President First Coast Workforce Development

Description

This is a highly professional position charged with the responsibility of implementing the strategies set by the First Coast Workforce Development, Inc. Board of Directors in accordance with the Workforce Innovation & Opportunity Act of 2014 (WIOA) and other federal and state governing statutes. The position requires oversight responsibility in the achievement of management, budgeting, performance outcomes, planning, funding expenditures, contracting, monitoring and compliance, and community relations by performing the following duties personally or delegating through subordinate Board Staff.

Responsibilities

- Provide leadership and direction toward the achievement of the organization's mission, vision and goals.
- Administer and coordinate legal functions of the Board in compliance with the intergovernmental agreement that established CareerSource Northeast Florida between the First Coast Workforce Development Consortium and the First Coast Workforce Development, Inc.
- Plan, Direct and coordinate employment and training programs, which meet the needs of the customer client population and of the business community.
- Coordinate and participate in working relationships with local, state and federal agency representatives in providing oversight for compliance with statutes, regulations, policies and procedures.
- Facilitate and assist the First Coast Workforce Development, Inc. Board in its function as the policy-making, planning and oversight body for the employment and training system in Local Area 8.
- Coordinate the development and execution of the strategic plan and the WIOA local area plan for the local area, identifying performance standards under WIOA guidelines relevant to the workforce development system and by providing oversight to the development of a fiscal year budget as the administrative entity and fiscal agent.
- Act as the spokesperson for the Board in informing and educating the private and public sectors.
- Actively promote the workforce development system to the private sector and the community.

- Provide relevant information to the Board concerning private sector employment and training needs, Youth programs, American Job Center activities, Welfare Transition, SNAP and other federal programs operated by the board.
- Provide support to the Board and its committees, including written or verbal reports and analyses as required.
- Analyze and interpret employment and training legislation, regulations, and guidelines.
- Review reports and data to determine progress and status in attaining objectives and outcomes and plans in accordance with current conditions.
- Negotiate and enter into contracts consistent with the policies of the Board. Administer contracts and agreements developed by the Board to coordinate programs and services. Disburse funds to service providers as per contractual agreements.
- Screen, interview, and hire staff as required. Oversee and manage staff.
- Perform additional duties and responsibilities as assigned.

Qualifications

Education:

A Bachelor's degree from an accredited college or university is required; Master's Degree in Business, public administration, education, behavioral science or other relevant discipline is highly preferred.

Minimum of five years' senior management experience

Prefer experience in non-profit, government or employment and training programs

Skills:

- Proven ability in supervisory and management practices and management of personnel;
- Deeply collaborative; consensus building ability
- Ability to secure and manage multiple funding sources;
- Ability to analyze, understand, and communicate complex financial and operational information
- Effective verbal and written communication techniques including public speaking and exceptional negotiation skills;
- Ability to develop and lead a senior management team.
- Ability to work with the Board of Directors, elected officials, and business and community leaders.

**CareerSource Gulf Coast
JOB DESCRIPTION**

Position Title: Executive Director

Employee's Name

Entry Qualifications: Bachelor's degree from an accredited college or university in human service related field or public administration required; graduate degree preferred. A Master's degree in an above area of concentration may be substituted for one year of experience. A minimum of five years successful administrative and management experience. Solid foundation in the development and execution of effective training programs. Experience in grant writing, implementation and oversight. Knowledge of WIOA, Workforce Boards and programs.

Work Relationship: The Executive Director is responsible to the Workforce Board, hereafter referred to as the "Board" and reports to the Chairman and the full Board.

Supervises: Workforce Board Staff

Responsibilities:

1. Works within the community to ensure CareerSource has a presence in the local workforce area.
2. Creates an office atmosphere where all employees will recognize their contribution to the total operation of Workforce programs, as well as provides staff with opportunities for professional growth.
3. Provides the Board with sufficient information to formulate policy regarding the implementation of the Workforce Innovation and Opportunity Act and any other funded programs, as well as the establishment of goals and objectives of the board to meet performance standards.
4. Serves as the staff director for all Workforce program activities under the Board's role as the administrative entity and grant recipient.
5. Plans, directs and oversees staff that manage employment and training programs that meet local needs and conforms to the regulations governing the Workforce programs.
6. Advises the Board, service providers and Board staff on legislative changes and state regulations.
7. Serves as a liaison between the Board, service providers, local elected officials as well as the Department of Employment Opportunity.

8. Oversees the development and modifications of the Local Workforce Services Plan, special projects and service provider contracts.
9. Reviews program budgets and expenditures to assure efficient fund management.
10. Actively participates in community activities relevant to employment, training, workforce and economic development; represents the Board during community functions in the three-county region.
11. Participates in and fosters economic development activities in the region.
12. Prepares Board agendas in concert with the Chairman and Board staff.
13. Oversees and ensures the reporting of financial expenditures, service provider progress, participant activities or other information to the Board from available data.
14. Advises the chief elected officials within the local workforce area of Board plans, budget and activities, which require their concurrence and when a vacancy on the Board needs to be filled.
15. Oversees the preparation of reports required by the state and responds to correspondence and inquiries.
16. Supervises, evaluates and provides technical assistance to Board staff.
17. Manages the development and implementation of employee cross training.
18. Recruits, hires and terminates personnel in accordance with laws and Board policy.
19. Oversees the public relations and marketing activities of the region.
20. Engages with area employers to assure customer satisfaction with WIOA and other funded programs in regards to services and training.
21. Adheres to separation of duties for purposes of internal controls.
22. Performs other job related tasks to assure the successful operation of the Board.

Physical Demands:

- Frequently required to spend long hours sitting at a work stations and using office equipment.
- May be required to walk or stand for brief periods
- May be required to use stairs when elevator is not available
- May occasionally lift, carry, push, pull or otherwise move up to 25 pounds of office supplies and materials
- May be required to reach with arms and hands and to stoop, kneel or crouch

Disclaimer: The above statements are intended to describe the general level of work being performed by persons assigned to the classification. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Accepted by: _____ Date: _____

Revised 07/2018

WorkNet Pinellas Classification Description

Classification Title: CEO/President
Department: Indirect
Pay Grade: 38
FLSA Status: Exempt

Purpose

This is the chief administrative official for WorkNet Pinellas, Inc. The President and CEO is directly responsible to the board of directors for the administration and operation of various workforce programs and compliance with all federal, state, and local laws, policies and strategic plans. The President and CEO is also responsible to the board of directors for the preparation and modifications to the annual budget, and for control of expenditures throughout the budget year. The President and CEO serves as a full time employee at the pleasure of the board of directors. Duties require the exercise of significant judgment where consequence of error can be significant. The President and CEO is responsible for promoting Workforce Programs in Pinellas County to create high quality employment opportunities for job seekers and secure and maintain a skilled employee base for employers.

An employee in this class will serve as a contact point for the workforce development agencies to pursue state and federal funding and coordinate short and long term strategies to meet the objectives of the WorkNet Pinellas, Inc. Board's and County's strategic plan. This position will spend significant time developing community and professional relationships with workforce representatives, boards, committees, legislative delegations, and businesses. Work is performed with considerable independence within the scope of assigned goals and objectives.

The position reports to the WorkNet Pinellas, Inc. Board of Directors. Work is reviewed through conferences outlining desired objectives, observations of results achieved, periodic reports and performance standards established by the Board or Directors of WorkNet Pinellas, Inc.

Job Duties and Responsibilities

Essential Functions:

- Coordinates with local, state and federal workforce agencies, local municipalities, community development agencies, businesses and other groups to identify workforce development projects to enhance and increase economic development in Pinellas County
- Administers and carries out the directives and policies issued by the board of directors
- Selects and employs personnel to fill all vacancies and terminates employment for cause
- Supervises Chief Financial and Chief Operating Officers
- Coordinates/facilitates long and short term studies, prepares reports and determines regulatory conformance of economic development and workforce proposals

- Confers with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives and partnerships
- Ensures preparation and required approvals of annual budgets and operational plans
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development
- Coordinates with countywide and local economic development agencies and supports their business recruitment and retention initiatives
- Identifies and applies for appropriate State, Federal public/private funding for economic and workforce development projects
- Facilitates cooperation between local service agencies, educators and businesses to promote workforce programs and economic development for mutual benefit
- Promotes cooperation among local agencies to reduce overlap and duplication of efforts and share resources to enhance workforce development efforts
- Presents reports to the WorkNet Pinellas, Inc. Board, Florida Workforce Board, Board of County Commissioners, County Administration, and governmental agencies on progress of WorkNet projects; recommends changes to the WorkNet master plan

Additional Duties:

Perform other duties as assigned

Minimum Education and Training

- Master's Degree in Business Administration, Public Administration, Human Resources or closely related field from an accredited college or university
- Five (5) years of professional experience in a high level leadership capacity with workforce or closely related area with large governmental or private sector organizations; or an equivalent combination of education, training and/or experience
- Certified Public Accountant Designation or Juris Doctor preferred

Job Specifications

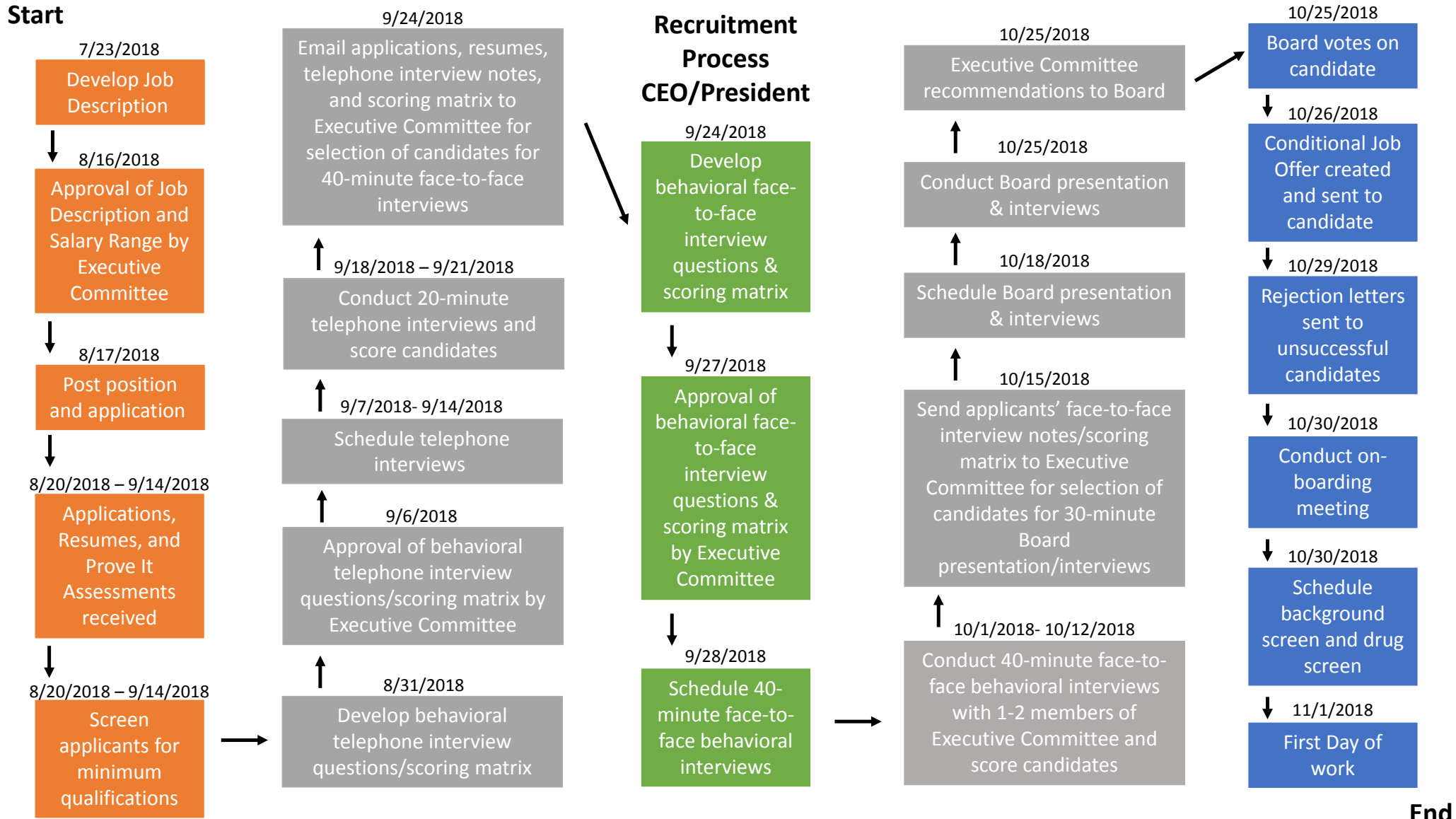
- Knowledge of federal and state workforce legislation and grant funding
- Knowledge of recent developments, current literature and sources of information regarding workforce development, economic development, employment training, job development programs and adult education, training and services

- Knowledge of contract management and negotiations
- Knowledge of economics and finance as it applies to economic development
- Knowledge of research techniques and labor market statistics
- Knowledge of public administration with particular reference to county and municipal administration and budgeting
- Skill at negotiating and managing multiple priorities and interests with diplomacy and tact
- Ability to communicate effectively, both orally and in writing
- Ability to analyze facts and exercise sound judgment in decision-making
- Ability to effectively manage a large staff and delegate responsibility for optimum results
- Ability to work with Boards, Committees, and public and private organizations
- Ability to determine strategy and long range goals for the organization
- Ability to determine allocation of budget to divisions and departments

Or Reference

**CareerSource Tampa Bay
Recruitment Process – CEO/President
Timeline**

Action	Date
Develop Job Description	07/23/2018
Approval of Job Description and Salary Range by Executive Committee	08/16/2018
Post position and application	08/17/2018
Applications, Resumes, and Prove It Assessments received	08/20/2018 – 09/14/2018
Screen applicants for minimum qualifications	08/20/2018 – 09/14/2018
Develop behavioral telephone interview questions/scoring matrix	08/30/2018
Approval of behavioral telephone interview questions/scoring matrix by Executive Committee	09/06/2018
Schedule telephone interviews	09/07/2018
Conduct 20-minute telephone interviews and score candidates	09/18/2018 - 09/21/2018
Email applications, resumes, telephone interview notes, and scoring matrix to Executive Committee for selection of candidates for 40-minute face-to-face interviews	09/24/2018
Develop behavioral face-to-face interview questions/scoring matrix	09/24/2018
Approval of behavioral face-to-face interview questions/scoring matrix by Executive Committee	09/27/2018
Schedule 40-minute face-to-face behavioral interviews	09/28/2018
Conduct 40-minute face-to-face behavioral interviews with 1-2 members of Executive Committee and score candidates	10/01/2018 - 10/12/2018
Send applicants face-to-face interview notes/scoring matrix to Executive Committee for selection of candidates for 30-minute Board presentation/interviews	10/15/2018
Schedule Board presentation/interviews	10/18/2018
Conduct Board presentation/interviews	10/25/2018
Executive Committee recommendations to Board	10/25/2018
Board votes on candidate	10/25/2018
Conditional Job Offer created and sent to candidate	10/26/2018
Rejection letters sent to unsuccessful candidates	10/29/2018
Conduct on-boarding meeting	10/30/2018
Schedule background screen and drug screen	10/30/2018
First Day of work	11/01/2018



Classification Title: Chief Operating Officer
FLSA Status: Exempt \$91,000 - \$130,000

Purpose

This position is responsible for administrative and technical management work assisting the CEO in carrying out the functions and activities necessary for the effective operation of the workforce board. An employee in this position provides assistance to the CEO by personal attention to administrative, programmatic, and technical details as well as special projects as directed by the CEO. Due to the wide scope of activities to which attention must be given, there is much demand for independent judgment and a high degree of responsibility is delegated. The position may be assigned responsibility for coordinating the administrative activities of one or more subordinates. Supervision of work is of a general nature and is incidental to the principal duty of assisting the CEO. The COO is required to establish and maintain highly essential and positive communication and work relationships with officials, the general public and workforce. It facilitates and maintains coordinated activities between partners in the development of services to business and job seekers. It supports the work of the Chief Executive Officer focusing on the establishment and optimization of day-to-day operations in the organization.

Job Duties and Responsibilities

Essential Functions:

- Develop and implement operational plans that comply with policies and procedures related to all federal, state, and local requirements of workforce funding streams and programs
- Supervise and evaluate staff based on meeting predetermined goals
- Make hiring recommendations to the CEO
- Read, classify, refer or answer memos, reports and correspondence
- May instruct, assign or supervise the work of subordinate employees in the accomplishment of workforce program initiatives
- Initiates and carries through to completion special programs as directed by the CEO
- May prepare agendas for board council meetings
- Makes investigations and prepares reports on a variety of subjects
- Participates in the preparation of the annual budget
- Acts on behalf of the CEO in his absence
- Participate in the development of contractual agreements, memorandums of understanding, and modifications

- Provide technical assistance in compliance with contractual agreements
- Represent the agency on those committees determined to be in the best interest of the Board as directed by the CEO
- Ensure employees have knowledge of and comply with organizational goals, objectives, budget, established performance standards, policies and procedures
- Maintain technical expertise in WIOA, WTP, ES, and other workforce related laws, regulations, and policies of the Federal and State
- Provide technical assistance in compliance with state workforce requirements.
- Review, approve and write various policies for the Hillsborough Board
- Develop and maintain company Emergency Preparedness Plan
- Maintain awareness of changing trends and regulations which might affect the organization and act on as required
- Develop and/or enhance, implement and enforce internal control policies, guidance and procedures for Planning and Development activities of the organization that will improve the overall operation and effectiveness of the operation
- Develop the organization's strategic plans, programs, policies and short & long-range goals
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action
- Establish and maintain highly essential and positive communication and work relationships with officials, the general public, and workforce

Additional Duties:

Perform other duties as assigned

Minimum Education and Training

- Bachelor's Degree in Public or Business Administration from an accredited college or university
- Seven to Ten (7-10) years experience in related employment and training services, procurement, and planning including management level experience in developing and managing programs or equivalent combination of education, training and/or experience

Job Specifications

- Knowledge of Hillsborough County community based organizations and employer organizations
- Experience with performance and cost reimbursement contracting

- Proficient in the use of computers as well as word processing and spreadsheet software such as Excel, Word, etc.
- Ability to access and utilize databases and the internet
- Understand the Hillsborough County Workforce system and various programs operated by the administrative entity
- Knowledge of public administration principles and practices
- Knowledge of Federal and State business assistance programs and the procedure required of businesses in this specialized area
- Ability to plan, direct, supervise, coordinate, organize the work of professional and clerical employees
- Ability to apply independent judgment and discretion based on knowledge of the county functional and structural organization
- Ability to plan, direct, supervise, coordinate, organize and inspect specialized business assistance projects, programs and activities
- Ability to make decisions in accordance with county ordinances and practices
- Ability to use critical thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to communicate effectively in writing and verbally and to present and communicate ideas and concepts in public and private
- Ability to analyze data or information and identify the underlying principles, reasons, or facts of information
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and outside investors
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to establish and maintain effective and constructive working relationships with others, both internal and external to the organization
- Ability to determine strategy as well as long range goals for the organization, which includes the design of processes, allocation of resources, and reporting to elected officials or the general public
- Ability to work in a dynamic environment that requires the incumbent to be sensitive to change and responsive to changing goals, priorities, and needs
- Ability to make decisions that could lead to major community or organizational consequences

- Ability to manage a budget within a department or division
- Ability to make recommendations that impact the budget
- Ability to manage or administer grant funds

Physical Requirements:

- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed instructions to other or important spoken workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)



Action Item

Employee Handbook

The employee handbook is being updated and refined in preparation for the hiring and rehiring of employees effective September 1st, 2018.

Summary of Changes

Section	Page (All Markup View)
Updated Equal Employment Opportunity	11
Added Immigration Reform and Control Act	11
Updated Disability Accommodation	12
Updated Employee Nepotism and Fraternalization	16
Added Conflict of Interest	18
Updated Work Week/Work Day for Part-Time Employees	19
Updated Lunch and Break Periods	20
Updated Payroll Procedures	23
Updated Overtime Pay for Part-Time Employees	24
Updated Job Description	28
Updated Drug Free Workplace	38
Added Garnishment/Child Support	46
Updated Whistle Blower	47
Added Parking	54
Added Tattoos	56
Updated Use of Electronic Media	56
Added Safe Driving Policy	67
Added Solicitation and Distribution	73
Added Hazard Communication	75
Added Visitor on Premises	75
Added Emergencies	75
Updated Paying for your Benefits for Part-Time Employees	76
Updated Workers Compensation for Part-Time Employees	77
Updated PTO	78
Updated Short Term & Long Term Military Leave Policy	82
Updated FMLA	84

Recommendation

Approval of the Employee Handbook.



Action Item

Consolidate Audit & Finance Committees

Current			Proposed	
Committee	No of Annual Meetings for 2018 – 2019		Committee	No of Annual Meetings for 2018 - 2019
Finance	5		Finance	5
Audit	2		Audit	As needed
Total	7		Total	5

Excerpt taken from CareerSource Tampa Bay Bylaws

SECTION 7 – Finance Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight responsibilities regarding the fiscal affairs of the Agency. The Committee’s responsibilities shall include, but are not limited to:

- *Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;*
- *Reviewing and approving all subsequent modifications to the budget;*
- *Reviewing the annual audit and accompanying management letters with agency responses;*
- *Providing oversight through review of monitoring reports;*
- *Reviewing the agency’s periodic financial statements and report on the organizations financial status at each meeting of the Executive Committee; and*
- *Serving on procurement review panels at the request of the President and CEO and/or CFO.*

SECTION 8 – Audit Committee Membership, Duties and Responsibilities

The Audit Committee shall consist of the County Commissioner serving on the CareerSource Tampa Bay Board of Directors, an Assistant County Administrator or one at large county staff person, the Chair of the CareerSource Tampa Bay Finance Committee, and the CareerSource Tampa Bay President and CEO. The Administrator of Hillsborough County will select the Assistant County Administrator or the at-large county staff person to serve on the Committee.

Next ►

The Audit Committee shall be responsible for:

- *Arranging and procuring the annual audit of any and all programs operated by CareerSource Tampa Bay in compliance with OMB Circular A-133, including the selection of an audit firm;*
- *Reviewing reports on the monitoring of activities, operations and expenditures under the programs operated by CareerSource Tampa Bay; and*
- *Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Tampa Bay programs or county staff as determined by the Audit Committee.*

Recommendation

The Audit Committee recommends consolidating the Audit & Finance Committees. Update the bylaws.



Action Item

PY 2018-2019 Budget Modification No. 1

Information:

Total budgeted revenue has increased from \$20,749,522 to \$22,520,737 for an overall increase of \$1,771,215. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Decrease in WIOA Adult of \$3,095

Increase in WIOA Youth of \$118,739

Increase in WIOA Dislocated Worker of \$515,445

Increase in WIOA Community Based Sector Strategies of \$26,587

Increase in WIOA Community Based Training Construction of \$11,994

Increase in WIOA Sector Strategies IT Training of \$72,827

Increase in WIOA Sector Strategies Career Ready of \$107,864

New award for WIOA Apprenticeship for \$100,000

Increase in WIOA Hurricane Maria Outreach of \$7,782

New award for WIOA Supplemental of \$251,171

Employment Services:

Increase in Wagner Peyser of \$141,079

Increase in Veterans Programs of \$34,433

Decrease in SNAP of \$19,987

Decrease in Unemployment Services of \$4,073

Increase in Trade Adjustment Act of \$1,270

Next ►

Direct Grants and Special Projects:

Increase in Reemployment & Eligibility Assessment of \$122,481

New Award for NEG – Hurricane Maria Evacuees of \$280,500

Decrease in USDOL Tech Hire of \$81,542

Increase in Tampa Housing of \$1,621

Increase in City Foundation of \$86,119

Additionally, there was an increase in expenditures of \$1,804,279.

Recommendation

The Finance Committee is recommending approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

CareerSource Tampa Bay
 PY 2018-2019 Budget
 Modification #1

	Approved Budget	Modification No. 1	Modified Budget
WIOA Adult	4,144,140	(3,095)	4,141,045
WIOA Youth	3,234,912	118,739	3,353,651
WIOA Dislocated Worker	3,875,930	515,445	4,391,375
WIOA Community Based Sector Strategies	75,000	26,587	101,587
WIOA Community Based Training Construction	40,000	11,994	51,994
WIOA Sector Strategies IT Training	196,495	72,827	269,322
WIOA Sector Strategies Career Ready	191,545	107,864	299,409
WIOA Apprenticeship	-	100,000	100,000
WIOA Hurricane Maria Outreach	60,000	7,782	67,782
WIOA Supplemental	-	251,171	251,171
Subtotal WIOA	11,818,022	1,209,314	13,027,336
Wagner Peyser	1,196,273	141,079	1,337,352
Veterans Programs	250,000	34,433	284,433
SNAP	787,227	(19,987)	767,240
Unemployment Svcs.	93,000	(4,073)	88,927
Trade Adjustment Act	190,000	1,270	191,270
Military Spouse	95,000	-	95,000
Subtotal Employment Services	2,611,500	152,722	2,764,222
Welfare Transition Program	4,300,000	-	4,300,000
Subtotal WTP	4,300,000	-	4,300,000
Reemployment & Eligibility Assessment (RESEA)	450,000	122,481	572,481
NEG - Hurricane Maria Evacuees	-	280,500	280,500
USDOL Tech Hire	1,376,268	(81,542)	1,294,726
Tampa Housing	93,732	1,621	95,353
Citi Foundation	100,000	86,119	186,119
Subtotal Grants and Special Projects	2,020,000	409,179	2,429,179
Total Combined	20,749,522	1,771,215	22,520,737

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

	Workforce Innovation Opp Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CSTB PY 17-18	Modification No. 1	Prior CSTB Budget
REVENUE							
Program Year 2018 Awards	6,793,020	2,286,834	4,300,000	2,066,198	15,446,052	(480,448)	15,926,500
Prior Year Award Carryforward	6,234,316	477,388	-	362,981	7,074,685	2,251,663	4,823,022
TOTAL REVENUE	13,027,336	2,764,222	4,300,000	2,429,179	22,520,737	1,771,215	20,749,522
EXPENDITURES							
Indirect Cost Rate - Admin (7%)	911,914	274,973	301,000	170,043	1,657,930	205,463	1,452,467
PROGRAM SERVICES:							
Business Services	2,447,096	-	764,912	687,992	3,900,000	52,436	3,847,564
Case Management	2,280,000	906,000	1,350,000	375,000	4,911,000	37,088	4,873,912
Participant	3,330,000	170,000	860,000	350,000	4,710,000	1,072,165	3,637,835
SERVICE PROVIDER CONTRACTS:							
Service Provider Contracts	-	-	-	350,000	350,000	(245,179)	595,179
Junior Achievement	-	-	300,000	-	300,000	50,000	250,000
SUB TOTAL PROGRAM SVC	8,057,096	1,076,000	3,274,912	1,762,992	14,171,000	966,510	13,204,490
CSTB SUPPORT SERVICES							
Indirect Cost Rate Program (3%)	390,820	117,846	129,000	72,875	710,541	27,883	682,658
Program Staff Direct	596,000	-	-	145,000	741,000	741,000	-
DEO Staff Travel	-	35,000	-	-	35,000	20,000	15,000
One Stop Center Operating	488,924	784,030	138,598	193,448	1,605,000	147,327	1,457,673
Technology	178,159	83,014	184,385	54,442	500,000	87,643	412,357
Community Outreach	3,271	319,455	5,274	-	328,000	(198,367)	526,367
Employed Worker Training	450,000	-	-	-	450,000	(99,040)	549,040
Subsidized Employment	1,900,000	-	250,000	12,000	2,162,000	(77,081)	2,239,081
One Stop Staff Training	16,275	6,577	7,384	4,764	35,000	(17,059)	52,059
SUB TOTAL CSTB SUPPORT SVCS	4,023,449	1,345,922	714,641	482,529	6,566,541	632,306	5,934,235
TOTAL DIRECT CLIENT	12,080,545	2,421,922	3,989,553	2,245,521	20,737,541	1,598,816	19,138,725
Balance	34,877	67,327	9,447	13,615	125,266	(33,064)	158,330
SUMMARY							
Total Available	13,027,336	2,764,222	4,300,000	2,429,179	22,520,737	1,771,215	20,749,522
Total Direct Client	12,080,545	2,421,922	3,989,553	2,245,521	20,737,541	1,598,816	19,138,725
Total Administrative	911,914	274,973	301,000	170,043	1,657,930	205,463	1,452,467
Total Budgeted Cost	12,992,459	2,696,895	4,290,553	2,415,564	22,395,471	1,804,279	20,591,192
Balance	34,877	67,327	9,447	13,615	125,266	(33,064)	158,330



Action Item

Paid Time Off (PTO)

Information

At the July 19, 2018, Board of Directors meeting, staff was directed to bring information on FMLA and short term disability to the Finance Committee in order to determine the maximum hours allowable on accumulated PTO hours and bring its recommendation to the Board of Directors.

Attachments:

1. Proposed changes to the PTO Policy
2. Disability Benefits
3. USDOL FMLA Fact Sheet

On August 2nd, the Finance Committee met to consider the proposed policy. After much discussion, the Finance Committee is recommending the following:

- Transition employees who are rehired and have accumulated PTO hours will grandfather the number of accrued hours. The number of unused PTO hours shall be paid out. The employee must retain a minimum balance of 80 hours after the payout.

Effective September 1, 2018:

- Item (b) Accumulation of PTO hours, may not exceed 480 hours.
- Item (i) The maximum PTO payout is capped at two (2) times the maximum annual accrual hours based on length of service.
- Remove *“Employees may request unpaid leave with approval from the President & CEO.”*
- Add the following policy *“PTO hours run concurrently with FMLA.”*

Recommendation

The Finance Committee is recommending the approval of the proposed PTO policy.

Proposed Changes to PTO Policy

Personal Paid Time Off (PTO)

The Board of Directors of ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** recognizes the need to provide employees time off with pay in order to maintain employee health, morale and efficiency. Therefore, the Board hereby establishes Paid Time Off (PTO), which includes time off for vacations, sick leave and personal reasons. Such combined leave will provide employees maximum flexibility in planning for and taking time off.

Paid Time Off hours shall be accrued according to the number of hours paid each pay period (to a maximum of 80).

The accrual schedule is as follows:

Length of Service	Maximum Annual Accrual of Hours	Hours Accrued per 80 Hours Worked
Year 1 – 2	136 hours	5.23 hours
Years 3 – 4	160 hours	6.15 hours
Years 5 – 6	184 hours	7.07 hours
Years 7+	208 hours	8.00 hours

Guidelines for Use of Personal Time Off (PTO)

- a) Employees may use PTO for unscheduled absences due to illness, illness in the family, personal business, and other necessary causes for absences from work.
- b) Employees may accumulate PTO hours for use or payout in the future. However, accumulation of PTO hours may not exceed a total of ~~800~~ **480** hours. If an employee exceeds ~~800~~ **480** hours of accrued PTO, the excess over ~~800~~ **480** hours may be lost to the employee at the end of the calendar year.
- c) It shall be the policy of ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** to encourage employees to take some of their PTO each year for vacation purposes.
 - i. Requested time off for vacations will be approved only when arrangements can be made to assure required staff coverage, and time off for vacation must be requested in accordance with departmental procedures. The employee's supervisor must approve other scheduled absences at least 24 hours in advance.
 - ii. Employees are not eligible to use PTO for vacation during the first three **(3)** months of their employment.
 - iii. Vacation time may be taken at any time as long as the employee's supervisor approves. When there is a conflict, scheduling will be at the supervisor's discretion. Preference in scheduling will normally be given to the employee who requested the time off first.
- d) Employees may use PTO hours down to a zero balance. Employees may not take PTO that has not yet been earned; that is, employees may not "borrow" against future accruals of PTO in order to take paid time off.
- e) PTO will be charged (that is, the employee's accrued PTO balance will be reduced) according to the actual number of hours used by the employee for the days that the employee would normally work.

- f) PTO hours used during a pay period shall not be counted as hours worked for the purpose of computing overtime.
- g) At the end of each calendar year, if funds are available and the President & CEO approves, ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** may allow employees to request a payout of unused PTO hours with the following restrictions:
- The employee PTO balance must exceed 160 hours, and the employee must retain an 80 hour balance after the election of a payout.
 - Subject to the above, the employee must request a payout of 80 hours or more.
 - PTO hours selected for payout will be paid at the employee's compensation rate in effect on December 31 of the year the election is made.
 - Payouts to employees will be made in the first pay period in February.
- h) PTO shall be paid at the employee's current hourly rate plus differentials and other premiums if applicable, at the time that it is taken.
- i) Accrued but unused PTO ~~may~~ **will** be paid to terminating employees that have completed their initial probationary period. **The maximum PTO payout is two (2) times the maximum annual accrual hours based on length of service.**
- j) Records of PTO accumulation and use will be based upon and maintained in accordance with the ~~WorkNet Pinellas, Inc.~~ **Career Source Tampa Bay** financial policy. No PTO shall be granted except on the basis of these records.

Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, or disability, appointments, emergencies or other needs that require time off from work.

~~*Except for employees eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act or other applicable law, employees who have An employee who has exhausted PTO and employees in their probationary period have no right to take unpaid leave and are not entitled or allowed to miss work. An employee who does so will be subject to discipline up to and including termination. and is not eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act or other applicable law has no right to take unpaid leave and is not entitled or allowed to miss work. An employee who does so will be subject to discipline up to and including termination.*~~

~~*Employees may request unpaid leave with approval from the President & CEO.*~~

This policy addresses absences for PTO leave. It does not cover other absences, such as absences for personal leave, family and medical leave, military service leave, military family leave, short- or long-term disability leave, workers' compensation leave, bereavement leave, jury duty leave, voting leave, or other types of leave addressed in the employee handbook.

Disability Benefits

Short Term Disability (STD) Benefits

Short Term Disability coverage is available through Cigna. STD coverage protects your income should you become injured or ill and are unable to work. For a qualified disability the benefit is 60% of your weekly salary up to a maximum of \$1,000 per week. Benefits will begin on the 1st day of a disability due to an accident and on the 8th day of a disability due to an illness. Benefits will last up to 13 weeks as long as you remain disabled. Benefits for a work related illness or injury is excluded. Consult the Cigna summaries for additional details.

Policy does include a pre-existing condition limitation. See the plan summary for details.

The cost is \$.47 per \$10 of weekly benefit, per month.

To determine your cost per pay period divide your annual income by 52 to determine your Covered Weekly Earnings (CWE). Use the lesser of your CWE or \$1,667, and multiply by the rate. Multiply this amount by .60 and divide that amount by 10. The amount equals your monthly rate. Divide the monthly rate by two to determine your per pay period (24x) cost.

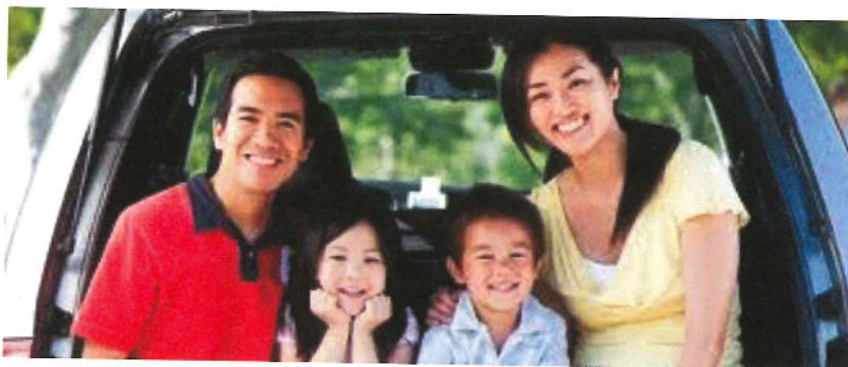
Example : Becky's earnings are \$48,000 per year. Becky's STD benefit is based on $\$48,000/52$ or earnings of \$923 per week. Becky's monthly cost is $(\$923 \times \$.47 \times .60) \div 10 = \26.03 . Per pay period (24x) = \$13.02.

Long Term Disability (LTD) Benefits*

Long Term Disability coverage is also available through Cigna. This coverage protects your income should you remain disabled over a period of 90 days and is payable until you reach normal retirement age, as defined by the Social Security Administration, as long as you remain disabled. The benefit is equal to 60% of your salary up to a maximum of \$5,000 per month.

Divide your annual income by 12 to determine your Covered Monthly Earnings (CME). Use the lesser of your CME or \$8,333, and multiply by the rate below. Divide this amount by 100. The amount equals your monthly cost.

Example : Becky's earnings are \$48,000 per year. Becky's LTD benefit is based on $\$48,000/12$ or earnings of \$4,000 per month. Becky's monthly cost is $(\$4,000 \times \$.43)/100 = \$17.20$. Per pay period (24x) = \$8.60.



Fact Sheet #28: The Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

COVERED EMPLOYERS

The FMLA only applies to employers that meet certain criteria. A **covered employer** is a:

- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.

ELIGIBLE EMPLOYEES

Only eligible employees are entitled to take FMLA leave. An **eligible employee** is one who:

- Works for a *covered employer*;
- Has worked for the employer for at least *12 months*;
- Has at least *1,250 hours* of service for the employer during the 12 month period immediately preceding the leave*; and
- Works at a location where the employer has at least *50 employees within 75 miles*.

* Special hours of service eligibility requirements apply to airline flight crew employees. See Fact Sheet 28J: Special Rules for Airline Flight Crew Employees under the Family and Medical Leave Act.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service. See "FMLA Special Rules for Returning Reservists".

LEAVE ENTITLEMENT

Eligible employees may take up to **12 workweeks** of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to **26 workweeks** of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons. *See Fact Sheets 28F: Qualifying Reasons under the FMLA and 28M: The Military Family Leave Provisions under the FMLA.*

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Under certain conditions, employees may choose, or employers may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

NOTICE

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. *See Fact Sheet 28E: Employee Notice Requirements under the FMLA .*

Covered employers must:

- (1) Post a notice explaining rights and responsibilities under the FMLA. Covered employers may be subject to a civil money penalty for willful failure to post. For current penalty amounts, see www.dol.gov/whd/fmla/applicable_laws.htm;
- (2) Include information about the FMLA in their employee handbooks or provide information to new employees upon hire;

- (3) When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA-qualifying reason, provide the employee with notice concerning his or her eligibility for FMLA leave and his or her rights and responsibilities under the FMLA; and
- (4) Notify employees whether leave is designated as FMLA leave and the amount of leave that will be deducted from the employee's FMLA entitlement.

See Fact Sheet 28D: Employer Notice Requirements under the FMLA.

CERTIFICATION

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may require certification in support of the leave from a health care provider. An employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. See Fact Sheet 28G: Certification of a Serious Health Condition under the FMLA. For information on certification requirements for military family leave, See Fact Sheet 28M(c): Qualifying Exigency Leave under the FMLA; Fact Sheet 28M(a): Military Caregiver Leave for a Current Servicemember under the FMLA; and Fact Sheet 28M(b): Military Caregiver Leave for a Veteran under the FMLA.

JOB RESTORATION AND HEALTH BENEFITS

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave. See Fact Sheet 28A: Employee Protections under the Family and Medical Leave Act .

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent or reduced schedule FMLA leave or the taking of FMLA leave near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

ENFORCEMENT

It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any

proceeding, related to the FMLA. *See Fact Sheet 77B: Protections for Individuals under the FMLA*. The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court.

For additional information, visit our Wage and Hour Division Website:

<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)



Action Item

401(k) Plan Non-Elective Contribution

Information

The Tampa Bay WorkForce Alliance, Inc. 401(k) Plan provides a non-elective contributions (NEC). These employer contributions are provided to eligible employees regardless of whether the employee makes a salary deferral contribution. Currently, the NEC is allocated at the end of each payroll period within the Plan year to those eligible employees. The NEC percentage equals to 5% of an employee's eligible earnings.

Recommendation

The Finance Committee is recommending approval of the NEC rate of 5% of an employee's eligible earnings to be allocated at the end of each payroll period within the Plan.



Purchasing Thresholds

On June 20, 2018, the US Office of Management and Budget (OMB) issued memorandum M-18-18 entitled “Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds.” This memorandum raises the threshold for micro-purchases to \$10,000 (from \$3,500) and simplified acquisitions to \$250,000 (from \$150,000) for all federal pass-through awards recipients.

Enclosed is the scanned copy of the email communique from DEO and the OMB memorandum.

Purchasing Policy Matrix

Procurement Type	Micro-purchase	Small Purchase	Formal Purchase
Threshold Amount	less than \$3,500	\$3,500.01 - \$150,000	greater than \$150,000
Quotes Required?	No	Yes: Price or rate quote	Yes
Type	N/A	Price or rate quote	Written Price or rate quote
Number of Quotes	N/A	Minimum of three (3)	Minimum of three (3)
Approval Level	Finance Director and CEO	Finance Director and CEO	Board
Purchase Order	Yes	Yes	Yes
Cost or Price Analysis	Yes	Yes	Yes

Mai Russell

Subject: FW: Increases in Purchasing Thresholds under Federal Awards

From: Womack, Caroline (Tisha) B. [mailto:Caroline.Womack@deo.myflorida.com]

Sent: Thursday, July 19, 2018 8:35 AM

To: LWDB 01 - CareerSource Escarosa (Finance); LWDB 02 - CareerSource Okaloosa-Walton; LWDB 03 - CareerSource Chipola; LWDB 04 - CareerSource Gulf Coast; LWDB 05 - CareerSource Capital Region (Finance); LWDB 06 - CareerSource North Florida (Finance); LWDB 07 - CareerSource Florida Crown (Finance); LWDB 08 - CareerSource Northeast Florida; LWDB 09 - CareerSource North Central Florida; LWDB 10 - CareerSource CLM; LWDB 11 - CareerSource Flagler-Volusia; LWDB 12 - CareerSource Central Florida (Finance); LWDB 13 - CareerSource Brevard (Finance); LWDB 14 - CareerSource Pinellas; Region15; LWDB 16 - CareerSource Pasco-Hernando (Finance); LWDB 17 - CareerSource Polk; LWDB 18 - CareerSource Suncoast; LWDB 19 - CareerSource Heartland; LWDB 20 - CareerSource Research Coast; LWDB 21 - CareerSource Palm Beach County (Finance); LWDB 22 - CareerSource Broward (Finance); LWDB 24 - CareerSource Southwest Florida (Finance); Beasley, Rick

Cc: Steffens, Damon; Collins, Andrew; Modling, Dean; Toro, Lemuel; Hutchison, Janice

Subject: Increases in Purchasing Thresholds under Federal Awards

This is to alert all DEO subrecipients of federal pass-through awards that certain purchasing thresholds have been increased. On June 20, 2018, the U.S. Office of Management and Budget (OMB) issued memorandum M-18-18, [Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance.](#) In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under federal financial assistance awards to \$10,000 (from \$3,500), and raises the threshold for simplified acquisitions to \$250,000 (from \$150,000) for all recipients.

The micro-purchase and simplified acquisition thresholds are set under authority of the Federal Acquisition Regulations (FAR) as 48 CFR Subpart 2.1 and the Uniform Guidance. However, pursuant to 2 CFR 200.102/45 CFR 75.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when such exceptions are not prohibited by statute. Accordingly, in order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY 2018, OMB is exercising its authority by allowing recipients to use the higher thresholds of \$10,000 for micro-purchases and \$250,000 for simplified acquisitions in advance of the revisions to the FAR. These higher thresholds took effect upon the date of issuance of the memorandum, June 20, 2018.

Any DEO subrecipient desiring to implement these higher thresholds must document any change to its procurement procedures in accordance with 2 CFR 200.318/45 CFR 75.327 (General procurement standards).

If you have any questions, please contact Dean Modling at dean.modling@deo.myflorida.com or (850) 245-7138.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
FINANCIAL MANAGEMENT

June 20, 2018

M-18-18

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND HEADS OF SMALL EXECUTIVE AGENCIES

FROM:

Tim Soltis

Deputy Controller, Office of Federal Financial Management

SUBJECT:

Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance

In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. Further, it implements an approval process for certain institutions that want to request micro-purchase thresholds higher than \$10,000. Agencies are required to implement these changes in the terms and conditions of their awards, and recipients of existing Federal financial assistance awards may implement them in their internal controls.

Background

This memorandum applies to all Federal agencies, as defined at 5 U.S.C. § 551(1), that award grants or cooperative agreements. It implements changes to the micro-purchase and simplified acquisition thresholds for financial assistance under the NDAA for Fiscal Year (FY) 2017 and FY2018. The micro-purchase threshold refers to purchases of supplies or services using simplified acquisition procedures, not to exceed an established amount pursuant to the Office of Management and Budget (OMB) Governmentwide Guidance for Grants and Agreements (“Uniform Guidance”) at 2 C.F.R. § 200.67 (Micro-purchase). The simplified acquisition threshold refers to purchases of property or services using small purchase methods not to exceed an established amount pursuant to 2 C.F.R. § 200.88 (Simplified acquisition threshold). For Federal financial assistance awards, these purchases are acquired for use by a Federal program. The NDAA for FY2017 increased the micro-purchase threshold from \$3,500 to \$10,000 for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes (41 U.S.C. § 1908). The NDAA for FY2018 increases the micro-purchase threshold to \$10,000 for all recipients and also increases the simplified acquisition threshold from \$100,000 to \$250,000 for all recipients.

Implementing the NDAA for FY2017

Section 217(b) of the NDAA for FY2017 raises the micro-purchase threshold to \$10,000 for procurements under grants and cooperative agreements for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes.¹

¹ Pub. L. No. 114-328 (codified at 41 U.S.C. § 1902(a)(2)).

The NDAA for FY2017 also establishes an interim uniform process by which these recipients can request and Federal agencies can approve requests to apply a higher micro-purchase threshold. Specifically, the 2017 NDAA allows a threshold above \$10,000 if approved by the head of the relevant executive agency. For purposes of this approval, the institution's cognizant Federal agency for indirect cost rates will be the relevant executive agency as defined in 2 C.F.R. § 200.19 (Cognizant agency for indirect costs). To receive a higher threshold, the institution must either have "clean single audit findings" (*i.e.*, in accordance with 2 C.F.R. § 200.520 - Criteria for a low-risk auditee), have an acceptable internal institutional risk assessment, or the higher threshold must be consistent with State law for public institutions.

Agencies should reflect this change through policy or terms and conditions in awards for those institutions. The effective date for this change was when the NDAA for FY2017 was signed into law on December 23, 2016. OMB intends to revise the Uniform Guidance to conform with the law.²

Process for Requesting a Higher Threshold Under the NDAA for FY2017

Requests for approval should be submitted to the institution's cognizant Federal agency for indirect cost rates; however, institutions should contact the agency before sending the request to determine the correct point of contact. The cognizant Federal agency will assign review of the request to the appropriate office within the agency to determine whether to approve, and will maintain records and justification of all approvals. The request should include the threshold level being requested and the justification(s) for it based on the criteria above per Section 217(b) of the NDAA for FY2017.

Implementing the NDAA for FY2018

This memorandum also implements provisions of the NDAA for FY 2018, Pub. L. No. 115-91, which became law on December 12, 2017. Specifically, section 806 raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 raised the simplified acquisition threshold from \$100,000 to \$250,000. Pursuant to 2 C.F.R. § 200.67 (Micro-purchase) and 2 C.F.R. § 200.88 (Simplified acquisition threshold), these higher thresholds are not effective until implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions).³

In order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY2018, OMB is granting an exception allowing recipients to use the higher threshold of \$10,000 for micro-purchases and \$250,000 for simplified acquisitions in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Pursuant to 2 C.F.R. § 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when exceptions are not prohibited by statute. The exception takes effect upon the date of issuance of this memo. Agencies should apply this exception to all recipients. Recipients should document any change based on this exception in accordance with 2 C.F.R. § 200.318 (General procurement standards).

If you have any questions regarding this memorandum, please contact Mary Tutman at Mary.E.Tutman@omb.eop.gov or Gil Tran at Hai_M._Tran@omb.eop.gov.

² The American Innovation and Competitiveness Act, Pub. L. No. 114-329, § 207(b) (2017) states that the Uniform Guidance shall be revised to conform with the requirements concerning the micro-purchase threshold.

³ Codified at 41 U.S.C. § 1902(f).



Action Item

Agreed Upon Audit Procedures Engagement Letter For Supportive Services

At the July 19, 2018, Board of Directors meeting, staff was directed to move forward with the audit review of the Supportive Services Card program.

On August 2nd, the Audit Committee met to consider the review procedures. After much discussion, the following additional procedures are added:

- Eligibility verification
- Documentation exists to support performance benchmark
- A financial analysis conducted for individuals who received supportive services

The engagement letter outlining the agreed upon procedures is enclosed. The estimated fee is between \$6,000 to \$8,000.

Recommendation

The Audit Committee is recommending approval of the engagement letter for Supportive Services audit.



Powell & Jones
Certified Public Accountants

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admin@powellandjonescpa.com

March 27, 2018

Mr. Sean Butler
Chair
Tampa Bay Workforce Alliance, Inc.
4902 Eisenhower Blvd., Suite 250
Tampa, FL 33634

Dear Mr. Butler

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Tampa Bay Workforce Alliance, Inc.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by the Audit Committee on the accounting records and internal controls of Tampa Bay Workforce Alliance, Inc. as of and for the fiscal years ended June 30, 2014 through 2017. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures performed or to be performed is solely the responsibility of the Interim Executive Director and Audit Committee and we will require an acknowledgment in writing of that responsibility. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which the agreed-upon procedures report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on the sufficiency and effectiveness of the accounting records and internal control of the Organization. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Audit Committee. You understand that the report is intended solely for the information and use of the Audit Committee, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might come to our attention that would have been reported to you.

An agreed-upon procedure engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting the Organization that come to our attention. Such disclosures, if any, may not necessarily include all matters that might have come to our attention had we performed additional procedures or an examination or review.

You are responsible for the accounting records and internal control and that it is in accordance with generally accepted accounting principles and principles of good internal control, and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for, and agree to provide us with, a written assertion about the accounting records and internal control. In addition, you are responsible for providing us with (1) access to all information of which

you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

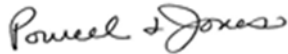
Richard C. Powell, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately October 1, 2018 and, unless unforeseeable problems are encountered, the engagement should be completed by October 30, 2018. At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the accounting records and internal control in accordance with generally accepted accounting principles and principles of good internal control.

Our fees for these services will be based upon actual hours worked at our standard billing rates for staff utilized plus travel expenses utilizing Tampa Bay Workforce Alliance travel policies. We estimate the total fee will be between \$6,000 to \$8,000. We will not exceed this fee range without prior approval from your Organization. Our fees will be billed at the conclusion of our work and delivery of our reports.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Very truly yours,



Powell & Jones, CPAs

RESPONSE:

This letter correctly sets forth the understanding of Tampa Bay Workforce Alliance, Inc..

By: _____

Title: _____

Date: _____

Tampa Bay Workforce Alliance, Inc.
 Powell & Jones, CPA
 Agreed-Upon Procedures

Overview	Objective	Documents Available	Procedures to be performed by CPA
<p>Eligible participants receive supportive service cards. Finance and Program Staff maintain the inventory of supportive service cards prior to issuance. Various controls are in-place over the supportive service cards to safeguard from theft, ensure amounts on-hand agree to amount recorded in the general ledger, etc.</p>	<p>Review the policies in place related to the receipt, distribution, issuance, monitoring and storage of supportive service cards to ensure compliance.</p>	<p>Period of review: FY14, FY15, FY16, FY17: (1) Finance Policy over Supportive Service Cards (2) Program Policy over Supportive Service Cards (3) Access to Monthly Supportive Service Card Reconciliation (4) Access to Inventory of Support Service Cards (5) Card tracker issuances by program year (6) Access to Performance Benchmark documentation requirements (7) Financial Analysis Procedures</p>	<p>(1) Review Finance and Program Policy, should additional controls/best practices be considered? (2) Verify individuals receiving supportive service are eligible (3) Verify individual receiving supportive service has had a financial analysis performed by staff (4) Review amounts paid to each individual to ensure amounts do not exceed the CAP. (6) Verify documentation exists to support benchmarks (7) Select a sample of montly reconciliation to verify amounts agree to accounting records and underlying support.</p>



Action Item

Engagement Letter For Financial Audit

CareerSource Tampa Bay is required to have an annual financial and compliance audit of its accounting records and systems. Enclosed is the engagement letter from Powell & Jones for conducting audit and preparing IRS Form 990 for period ended June 30, 2018.

Recommendation

Approval of the Engagement Letter from Powell & Jones for conducting financial audit & preparing IRS Form 990 for period ended June 30, 2018.



Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

1359 S.W. Main Blvd.
Lake City, Florida 32025

386 / 755-4200

Fax: 386 / 719-5504

admin@powellandjonescpa.com

July 12, 2018

Mr. Sean Butler, Chair.
Tampa Bay Workforce Alliance, Inc.
4902 Eisenhower Blvd., Suite 250
Tampa, FL 33634

Dear Chairman Butler:

We are pleased to confirm our understanding of the services we are to provide for Tampa Bay Workforce Alliance, Inc. for the year ended June 30, 2018.

We will audit the financial statements of Tampa Bay Workforce Alliance, Inc., which comprise the statement of financial position as of June 30, 2018, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements (the financial statements). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit

Florida Institute of Certified Public Accountants • American Institute of Certified Public Accountants

performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states

that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Tampa Bay Workforce Alliance, Inc. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in

scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tampa Bay Workforce Alliance, Inc.'s compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purpose of these procedures will be to express an opinion on Tampa Bay Workforce Alliance, Inc.'s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will prepare the Organization's federal information return for the year ended June 30, 2018 based on information provided by you. We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Organization in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant

agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles.ⁱⁱ You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the tax services, financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Powell & Jones CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Department of Labor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell & Jones CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the US Department of Labor or Florida Department of Economic

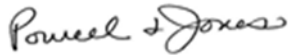
Opportunity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Richard C. Powell is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately October 15, 2018 and to complete your information returns and issue our reports no later than December 20, 2018.

Our fees for the audit and the preparation of the information return will be \$20,500 which will include travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered upon completion of the engagement and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



POWELL & JOINES
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Tampa Bay Workforce Alliance, Inc.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Practical Considerations

ii If the financial statements are prepared in conformity with a special purpose framework, modify this paragraph to refer to the special purpose framework used (for example, modified cash basis of accounting). Also, the titles of the financial statements should differ from those for financial statements prepared in accordance with GAAP so that there is no implication that the statements are presented in conformity with GAAP. If the financial statements are prepared in conformity with International Financial Reporting Standards (IFRS) as issued by the International Accounting Standards Board, modify this paragraph to refer to IFRS.

DRAFT



Action Item

Request for Proposal Issuance: Legal Services

CareerSource Tampa Bay is exercising its procurement policy whereby all procurement transactions are conducted in a manner to provide open and free competition.

CareerSource Tampa Bay is seeking to procure legal services from qualified proposers who are licensed and certified by appropriate associations to serve as its General Counsel. Common services include review of leases and contracts for goods and services, as well as maintaining compliance with Federal and State laws related to conflict of interest and sunshine laws. The Counsel is required to participate at the Executive Committee and Board of Directors meetings.

RECOMMENDATION

The Audit Committee is recommending approval of the RFP issuance for Legal Services.



Action Item

Request for Proposal Issuance: Audit Services

CareerSource Tampa Bay is exercising its procurement policy whereby all procurement transactions are conducted in a manner to provide open and free competition.

CareerSource Tampa Bay is seeking to procure independent financial audit service from qualified proposers who are licensed and certified by the appropriate entities.

RECOMMENDATION

The Audit Committee is recommending approval of the RFP issuance for Audit Services.



Action Item
Approval of Training Vendor
ICTC Governing Board dba AmSkills
American Manufacturing Skills Initiative
 7825 Campus Drive New Port Richey, FL 34653

AmSkills Apprenticeship Program is certified under the Florida Department of Education, Division of Career and Adult Education in the trades of Electronics Technician, Industrial Maintenance Repairer, Mechatronics, Tool and Die Maker. Staff conducted a site visit on Tuesday, July 24, 2018.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement
Pre-Apprenticeship Skills Training	\$300	\$1,792	\$0	\$2,092	400 clock hours/ 17 weeks	95%	\$12.00 per hour

- School Opened: 8/20/2014
- School Locations:

Regional Headquarters & Training Center Marchman Technical College 7825 Campus Drive, Building 6 New Port Richey, Florida 34653	Adult Pre-Apprenticeship Program Northeast High School 5500 16 th Street North, St. Petersburg, FL. 33703
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- *NOTE: They are also working to secure a location in Hillsborough County.*
- Total enrollments for prior year: 20
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other schools that offer the same type of training.
- Currently there are several other approved training vendors for LWDB 15 that offer Registered Apprenticeship training.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

Recommendation: The Workforce Solutions Committee is recommending approval of AmSkills as an approved training vendor for CareerSource Tampa Bay.



Action Item

Approval of Training Vendor Southern Technical College – Tampa Campus (ID# 2274) 3910 Riga Blvd. Tampa, FL 33619

Southern Technical College has a license from the Commission for Independent Education (#2274). Staff conducted a site visit on Tuesday, July 24, 2018. Southern Technical College currently reports to FETPIP.

Southern Technical College is currently an approved training provider for the Brandon campus, they are requesting to add their additional branch location for Tampa to CareerSource Tampa Bay’s approved training providers.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplie	Tuition	Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement
Diagnostic Medical Sonographer-AS	\$0	\$41,552	\$0	\$41,552	98 Credit Hour	15.9%	\$26.63 per hour
Management -BS	\$0	\$38,400	\$0	\$38,400	192 Credit Hours	23.8%	\$14 per hour
Medical Assistant - Diploma	\$0	\$17,500	\$0	\$17,500	51 Credit Hours	9.4%	\$10.50 per hour
Medical Laboratory Technician-AS	\$0	\$35,910	\$0	\$35,910	105 Credit Hours	9.4%	\$16.50 per hour
Nursing -AS	\$0	\$45,885	\$0	\$45,885	115 Credit Hours	9.7%	\$25 per hour

- School Opened: 2000
- Total enrollments for prior year: 327
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other private institutions that offer the same type of training.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

Recommendation: The Workforce Solutions Committee is recommending the approval of Southern Technical College Tampa Campus as an approved training vendor for CareerSource Tampa Bay.



Southern Technical College – Tampa

Clarification Regarding Completion Rates 2016 - 2017

Per the direction of the CareerSource contact, the completion rates equal the number of students enrolled during the reporting period divided by the number of graduates. In doing this, the calculation was low as many of the students that enrolled in 16-17 are still enrolled.

Note that the initial rates submitted equaled the total completers divided by the total enrollment, which yielded a very low number. The rates were resubmitted with the application documents when we were asked to update with the new logo. The completion rates were not updated for the meeting.

Southern Technical College enrolls students on a on-going basis. In order to take a closer look at graduation rates, the cohort data is provided below for the graduates that completed in 16-17. In some cases, the completion rates are higher than the rate submitted; however, this will provide a more accurate picture should this data be needed for the Executive Committee Meeting.

The completion rate provided is listed next to the program name and the data matches the most recent application provided.

DMS – 39% completion rate (28 enrolled, 11 completed)

Cohort Start Date	Enrolled	Completed	Completed Re-entries	Completion Rate
June 2014	7	1	1	29%
September 2014	16	3	0	19%
January 2015	10	3	0	30%
April 2015	3	3	0	100%
June 2015	9	3	3	67%
Total	45	13	4	38%

MA Diploma – 22% (27 enrolled, 6 completed)

Cohort Start Date	Enrolled	Completed	Completed Re-entries	Completion Rate
January 2015	4	0	0	0%
June 2015	3	2	0	67%
September 2015	7	2	0	29%
Total	14	4	0	29%

MGT BS – 50% (1 enrolled, 2 completed)

Cohort Start Date	Enrolled	Completed	Completed Re-entries	Completion Rate
September 2013	2	1	0	50%
September 2014	4	2	0	50%
Total	6	3	0	50%



MLT – 21% (24 enrolled, 5 completed)

Cohort Start Date	Enrolled	Completed	Completed Re-entries	Completion Rate
January 2015	9	2	0	22%
June 2015	6	4	0	67%
September 2015	4	2	0*	50%
Total	19	8	0*	42%

**One student has re-enrolled as of June 26, 2017*

NUR – 32% (47 enrolled, 15 completed)

Cohort Start Date	Enrolled	Completed	Completed Re-entries	Completion Rate
September 2014	16	8	2	63%
January 2015	13	5	0	39%
April 2015	9	4	1	56%
June 2015	13	2	0	15%
Total	51	19	3	43%



Action Item

**Approval of Training Vendor
 Knowledge Quest Education Solutions Inc. dba Learning Alliance
 Corporation (ID# 5422)**

4508 Oak Fair Blvd., Suite 240 Tampa, FL 33610

Learning Alliance Corporation has a license from the Commission for Independent Education. Staff conducted a site visit on Tuesday, 7.24.2018. Learning Alliance Corporation will start reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement
Broadband Digital Installer	Included	\$10,000	\$10,000	304 hours	95%	\$12
Business Information Systems	Included	\$3,500	\$3,500	240 hours	95%	\$12
* Practical Project Management	Included	\$7,500	\$7,500	300 hours	N/A	Anticipated \$14
* Lean Sigma Green Belt Champion	Included	\$7,500	\$7,500	300 hours	N/A	Anticipated \$14

** New programs approved by Florida Department Education on 3.5.2018*

- School Opened for 16 years
- Total enrollments for prior year: 43
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other private schools that offer the same type of training.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

Recommendation: The Workforce Solutions Committee is recommending approval of Learning Alliance Corporation as an approved training vendor for CareerSource Tampa Bay.



Informational Item - One Stop Operator

CareerSource Tampa Bay defines the role of a One-Stop Operator as an entity that coordinates the service delivery of participating one-stop partners and service providers within the Career Centers.

A request for proposals was issued to solicit bids for a One Stop Operator. On June 21st, the Board of Directors approved entering into contract negotiation with Dynamic Works.

Scope of Work

- Establish and/or maintain linkages between all one-stop partners designated by CareerSource Tampa Bay to improve communication, referral, service delivery, and tracking of performance of the partners;
- Coordinate and hold at least quarterly meetings with all one-stop partners designated by CareerSource Tampa Bay;
- Assist CareerSource Tampa Bay in the identification of appropriate clauses for all Memorandum of Understanding with all one-stop partners designated by CareerSource Tampa Bay as it relates to sharing of information, reporting of performance and tracking of customers;
- Establish a MOU database to easily track organizational involvement and expiration dates of the MOU;
- Manage CareerSource Tampa Bay's partnership efforts with the State of Florida required partners such as Blind Services;
- Facilitate and encourage participating one-stop partners to use the principles of universal design in their operations to ensure customer access;
- Disclose any potential conflicts of interest arising from the relationship of the One-Stop Operator with particular training service providers or other service providers;
- Establish practices that encourage the One-Stop partners to provide services to individuals with barriers to employment, including individuals with disabilities, who may require longer-term services, such as intensive employment, training, and education services;
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits;
- Working with CareerSource Tampa Bay and applicable state agencies, create a strategic plan to integrate the intake, case management, and reporting of the one-stop partners; and
- Manage, track, and oversee CareerSource Tampa Bay's Customer Satisfaction initiatives.

Informational Item - Infrastructure Agreements

WIOA reinforces the partnerships and strategies for job centers to provide all job seekers and workers with high quality career, training, and supportive services they need to obtain and maintain good jobs. While businesses benefit by having access to skilled workers and other HR resources, including education and training, to meet their workforce needs.

Per WIOA, all one-stop partner programs are required to contribute to the infrastructure costs, as required in 20 CFR 678.700 and 678.760, 34 CFR 361.700 and 361.760, and 34 CFR 463.700 and 463.760. The sharing and allocation of infrastructure costs between one-stop partners is governed by WIOA sec. 121(h).

Infrastructure costs are defined as non-personnel costs necessary for [career centers] operations, including facility rentals, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the American Job Center (including planning and outreach), and may include costs associated with the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center.

Below is a listing of CSTB WIOA mandatory partners that have infrastructure funding agreements (IFA's). We are currently in the process of re-evaluating our approach in consultation with DEO. Staff are also researching other allowable best practices statewide and federal level, one of which allows for in-kind contributions to cover the shared costs. CSTB will be developing PY 18-19 Infrastructure Funding Agreements.

Mandatory Partners	Organization	PY 17-18 Shared Cost
State Vocational Rehab (VR)	Vocational Rehabilitation	
Division of Blind Services	Division of Blind Services	
Adult Education and Family Literacy Act & Career and Technical Educational Programs under Carl Perkins	School Board of Hillsborough County	\$1,200
Department of Housing and Urban Development (HUD)	Tampa Housing Authority	\$1,200
National Farmworkers Jobs Programs	Farmworker Career Development Program	\$1,200
Senior Community Serve Employment Program (SCSEP)	AARP	\$1,200
Community Services Block Grant	Hillsborough County Social Services	\$1,200
Job Corps	Odle Management Group	\$1,200

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2017-2018
For Period Ending 06/30/2018

Description	Begin Date	Grant End	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
Workforce Innovation Opportunity Act						
Adult PY2016	7/1/16	6/30/18	1,738,462	1,738,462	100.00%	-
Adult PY2017	7/1/17	6/30/19	2,404,645	459,313	19.10%	1,945,332
ISYouth PY2016	4/1/16	6/30/18	9,427	9,427	100.00%	-
ISYouth PY2017	4/1/17	6/30/19	271,199	90,804	33.48%	180,395
OSYouth PY2016	4/1/16	6/30/18	886,117	886,117	100.00%	-
OSYouth PY2017	4/1/17	6/30/19	2,454,663	1,711,268	69.71%	743,395
Dislocated Worker PY2016	7/1/16	6/30/18	1,755,664	1,755,664	100.00%	-
Dislocated Worker PY2017	7/1/17	6/30/19	2,769,985	644,886	23.28%	2,125,099
Community Based Sec Str	4/1/17	9/30/18	197,476	95,889	48.56%	101,587
Community Based Training - Construction	7/1/17	12/31/18	98,083	95,131	96.99%	2,952
Sector Strategies - IT Training	7/1/17	12/31/18	196,495	127,173	64.72%	69,322
Sector Strategies - Career READY	9/1/17	2/28/19	191,545	92,136	48.10%	99,409
WIOA - Hurricane Maria Outreach	1/1/17	12/31/18	71,507	3,725	5.21%	67,782
Performance Incentives (Youth,AD,DW)	7/1/16	12/31/17	134,584	134,584	100.00%	-
Supplemental WIOA State Level	7/1/17	12/31/18	329,315	329,315	100.00%	-
Total Workforce Innovation Opportunity Act			13,509,167	8,173,894	60.51%	5,335,273
Employment Services						
Wagner Peyser PY2016	7/1/16	9/30/17	69,595	69,595	100.00%	-
Wagner Peyser PY2017	7/1/17	9/30/18	1,196,766	1,102,748	92.14%	94,018
WP - Cooperative Outreach Program	7/1/17	6/30/18	42,282	40,997	41.80%	1,285
DVOP PY17 July-Sept	7/1/17	9/30/17	53,005	53,005	100.00%	-
DVOP PY17 Oct-Sept	10/1/17	9/30/18	206,126	169,111	82.04%	37,015
LVER PY17 July-Sept	7/1/17	9/30/17	12,945	12,945	100.00%	-
LVER PY17 Oct-Sept	10/1/17	9/30/18	49,860	38,692	77.60%	11,168
Supplemental Nutrition Assistance Program PY17 July-Sept	7/1/17	9/30/17	218,223	218,223	100.00%	-
Supplemental Nutrition Assistance Program PY17 Oct-Sept	10/1/17	9/30/18	587,357	582,617	99.19%	4,740
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-Sept	10/1/17	9/30/18	74,700	55,523	74.33%	19,177
TAA Administration PY2016	10/1/16	9/30/17	20,878	1,183	5.67%	19,695
TAA Administration PY2017	7/1/17	9/30/18	19,695	12,617	64.06%	7,078
TAA Training PY2017	7/1/17	9/30/18	100,105	64,393	64.33%	35,712
TAA Case Management PY2016	10/1/16	9/30/17	29,234	1,718	5.88%	27,516
TAA Case Management PY2017	7/1/17	9/30/18	27,516	9,036	32.84%	18,480
Military Family	7/1/17	6/30/18	98,434	98,434	100.00%	-
Total Employment Services			2,845,398	2,555,855	89.82%	289,543
Welfare Transition						
Welfare Transition Program PY17 July-Sept	7/1/17	9/30/17	1,107,683	1,107,683	100.00%	-
Welfare Transition Program PY17 Oct-June	10/1/17	6/30/18	3,025,860	3,025,860	100.00%	-
Total Welfare Transition			4,133,543	4,133,543	100.00%	-
Direct Services						
RESEA Transition PY2017	1/1/17	12/31/17	419,516	419,516	100.00%	-
RESEA Transition PY2018	1/1/18	12/31/18	180,484	178,158	98.71%	2,326
Sector Partnership NEG	7/1/15	6/30/18	186,938	136,415	72.97%	50,523
USDOL Tech Hire	7/1/16	6/30/20	1,888,596	1,133,871	60.04%	754,725
Tampa Housing	5/15/17	3/31/21	49,066	7,444	15.17%	41,622
Citi Foundation	9/18/17	9/17/18	125,000	63,881	51.10%	61,119
Total Direct Services			2,849,600	1,939,285	68.05%	910,315
Grand Total			\$ 23,337,708	16,802,577	72.00%	6,535,131