



Thursday, December 6, 2018, 11:00 AM
4902 Eisenhower Blvd., Ste. 250, Tampa, FL

Finance Committee Agenda

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

- II. **Public Comments**

- III. **Action/Discussion Items**
 - 1. Approval of Minutes – October 25, 2018 Finance Committee Meeting Page 2
 - 2. Section 125 Cafeteria Plan Benefits Stipend..... Mimi Tran & Sheila Doyle, Page 4
 - 3. Annual Performance Evaluation Stipend..... Mimi Tran & Sheila Doyle, Page 5

- IV. **Information Items**
 - 1. Expenditures Report for Period Ended October 31, 2018 S. Doyle, Page 6
 - 2. Florida Ready to Work S. Doyle, Page 12
 - 3. Sublease Rate S. Doyle, Page 13

- V. **Old Business**
 - 1. Third Party Contracts Update A. Munro, Page 14
 - 2. Internal & External Audits A. Munro, Page 15

- VI. **New Business**
 - 1. Compensation Study M. Tran

- VII. **Adjournment**

Next Finance Committee Meeting – February 7, 2019



CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: October 25, 2018, 9:00 a.m.
Location: Tele-Conference

Call to Order

Chair Sophia West called the meeting to order at 9:04 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

Don Noble, Randall King, Sophia West

Board Members not in attendance

Jasiel Legon

Staff Present

Juditte Dorcy, Sheila Doyle, Anna Munro, Mimi Tran, Mai Russell

BOCC Liaison/Representative

Kenneth Jones

► indicates committee action

Public Comments

There was none.

Action/Discussion Items

► Approval of Minutes: August 2, 2018 Finance Committee Meeting

A motion to approve the minutes of August 2nd Finance Committee Meeting was made by Don Noble and seconded by Randall King. The motion passed unanimously.

► 2018 – 2019 Budget Modification No. 2

CFO Sheila Doyle presented this item for consideration. Total budget revenue has increased from \$22.5M to \$23.3M. A discussion on changes by program area ensued. **A motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget** was made by Sophia West and seconded by Don Noble. The motion passed unanimously.

Section 125 Cafeteria Plan

HR Director Mimi Tran advised that research has been in progress to assure compliance. This item will be brought to the Board for approval in the future.

Information Items

Expenditures Report for Period Ended June 30, 2018

CFO Doyle reviewed the expenditures report. A discussion on expenditure rate by program ensued. As of September 30th, CareerSource Tampa Bay has expended 14.84% of its overall budgets.

Supportive Services Update

CFO Doyle reported the supportive services policy is being reviewed. She reported on findings on other alternatives when providing supportive services. Speedway gas card is limited for purchasing fuel only. For public transportation, HART offers bus passes. For other services such as uniforms and tools, staff will be looking into direct billing with vendors or reimbursing the participant through a check request process or reloadable bank visa cards.

Supportive Services Audit

Audits Director Anna Munro reported Powell & Jones will begin their audit review beginning Nov 26th. The review will include pulling sample participants' file for eligibility compliance. The policies will also be reviewed and compared with best practices. The review period covers 2014 thru 2017.

Third Party Vendors

A listing of third party vendors was provided in the meeting packet. Audits Director Anna Munro reported on the service providers to-date. Responding to committee's inquiry, Munro advised SARA is a case management software. A discussion on purchasing threshold for approval ensued. Three quotes are needed for purchases above \$3,500. Purchases above \$150,000 requires Board approval.

Internal & External Audits

A listing of both internal & external audit financial reviews was provided in the meeting packet. Audits Director Munro reported DEO has been conducting their monitoring on quarter & annual basis. External review of financial statements have been conducted by Powell & Jones.

National Association of Workforce Boards (NAWB) Forum

Interim Director Dorcy reported a conference for board members will be held on March 23 thru 29, 2019 at Washington DC. This annual conference has been hosted by the National Association of Workforce Boards.

Adjournment

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

DR



Action Item 2

Section 125 Cafeteria Plan Benefits Stipend

Background

CareerSource Tampa Bay currently has a cafeteria style plan that offers full-time employees the flexibility to select the benefits that best meets their needs.

A cafeteria style plan allows CareerSource Tampa Bay to offer a customized benefits and employees appreciate the flexibility which in turn encourages them to stay loyal to the company. Among the personal choices that the employee can make are health care plans (choices in types and amount of coverage) wellness program plans, dependent benefits, and short-term & long-term care plans.

The salary dollars employees direct to a Section 125 Benefit Plan can reduce employer payroll tax costs, as those dollars are not subject to the employer Social Security contribution. In addition, lowering payroll can result in reduced federal and/or state unemployment tax contributions and workers' compensation premiums.

The *Affordable Care Act (ACA)* mandates the coverage is affordable when an employee has to pay no more than 9.86% of their household income for self-only coverage in 2019.

In order to meet the ACA guidelines, CareerSource Tampa Bay should provide a 28% benefit stipend for each employee to use for various benefit options offered in the plan, including the high deductible health insurance.

Per legal advice, CareerSource Tampa Bay will allocate the employee portion per month from the 28% stipend as payment for Medical Benefit Stipend. The remaining amount will be allocated as a Regular Stipend to offset any other benefit costs.

Recommendation:

Approval of the cafeteria plan & the benefit stipend at 28%.



Action Item 3 Annual Performance Evaluation Stipend

Background

Historically, a performance evaluation has been completed for each eligible employee based on the employee's performance in soft skills and customized job related goals for a specified period of time. The employee completes their self-assessment/initial numerical rating, followed by supervisory rating with final approval from the CEO. These numerical ratings are totaled for an overall rating of up to a maximum of 300 points. This overall rating is used to determine the employee's performance evaluation stipend amount. The performance stipend is payable in one lump sum on a pre-determined date and pro-rated based on the employee's employment start date, if applicable.

The stipend percentage is based on the cost of living adjustment of 2.8% for 2019 per the Social Security Administration and Consumer Price Index for all Urban Consumers of 2.5% over the last 12 months, per the U.S. Bureau of Labor Statistics.

Numerical rating for Soft Skills and Customized Job Related Goals

Rating	Level of Performance
3	Performance is above standards for the position
2	Performance meets the standards for the position
1	Performance is below standards for the position

Ranges for Overall Rating and Respective Stipend Percentages (0 to 300 points)

Minimum of range	Maximum of range	% of stipend
251	300	5% of salary
201	250	4% of salary
151	200	3% of salary
101	150	2% of salary
0	100	0%

Recommendation

Approval of the performance evaluation, for the evaluation period January 1, 2018 through August 31, 2018, utilizing the above numerical ratings, overall rating ranges and respective stipend percentages with the resultant performance stipend paid out mid-March 2019.

In addition, staff will review the performance evaluation.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2018-2019
For Period Ending 10/31/2018

Program Description	Award Begin Date	Award End Date	Award Amount	FY18-19 Budget	FY18-19 Expenditures YTD	FY18-19 Remaining Budget	FY18-19 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2017	7/1/17	6/30/19	2,404,645	1,945,332	1,085,985	859,347	55.83%	67%	64.26%
WIOA - Adult PY2018	7/1/18	6/30/20	2,745,712	2,755,712	-	2,755,712	0.00%	17%	0.00%
WIOA - Dislocated Worker PY2017	7/1/17	6/30/19	3,219,985	2,575,099	1,110,780	1,464,319	43.14%	67%	54.52%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,964,326	1,954,326	-	1,954,326	0.00%	17%	0.00%
WIOA - IS Youth PY2017	4/1/17	6/30/19	271,199	180,395	27,728	152,667	15.37%	70%	43.71%
WIOA - OS Youth PY2017	4/1/17	6/30/19	2,454,663	743,395	515,360	228,035	69.33%	70%	90.71%
WIOA - IS Youth PY2018	4/1/18	6/30/20	150,243	121,494	-	121,494	0.00%	26%	0.00%
WIOA - OS Youth PY2018	4/1/18	6/30/20	2,854,618	2,308,368	-	2,308,368	0.00%	26%	0.00%
WIOA - Supplemental	7/1/18	12/31/19	251,171	251,171	-	251,171	0.00%	22%	0.00%
WIOA - Sector Strategies - Career READY	9/1/17	2/28/19	391,545	299,409	42,435	256,974	14.17%	78%	34.37%
WIOA - Sector Strategies - IT Training	7/1/17	6/30/19	396,495	269,322	38,578	230,744	14.32%	67%	41.80%
WIOA - Community Based Training - Construction	7/1/17	6/30/19	147,125	51,994	8,517	43,477	16.38%	67%	70.45%
WIOA - Hurricane Maria Outreach	1/1/18	6/30/19	71,507	67,782	9,556	58,226	14.10%	56%	18.57%
WIOA - Community Based Sec Str	4/1/17	12/31/18	199,375	101,587	38,519	63,068	37.92%	90%	68.37%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	100,000	6,343	93,657	6.34%	25%	6.34%
Total Workforce Innovation Opportunity Act				13,725,386	2,883,801	10,841,585	21.01%		
Employment Services									
Wagner Peyser PY2017	7/1/17	9/30/18	1,389,416	286,668	286,668	(0)	100.00%	100%	100.00%
Wagner Peyser PY2018	7/1/18	9/30/19	1,283,166	1,233,166	178,097	1,055,069	14.44%	27%	13.88%
DVOP PY2017	10/1/17	10/31/18	245,000	75,889	30,506	45,383	40.20%	92%	81.48%
DVOP PY2018	10/1/18	9/30/19	215,189	152,189	-	152,189	0.00%	8%	0.00%
LVER PY 2017	10/1/17	9/30/18	57,000	18,308	7,783	10,525	42.51%	100%	81.54%
LVER PY 2018	10/1/18	9/30/19	53,797	38,047	-	38,047	0.00%	8%	0.00%
Supplemental Nutrition Assistance Program PY2017	10/1/17	9/30/18	787,357	204,740	186,102	18,638	90.90%	100%	97.63%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	750,000	562,500	54,859	507,641	9.75%	8%	7.31%
Reemployment Assistance Program PY2017	10/1/17	9/30/18	74,700	19,177	19,177	0	100.00%	100%	100.00%
Reemployment Assistance Program PY2018	10/1/18	9/30/19	93,000	69,750	-	69,750	0.00%	8%	0.00%
TAA Administration PY2017	7/1/17	9/30/19	14,695	7,078	99	6,979	1.40%	56%	52.51%
TAA Administration PY2018	7/1/18	6/30/19	13,000	13,000	-	13,000	0.00%	34%	0.00%
TAA Training PY2017	7/1/17	9/30/18	100,105	35,712	14,200	21,512	39.76%	100%	78.51%
TAA Training PY2018	7/1/18	6/30/19	91,000	91,000	-	91,000	0.00%	34%	0.00%
TAA Case Management PY2017	7/1/17	9/30/18	27,516	18,480	909	17,571	4.92%	100%	36.14%
TAA Case Management PY2018	7/1/18	6/30/19	26,000	26,000	985	25,015	3.79%	34%	3.79%
Military Family	7/1/18	6/30/19	98,434	98,434	34,401	64,033	34.95%	34%	34.95%
Total Employment Services				2,950,138	813,786	2,136,352	27.58%		
Welfare Transition									
Welfare Transition Program PY2018 July-Sept	7/1/18	11/30/18	1,086,241	1,086,241	713,302	372,939	65.67%	80%	65.67%
Welfare Transition Program PY2018 Oct-June	10/1/18	6/30/19	3,213,759	3,213,759	-	3,213,759	0.00%	0%	0.00%
Total Welfare Transition				4,300,000	713,302	3,586,698	16.59%		
Direct Grants & Special Projects									
RESEA Transition PY2018	1/1/18	12/31/18	355,020	176,862	115,786	61,076	65.47%	83%	82.80%
RESEA Transition PY2019	1/1/19	12/31/19	565,000	315,000	-	315,000	0.00%	0%	0.00%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/19	280,500	280,500	554	279,946	0.20%	54%	0.20%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,294,725	178,413	1,116,312	13.78%	58%	50.58%
Tampa Housing	5/15/17	3/31/21	148,275	95,353	624	94,729	0.65%	38%	5.76%
Citi Foundation	9/18/17	6/30/19	250,000	186,119	51,862	134,257	27.86%	63%	46.30%
Total Direct Grants & Special Projects				2,348,560	347,239	2,001,321	14.79%		
Totals				\$ 23,324,084	4,758,128	18,565,956	20.40%		

**CareerSource Tampa Bay
Expenditure Report
For Period Ending October 31, 2018**

Funding Sources

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

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

Expenditures to Date:

Pooled Costs:

Case Management	622,989	203,831	381,350	80,243	1,288,413
Business Services	578,852	49,320	150,727	24,584	803,483
Indirect Costs	239,357	98,695	59,096	29,681	426,829
One Stop Operating	608	329,261	46,171	1,874	377,914
Technology	6,390	102,777	19,727	-	128,894
Community Outreach	1,801	10,033	2,208	-	14,042
Staff Training & Development	-	-	-	-	-
Total Pooled Costs:	1,449,997	793,917	659,279	136,382	3,039,575

Direct Costs:

Service Provider Contracts	-	-	6,922	31,288	38,210
Participant Training Costs	1,365,370	14,286	44,931	30,299	1,454,886
Subsidized Employment (OJT/PWE)	68,434	-	2,170	-	70,604
Employed Worker Training (EWT)	-	-	-	-	-
Program Staff Direct	-	-	-	134,757	134,757
DEO (Jointly managed staff) travel	-	4,450	-	-	4,450
Other Operating Costs	-	1,133	-	14,513	15,646
Total Direct Costs:	1,433,804	19,869	54,023	210,857	1,718,553

Total Expenditures to Date

Unexpended Balance

% of Budget Expended

2,883,801	813,786	713,302	347,239	4,758,128
10,841,585	2,136,352	3,586,698	2,001,321	18,565,956
21.01%	27.58%	16.59%	14.79%	20.40%

**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending October 31,2018**

	Case Management	Business Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,849,000	3,900,000	2,430,557	1,605,000	500,000	328,000	35,000	13,647,557
Expenditures:								
Salaries & Benefits	1,262,667	742,951	268,099	-	-	-	-	2,273,717
Salaries & Wages	1,111,245	653,166	227,512	-	-	-	-	1,991,923
Payroll Taxes	88,292	51,967	23,360	-	-	-	-	163,619
Retirement	46,288	28,501	12,969	-	-	-	-	87,758
Insurance Workers Comp	16,842	9,317	4,258	-	-	-	-	30,417
Legal Fees	-	-	3,311	-	-	-	-	3,311
Bank Fees	-	-	318	-	-	-	-	318
Payroll Processing Fees	-	-	9,090	-	-	-	-	9,090
Professional Fees	11,223	2,631	7,887	-	-	-	-	21,741
Contract Labor	-	-	83,951	-	-	-	-	83,951
Contract IT Svcs	-	-	6,321	-	120,390	-	-	126,711
Office Rent / Lease	9,652	42,057	15,540	308,486	-	-	-	375,735
Utilities	-	-	-	10,583	-	-	-	10,583
Repairs & Maintenance	13	58	24	2,057	-	-	-	2,152
Security	100	436	179	4,249	-	-	-	4,964
Janitorial Services	-	-	-	2,370	-	-	-	2,370
Pest Control	-	-	-	272	-	-	-	272
Equipment Rental	599	2,609	970	16,773	-	-	-	20,951
Copy machine usage / maintenance	831	3,619	1,483	7,773	-	-	-	13,706
Office Supplies	45	193	498	3,451	-	154	-	4,341
Operating Supplies	-	-	899	582	-	-	-	1,481
Computer Software License / Maint	-	-	8,890	-	8,504	-	-	17,394
Postage / Shipping	56	244	295	1,272	-	-	-	1,867
Document Shredding	40	174	71	910	-	-	-	1,195
Telecommunication	1,603	5,838	5,780	19,136	-	-	-	32,357
Outreach / Marketing	-	-	-	-	-	13,888	-	13,888
Travel - Mileage	1,515	1,913	1,137	-	-	-	-	4,565
Travel - Out of town	-	703	640	-	-	-	-	1,343
Meetings & Conferences	-	3	320	-	-	-	-	323
License/Dues/Other Fees	69	54	10,837	-	-	-	-	10,960
Other Expenses	-	-	289	-	-	-	-	289
Total Expenditures to Date	1,288,413	803,483	426,829	377,914	128,894	14,042	-	3,039,575
Unexpended Balance	3,560,587	3,096,517	2,003,728	1,227,086	371,106	313,958	35,000	10,607,982
% of Budget Expended	27%	21%	18%	24%	26%	4%	0%	22%
Salaries & Benefits as a % of total	98%	92%	63%	0%	0%	0%	0%	
Operating costs as a % of total	2%	8%	37%	100%	100%	100%	100%	

Definition of Terms

Workforce Innovation and Opportunity Act (WIOA)

The Act is designed to help job seekers, including youth and those with significant barriers, access employment, education, training, and support services, making them more marketable for high-wage jobs, and meeting the skills needs of employers to compete in the global economy.

WIOA Adult

WIOA Adult program services include career services, training services, and job placement assistance. Priority is given to recipients of public assistance, other low-income individuals, veterans, and individuals who are basic skills-deficient. Adult is defined as individuals of over 18 years of age.

WIOA Dislocated Worker

WIOA Dislocated Worker program services target individuals who lost jobs due to plant closures, company downsizing or other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation. Dislocated worker is defined as individuals who become unemployed through no fault of their own and displaced homemakers.

WIOA Youth

WIOA Youth program services both out-of-school youth, age 16 – 24, and in-school youth, age 14 – 21, with one or more barriers to employment, prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials.

WIOA – Community Based Training: Construction

Apprenticeship and Construction Trades training

WIOA – Sector Strategies: IT Training

Accelerated mobile and web development and network administration training (SQL, Java, Python, Ruby, iOS, Linux, and CCENT/CCNA)

WIOA – Sector Strategies: CareerREADY

Construction, Welding and Soldering and Cabling training

WIOA – Apprenticeship FLA

Establishes a construction trades pre-apprenticeship program for MSFWs.

WIOA – Hurricane Maria Outreach

Provide outreach services and training and employment assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria.

Employment Services

The Wagner-Peyser Act of 1933

This Act established a nationwide system of public employment offices known as the Employment Service. The Act was amended in 1998 to make the *Employment Service* part of the One-Stop

services delivery system. The One Stop delivery system provides universal access to an integrated array of labor exchange services so that workers, job seekers, and businesses can find the services they need in one stop and under one roof in easy-to-find locations.

The Employment Service focuses on providing a variety of employment-related labor exchange services including, but not limited to, job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings.

Services are delivered in one of three modes including self-service, facilitated self-help services, and staff assisted service delivery approaches.

Disabled Veterans' Outreach Program (DVOP)

Disabled Veterans' Outreach Program (DVOP) provides job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities. DVOP specialists provide direct services to Veterans enabling them to be competitive in the labor market. They provide outreach and offer assistance to disabled and other Veterans by promoting community and employer support for employment and training opportunities, including apprenticeship and on-the-job training.

Local Veterans' Employment Representatives (LVER)

The *Local Veterans Employment Representatives* program conducts outreach to employers to increase the employment opportunities available to veterans and encourage the hiring of Veterans. The program services include job development, job placement, and supportive employment services to qualified veterans.

Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)

This program funds the employment & training program for food stamp recipients. All recipients are to complete employment & training requirements in order to receive assistance that may include transportation, dependent care, books or training manuals, uniforms and/or other special tools.

Reemployment Assistance Program (RA)

Funds are provided to support center staff who assist customers with filing Reemployment Assistance initial and continuing claims via the State's online system: Connect. Funds are received based on each region relative share of initial RA claims filed in a calendar year.

Trade Adjustment Act (TAA)

Trade Adjustment Assistance Program (TAA) is a federally funded program designed to allow eligible trade-affected workers to receive retraining and reemployment opportunities. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed.

Military Family

This program provides employment services to military spouses and dependents of active-duty military personnel, Florida National Guard members and military reservists.

Welfare Transition

This program serves low-income families with children, including two-parent families with an emphasis on “Work First” philosophy that combines added assistance in obtaining training, support services to start work and receiving childcare, transportation and transitional supports to retain employment, advance and become self-sufficient.

Direct Grants and Special Projects

ReEmployment Services and Eligibility Assessment (RESEA)

RESEA is an initiative that provides funds to better link the unemployed with the overall workforce system by bringing individuals receiving Unemployment Insurance (UI) benefits into centers. The goal of this program is to provide UI claimants early access to services that can help them get back into the workforce faster.

National Emergency Grant (NEG) – Hurricane Maria Evacuees

Provide training and employment assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria.

USDOL Tech Hire

Incumbent worker and unemployed/underemployed youth ages 17-29 IT credential and bootcamps, and healthcare RN, Phlebotomy and MCLT training.

Tampa Housing Authority – Jobs Plus

Support job development, training, employment, supportive services, income incentives, and community support for unemployed and underemployed residents of the Robles Park Village development.

Citi Foundation: Pathways2Progress

Funding is provided by Citi Foundation for youth who meet the low-to-moderate income guidelines to fund training programs in Welding, Soldering and Cabling, Microsoft Office Specialist, and Hospitality- AHLEI certification(s) training, in addition to job placement support including referrals to paid work experience, apprenticeships and full-time employment opportunities.



Florida Ready to Work

Florida Ready to Work is an employee credentialing program that tests and scores job skills and work habits. It gives jobseekers a competitive edge – a Credential that proves to employers that they have the right skills and the right attitude for the job. For employers, it takes the guesswork out of hiring, saving them time and money. Funded by the State of Florida, there is no cost for employers or jobseekers to participate.

CareerSource Tampa Bay has been deemed eligible to participate and receive unrestricted funding based on performance thru June 30, 2019.

Program Components

Skill Building: Upon enrollment, participants take a placement test covering the following areas: Applied Mathematics, Ready for Information, and Locating Information. An online courseware is provided to help participants develop any areas for improvement.

Florida Ready to Work Assessments: To earn the Florida Ready to Work Credential, a participant must take three proctored Assessments: Applied Mathematics, Reading for Information, and Locating Information.

Florida Ready to Work Credential: Upon successful completion of the assessments, a personalized certificate signed by the Governor is issued to the participant.



Sublease Rate

The current sublease rate for the North Florida Avenue One-Stop center is \$13.00 per square foot. This rate includes the facility rental rate, utilities, janitorial services, pest control, security, internet, phones, equipment rental (copiers), and indirect costs.

The current amount paid to the Lessor for the space is \$10.94 per square foot.



Third Party Contracts

Service Providers Name	Service Type	Term	Rate Range
Powell & Jones	Audit Services	FY15-FY18 (Addl 1 yr option)	\$19,000-\$20,500 (annually)
Trenam Kemker	Legal Services	2011 - Present (Ongoing)	\$250/hr
Dynamic Works	One Stop Operator	7/27/18-6/30/19 (Addl 3 yr option)	\$39,341 (annually)
Ryman Inc dba Complete Technology Solutions	IT Services	FY16-FY19	\$374,508-\$397,431 (annually)
Kelly Pickavance	Payroll Transition Services	7/1/18-10/30/2018	\$55/hr
My Benefits Partner	HR Transition Services	6/22/18-10/1/18	\$136,800 (total cost)
ERISS/SARA	Case Management Software	FY16-Present (Addl 2 yr option)	\$140,500
SVM. LP	Visa cards	Ongoing	\$880,410 (FY18 purchases)
Dex Imaging	Copier/Printing/Scanner/Fax	10/17-10/22	\$33,557.76 (annually)
Brown & Brown Insurance	Property and General Liability	1/1/18-1/1/19	\$75,172.79 (total cost)
Access Interpreting Services (sign Language)	Disability Navigator Services	Ongoing	\$120/service
Alliance Health & Safety	Drug Tests	Ongoing	\$46/person
SARMA	Background Screenings	Ongoing	\$31/person
Insurance Information Exchange	Motor Vehicles Reports	Ongoing	\$10/person
Talx Corporation	Employment Verification Services	Ongoing	\$4,760/month



Internal & External Audits

Agency/Organization	Procedure Performed	Timing	Frequency	External/Internal
Department of Economic Opportunity	Desk Reviews	Quarterly	On-going	External
Department of Economic Opportunity	On-site review	Annual	On-going	External
Powell & Jones, CPAs	Financial Statement/Uniform Guidance Audit	Annual	On-going	External
Powell & Jones, CPAs	Agreed-Upon Procedures	In-progress	One-time	External
Granting Agencies (Direct & Pass Thru)	Programmatic Monitoring	Quarterly	On-going	Internal
Granting Agencies (Direct)	Fiscal Monitoring	Annual	On-going	Internal
CSTB	Supportive Service Monitoring	Monthly	On-going	Internal
CSTB	Payroll monitoring (payrate)	Annual	On-going	Internal
CSTB	Board review	Annual	On-going	Internal
CSTB	Balance Sheet	Quarterly	On-going	Internal
CSTB	Training Provider (Enrollment and Revenues)	Quarterly	On-going	Internal
CSTB	Disbursements	Quarterly	On-going	Internal
CSTB	Related Party Review of Contract Threshold	Monthly	On-going	Internal