



**Thursday, May 9, 2019 - 9:00 AM**  
4902 Eisenhower Blvd., Ste. 250, Tampa, FL

## **Finance Committee Agenda**

- I. **Welcome and Introductions** .....Sophia West, Chair
  
- II. **Action/Discussion Items**
  - 1. Approval of Minutes – February 28,2019 Finance Committee Meeting ..... Page 2
  - 2. 2019 – 2020 Planning Budget .....S. Doyle, Page 4
  - 3. Cost of Living Adjustment (COLA) ..... J. Flanagan and S. Doyle, Page 11
  
- III. **Other Administrative Matters**  
*(Items of urgency not meeting the seven-day guideline for review)*
  
- IV. **Information Items**
  - 1. Expenditure Reports to the period ended March 31, 2019 .....S. Doyle, Page 13
  - 2. Internal and External Audits .....A. Munro, Page 16
  - 3. Third Party Contracts.....A. Munro, Page 17
  - 4. Compensation and Benefits Study .....S. Doyle, Page 18
  
- V. **Public Comments**
  
- VI. **Adjournment**

Next Finance Committee Meeting – TBA

# CareerSource Tampa Bay Minutes of Finance Committee Meeting

**Date:** February 28, 2019  
**Location:** 4902 Eisenhower Blvd., Ste. 250, Tampa, FL

## Call to Order

Chair Sophia West called the meeting to order at 9:38 a.m. There was a quorum present with the following Audit Committee members participating.

## Board members in attendance

Don Noble, Randall King, Sophia West, (all board members present via conference call)

## Staff Present

Juditte Dorcy, Sheila Doyle, Anna Munro, John Flanagan- via conference call

## BOCC Liaison/Representative

Kenneth Jones

The items are listed in the order of discussion.

▶ indicates committee action

## Public Comments

There were none.

## Action/Discussion Items

### ▶ Approval of Minutes: December 6, 2018 Special Finance Committee

A motion to approve the minutes of **December 6, 2018 Special Finance Committee Meeting**

Motioned by: Randall King  
Seconded by: Don Noble  
The motion passed unanimously.

### ▶ Action Item – 2018-2019 Budget Modification No. 3

2018-2019 Budget Modification No. 3 presented by Sheila Doyle  
*Refer to Page 4 of the February 28, 2019 Finance Committee Agenda Packet*

- The total budgeted revenue had an overall decrease of \$280,037. This is due to the following:
  - New award for WIOA Soft Skills \$100,000.
  - Welfare Transition Program had a decrease in Welfare Transition of \$455,037.
  - New award for Tech Hire Evaluation Program of \$75,000.
  - There was a decrease in expenditures of \$281,297.

The following points of discussion ensued

- Sophia West asked for clarification about the reductions to the budget. Sheila Doyle explained the DEO's procedure to monitor all Career Source locations and review which ones are in need of additional funding, and those who have funds available due to slower utilization rates. The DEO then reaches out for reallocation of funds.
- Sophia West asked about the grants and how they are sourced and procured.
- John Flanagan explained that the reallocations come from Federal level DEO and are passed down to the states. John also commented about the pool of grant and award moneys that have RFP's that CSTB reviews and applies for.

A Motion to approved the 2018-2019 Budget Modifications No 3.

Motioned by: Don Noble  
Seconded by: Randall King  
The motion passed unanimously.

**Other Administrative Matters**

(This item of discussion was not part of the Finance Committee agenda, however information was requested about the topic)

- Don Noble asked whether the next meeting would be a combined meeting of the Audit and Finance Committees. Anna Munro responded that there cannot be a combined meeting until it is approved by the Bylaws Committee. It was asked if the Bylaws Committee had been formed. John Flanagan explained that during the Executive Committee meeting last week the Chair appointed members to the Bylaws Committee. If there are any Board Members who would like to be on the Bylaws Committee, please let John Flanagan know and he will pass that along to Executive Committee Chair Sean Butler.

**Information Items**

Expenditure Reports for Period Ending January 31, 2019. Presented by Sheila Doyle  
The CSTB Expenditure Report, the Pooled Cost Expenditure Detail Report, and the Grant Award to Actual Expenditures Comparison Report were all highlighted and briefly discussed.

Ken Jones and Sophia West complimented staff for providing this additional information.

**Public Comments**

No Public Comments

**Adjournment**

The meeting was adjourned at approximately 10:01 a.m.

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## **Action Item**

# **2019-2020 Planning Budget**

### **Background**

CareerSource Tampa Bay's (CSTB) 2019-2020 Planning Budget has been prepared based on preliminary allocations of our primary formula based funding streams: Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser and Welfare Transition Program (WTP). These preliminary allocations were provided to the twenty-four Local Workforce Development Boards (LWDB) by the Department of Economic Opportunity (DEO) and are indicating level funding compared to the prior year. Estimates for other recurring funding sources have been based on prior year allocations. Carryforward amounts are estimated based on current available information and anticipated expenditures. A budget modification will be presented in the first quarter of FY2020 once all final allocations and carryforward amounts are known.

CSTB Board of Directors, along with, the Hillsborough Board of County Commissioner's (BOCC) are responsible for approval of the annual Planning Budget. The budget will go before the CSTB Board of Directors on May 16<sup>th</sup> and before the Hillsborough BOCC in early June for final approval.

### **2019-2020 Planning Budget Information**

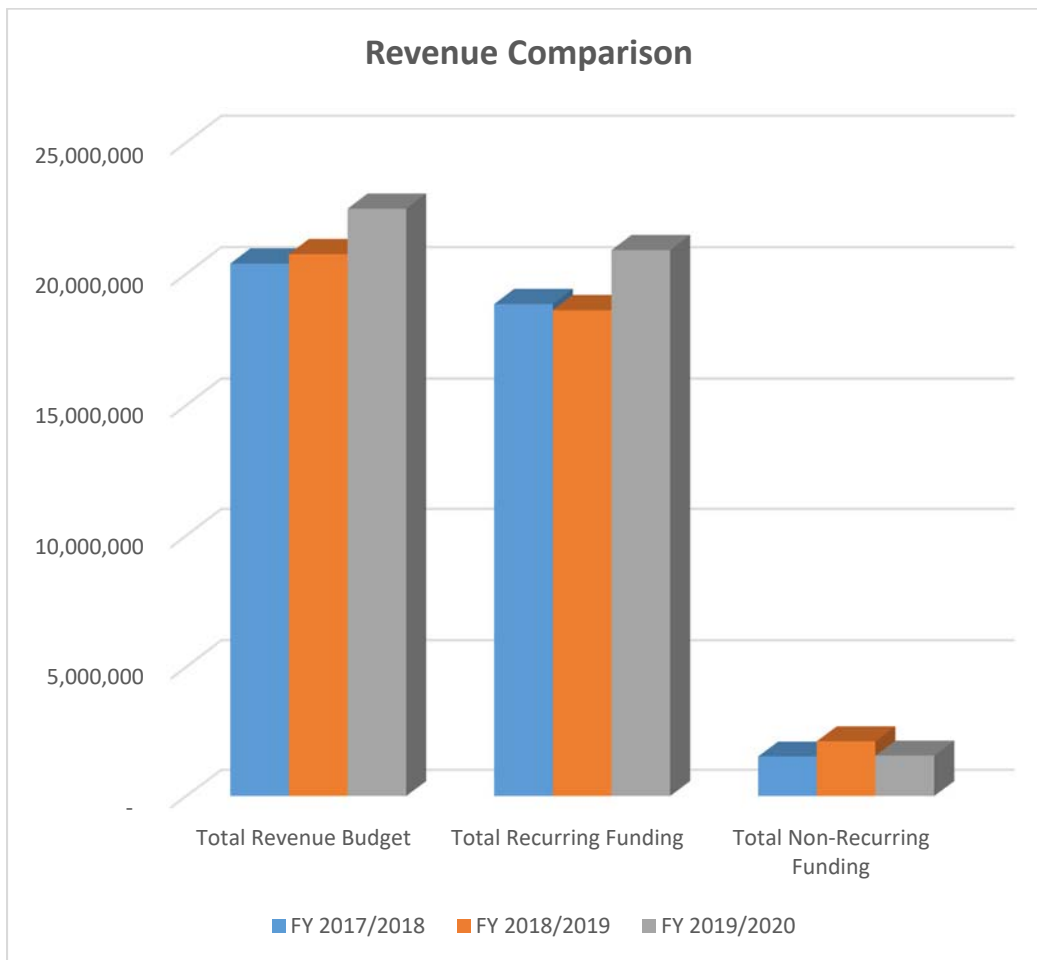
#### **Revenue Budget**

The total projected revenue for FY2020 is \$22,479,311, which includes \$8,312,171 in anticipated carryforward dollars. The Increase in carryforward dollars is primarily attributed to WIOA Youth funding, which has seen a reduction in training related expenditures in FY2019. Overall we are projecting an increase in revenues over the FY2019 preliminary budget of \$1,729,789.

## Revenue Comparison

The below chart represents the comparison of the FY2020 projected revenues to the past two fiscal years recurring and non-recurring revenues. Recurring revenues have remained fairly consistent over the past several years. The increase noted in FY2020 is primarily related to the projected increase in carryforward funding.

Fiscal Year	Total Revenue Budget	Total Recurring Funding	Total Non-Recurring Funding
FY 2017/2018	\$ 20,390,000	\$ 18,850,000	\$ 1,540,000
FY 2018/2019	\$ 20,749,522	\$ 18,616,482	\$ 2,133,040
FY 2019/2020	\$ 22,479,311	\$ 20,902,311	\$ 1,577,000



Recurring revenues consist of formula, needs based and CareerSource Florida Board formula allocations provided annually to each of the twenty-four Local Workforce Development Boards within the State of Florida.

## Recurring Funding

The recurring revenues by funding source with their funding basis and methodology are represented below:

Recurring Funding		
Funding Source	Funding Basis	Funding Methodology
WIOA Adult	Federal Formula	Relative share of workforce, unemployment and poverty factors
WIOA Dislocated Worker	Federal Formula	Relative share of workforce, unemployment and poverty factors
WIOA Youth	Federal Formula	Relative share of workforce, unemployment and poverty factors
Wagner Peyser	CSF Board Formula Allocation	Relative share of workforce and unemployment
Veterans Programs	Needs based	Based on LWDB's staffing needs and related costs to support these positions
Supplemental Nutrition Assistance Program (SNAP)	Needs based	Based on LWDB's relative share of Able Bodied Working adults without children receiving food stamps
Re-employment (UC)	CSF Board Formula Allocation	Based on LWDB's relative share of re-employment claims filed
Trade Adjustment Act (TAA)	Needs based	Based on number of workers in the local area that have been laid off or whose jobs have been threatened because of foreign trade or competition
Military Family	Needs based	Provided to select regions with larger populations of active duty military
Temporary Assistance for Needy Families (TANF)/Welfare Transition	CSF Board Formula Allocation	50% of allocation is based upon the LWDB's relative share of the number of children within households receiving food stamps. 50% based on relative share of TANF caseload
Re-employment Services & Eligibility Assessment (RESEA)	CSF Board Formula Allocation	Based on LWDB's relative share of re-employment claims filed

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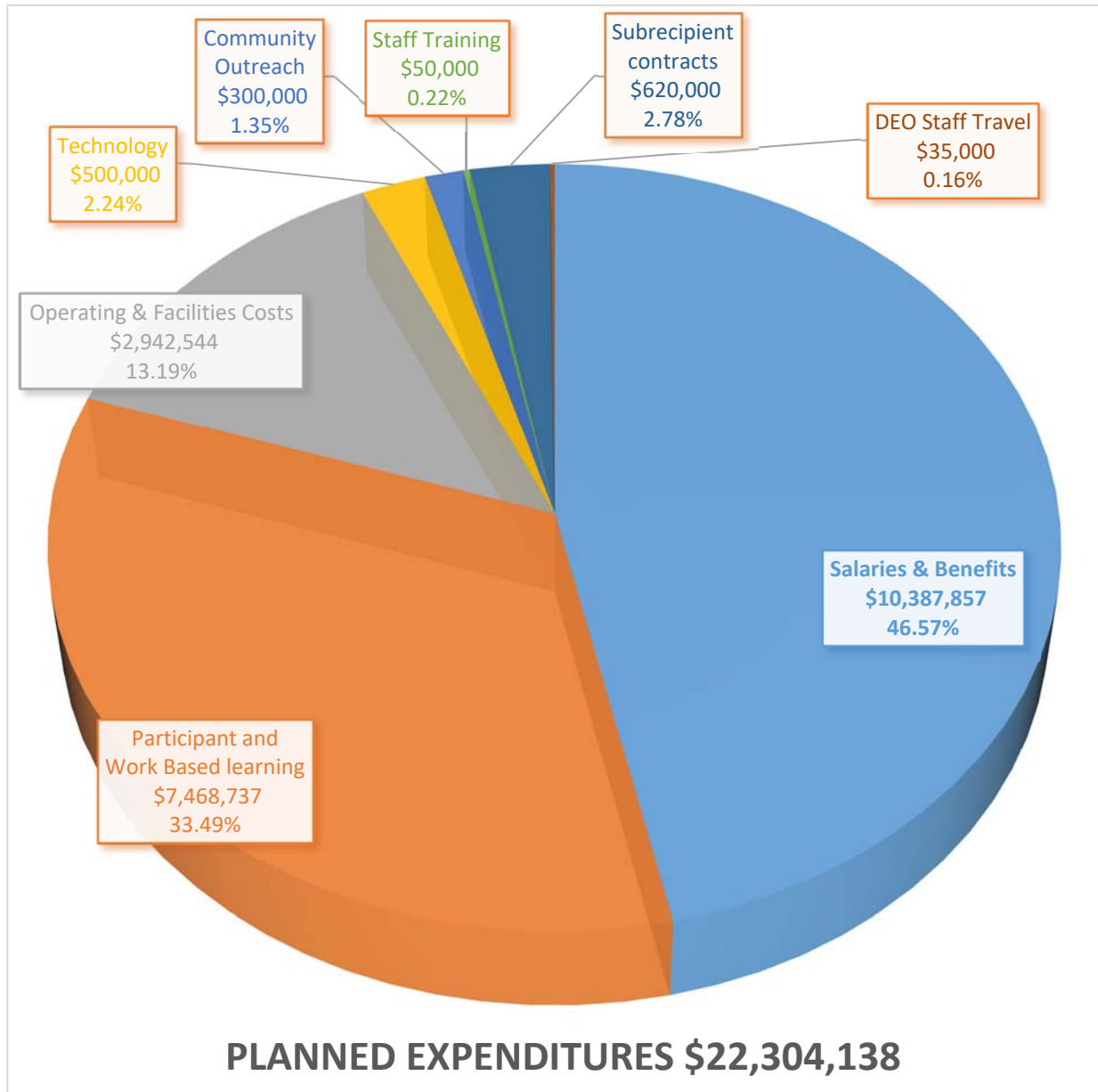
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*\*\* CareerSource Florida (CSF) Funding methodology based on prior year data. Current year information will be available after CSF Finance Council meeting scheduled for May 22, 2019.*

## Planned Expenditures

The total projected expenditures for FY2020 are \$22,304,138. The below graph provides the categories of expenditures. The most significant projected expenditures are:

- Salaries and benefits – approx. \$10.4M or 46.5% of total budgeted expenditures. *Note: Approximately 95% of costs captured in the Business Service, Case Management, and Career Services cost pools are related to salaries & benefits. Approximately 75% of costs captured in the Indirect cost pool are related to salaries and benefits.*
- Participant & Work Based learning – approx. \$7.5M or 33.49% of total budgeted expenditures



The Planning Budget expenditures are broken down into three main categories: Program Services – Allocated, Program Services – Direct and Indirect Costs.

- **Program Services – Allocated** are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, case loads, etc.). The cost pools and their related expenditures consist of the following:
  - **Business Services Cost Pool** - expenditures in this cost pool are associated with the personnel and non-personnel costs related to Business Services staff. Business Services staff are responsible for developing business partnerships, promoting business training programs, and providing value-added workforce solutions. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
  - **Case Management Cost Pool** – expenditures in this cost pool are associated with the personnel and non-personnel costs related to staff providing direct customer services. Program Services staff are responsible for case management, and job seeker training programs. Expenditures include salaries, fringe benefits, travel, supplies, communications, and other operating costs.
  - **Career Services Cost Pool** - expenditures in this cost pool are associated with personnel and non-personnel costs related to staff assisting customers in the various Career Center resource rooms. Career Service staff are responsible for providing basic career services including but not limited to, orientations, initial assessments and referrals to other partners and services. Expenditures include salaries, fringe benefits, travel, supplies, communications and other operating costs.
  - **One Stop Operating/Facilities Costs** - expenditures in this cost pool are associated with the career centers. These costs include, rent, utilities, communications, supplies, etc. *Note: We currently have five One Stops located in Tampa, Brandon, Ruskin and Plant City.*
  - **Technology** - expenditures in this cost pool are associated with the purchase of equipment, software and non-consumable supplies for the provision of the one stop services. These expenditures include furniture, computers, office equipment, network equipment, software licenses, equipment maintenance, IT Service provider, etc.
  - **Community Outreach** - expenditures in this cost pool are associated with the outreach and marketing of one-stop services to the general public and employers. These expenditures include classified ads, printed materials, job fairs, employer seminars, and focus groups, as well as community event sponsorships, etc. Outreach activities that are specific to a program are directly charged to that program.
  - **Program Staff Training & Professional Development** - expenditures in this cost pool are associated with various training and professional development activities for One Stop center staff. These expenditures include professional services, memberships, staff travel, supplies, etc.



- **Program Services – Direct** are those costs identifiable to a specific cost center or funding stream. Direct Program cost categories are as follows:
  - **Participant & Work Based Learning** – these are expenditures directly related to participants and/or employers. This includes, but is not limited to, Individual Training Accounts (ITA's), Supportive Services, On the Job Training (OJT), Paid Work Experience (PWE) and Incumbent Worker Training (IWT).
  - **Direct Grants & Special Projects – Salaries & Benefits** – these are expenditures related to staff working on grants or special projects outside of our general one-stop offerings. For the FY2020 budget this includes the DOL Tech Hire grant and Tampa Housing Authority Jobs Plus Initiative project.
  - **Subrecipient Contracts** – this is related to payments made to subrecipients/subcontractors for services rendered under specific contract terms. For the FY2020 budget this includes Junior Achievement, BayCare Health, University of South Florida, Tampa Innovation Alliance and IBM.
  - **DEO Staff Travel** – these are expenditures related to travel for staff that are jointly managed with DEO and work out of our One Stop centers. DEO pays for their salaries and provides additional funding to cover these ancillary expenses.
- **Indirect Costs** - are pooled costs that are allocated to the various funding streams based on a specific driver (i.e. staff salaries, total expenditures, etc.). The pool and its related expenditures consist of the following:
  - Indirect expenditures are those associated with the personnel and non- personnel costs related to Board staff. Board staff is responsible for the planning, development, oversight and administrative functions of all programs funded through the Local Workforce Development Board. The board staff provides support services for the One-Stop System, including Management Information Systems, Facility Management, Community Outreach, One-Stop Staff training and development activities. Expenditures include personnel costs, travel, supplies, equipment, communications, facilities, and other related operating cost.

## Recommendation

To approve the PY2020 Planning Budget in order to provide to the CSTB Board of Directors and Hillsborough BOCC for their approvals and allow for required submission to the State Workforce Board for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2019.

**CareerSource Tampa Bay  
Planning Budget  
Fiscal Year 2020 (July 2019-June 2020)**

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Budget FY 2019-2020	Budget FY 2018-2019	Increase/ (Decrease) FY2020 & FY2019
<b>Revenue:</b>							
Fiscal Year 2020 New Allocations	6,974,417	2,067,723	4,000,000	1,125,000	14,167,140	15,926,500	(1,759,360)
Carryforward from Prior Year Allocations	6,638,171	474,000	500,000	700,000	8,312,171	4,823,022	3,489,149
<b>Total Revenue</b>	<b>13,612,588</b>	<b>2,541,723</b>	<b>4,500,000</b>	<b>1,825,000</b>	<b>22,479,311</b>	<b>20,749,522</b>	<b>1,729,789</b>
<b>Expenditures:</b>							
<b>Program Services - Allocated Costs:</b>							
Business Services	1,930,049	114,873	342,301	92,777	2,480,000	3,847,564	(1,367,564)
Case Management	3,043,226	708,167	1,254,552	364,570	5,370,515	4,873,912	496,603
Career Services	489,103	65,649	237,976	8,206	800,934	-	800,934
One Stop Operating/Facilities Costs	721,835	691,737	336,736	164,692	1,915,000	1,457,673	457,327
Technology	111,054	249,360	87,921	51,665	500,000	412,357	87,643
Community Outreach	75,225	169,680	52,752	2,343	300,000	526,367	(226,367)
Program Staff Training & Professional Development	21,327	17,326	8,792	2,555	50,000	52,059	(2,059)
<b>Subtotal - Program Services Allocated</b>	<b>6,391,819</b>	<b>2,016,792</b>	<b>2,321,030</b>	<b>686,808</b>	<b>11,416,449</b>	<b>11,169,932</b>	<b>246,517</b>
<b>Program Services - Direct Costs:</b>							
Participant & Work Based Learning	5,768,737	75,000	1,450,000	175,000	7,468,737	5,885,957	1,582,780
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	384,066	384,066	540,000	(155,934)
Subrecipient Contracts	-	-	250,000	370,000	620,000	845,179	(225,179)
DEO Staff Travel	-	35,000	-	-	35,000	15,000	20,000
<b>Subtotal - Program Services Direct</b>	<b>5,768,737</b>	<b>110,000</b>	<b>1,700,000</b>	<b>929,066</b>	<b>8,507,803</b>	<b>7,286,136</b>	<b>1,221,667</b>
<b>Total Program Service Costs:</b>	<b>12,160,556</b>	<b>2,126,792</b>	<b>4,021,030</b>	<b>1,615,874</b>	<b>19,924,252</b>	<b>18,456,068</b>	<b>1,468,184</b>
<b>Indirect Costs</b>							
Indirect Costs	1,361,259	386,127	450,000	182,500	2,379,886	2,135,125	244,761
<b>Total Indirect Costs</b>	<b>1,361,259</b>	<b>386,127</b>	<b>450,000</b>	<b>182,500</b>	<b>2,379,886</b>	<b>2,135,125</b>	<b>244,761</b>
<b>Total Expenditures</b>	<b>13,521,815</b>	<b>2,512,919</b>	<b>4,471,030</b>	<b>1,798,374</b>	<b>22,304,138</b>	<b>20,591,193</b>	<b>1,712,945</b>
<b>Unobligated Balance</b>	<b>90,773</b>	<b>28,804</b>	<b>28,970</b>	<b>26,626</b>	<b>175,173</b>	<b>158,329</b>	<b>16,844</b>



## **Action Item**

### **Cost of Living Adjustment (COLA)**

#### **Background**

Historically, eligible employees received an annual pay increase utilizing a merit based approach. The last merit based payment was in December 2017 when the Organization was under a shared services agreement with CareerSource Pinellas.

#### **Information**

To retain staff and maintain competitive wages an increase in pay should be provided to those employees who were onboard as of the September 1, 2018 transition date. A cost of living adjustment utilizing the current CPI will be used as a guide to determine the pay increase.

#### **Recommendation**

Staff recommends that the Committee give the CEO the authority to approve a COLA increase to an eligible employee's base salary using the current CPI as a guide. At no time will this authority result in the budgeted amount for salaries and benefits to be exceeded.

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CareerSource Tampa Bay  
Grant Award to Actual Expenditures  
FY 2018-2019  
For Period Ending 3/31/2019

Program Description	Award Begin Date	Award End Date	Award Amount	FY18-19 Budget	FY18-19 Expenditures YTD	FY18-19 Remaining Budget	FY18-19 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
<b>Workforce Innovation Opportunity Act</b>									
WIOA - Adult PY2017	7/1/17	6/30/19	2,404,645	1,945,332	1,945,332	0	100.00%	88%	100%
WIOA - Adult PY2018	7/1/18	6/30/20	2,748,612	2,755,712	566,631	2,189,081	20.56%	37%	21%
WIOA - Dislocated Worker PY2017	7/1/17	6/30/19	3,219,985	2,575,099	2,554,908	20,191	99.22%	88%	99%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,967,653	1,954,326	-	1,954,326	0.00%	37%	0%
WIOA - Youth PY2017	4/1/17	6/30/19	2,725,862	923,791	923,791	(0)	100.00%	89%	100%
WIOA - Youth PY2018	4/1/18	6/30/20	3,004,861	2,429,862	127,056	2,302,806	5.23%	44%	4%
WIOA - Supplemental	7/1/18	12/31/19	251,171	251,171	-	251,171	0.00%	50%	0%
WIOA - Sector Strategies - Career READY	9/1/17	6/30/19	391,545	299,409	142,480	156,929	47.59%	86%	60%
WIOA - Sector Strategies - IT Training	7/1/17	6/30/19	396,495	269,322	67,920	201,402	25.22%	88%	49%
WIOA - Community Based Training - Construction	7/1/17	6/30/19	147,125	51,994	31,327	20,667	60.25%	88%	86%
WIOA - Community Based Sec Str	4/1/17	6/30/19	199,375	101,587	63,856	37,731	62.86%	89%	81%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	100,000	25,645	74,355	25.65%	46%	26%
WIOA - Soft Skills	2/1/19	8/31/20	100,000	100,000	154	99,846	0.15%	10%	0.2%
WIOA - Hurricane Maria Outreach	1/1/18	9/30/19	71,507	67,782	42,980	24,802	63.41%	71%	65%
<b>Total Workforce Innovation Opportunity Act</b>				<b>13,825,386</b>	<b>6,492,080</b>	<b>7,333,306</b>	<b>46.96%</b>		
<b>Employment Services</b>									
Wagner Peyser PY2017	7/1/17	9/30/18	1,389,416	286,668	286,668	(0)	100.00%	100%	100%
Wagner Peyser PY2018	7/1/18	9/30/19	1,283,166	1,233,166	764,673	468,493	62.01%	60%	60%
DVOP PY2017	10/1/17	10/31/18	245,000	75,889	30,506	45,383	40.20%	92%	81%
DVOP PY2018	10/1/18	9/30/19	215,189	152,189	57,344	94,845	37.68%	50%	27%
LVER PY 2017	10/1/17	9/30/18	57,000	18,308	6,341	11,967	34.64%	100%	79%
LVER PY 2018	10/1/18	9/30/19	53,797	38,047	16,112	21,935	42.35%	50%	30%
Supplemental Nutrition Assistance Program PY2017	10/1/17	9/30/18	787,357	204,740	186,102	18,638	90.90%	100%	98%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	750,000	562,500	392,521	169,979	69.78%	50%	52%
Reemployment Assistance Program PY2017	10/1/17	9/30/18	74,700	19,177	19,177	0	100.00%	100%	100%
Reemployment Assistance Program PY2018	10/1/18	9/30/19	93,000	69,750	20,183	49,567	28.94%	50%	22%
TAA Administration PY2017	7/1/17	6/30/19	14,695	7,078	1,116	5,962	15.77%	63%	59%
TAA Administration PY2018	7/1/18	6/30/19	13,000	13,000	-	13,000	0.00%	75%	0%
TAA Training PY2017	7/1/17	9/30/18	78,593	14,200	14,200	(0)	100.00%	100%	100%
TAA Training PY2018	7/1/18	6/30/19	112,512	112,512	16,845	95,667	14.97%	75%	15%
TAA Case Management PY2017	7/1/17	9/30/18	9,945	909	909	0	100.00%	100%	100%
TAA Case Management PY2018	7/1/18	6/30/19	43,571	43,571	14,874	28,697	34.14%	75%	34%
Military Family	7/1/18	6/30/19	98,434	98,434	73,343	25,091	74.51%	75%	75%
<b>Total Employment Services</b>				<b>2,950,138</b>	<b>1,900,914</b>	<b>1,049,224</b>	<b>64.43%</b>		
<b>Welfare Transition</b>									
Welfare Transition Program PY2018 July-Sept	7/1/18	11/30/18	929,305	929,305	929,305	-	100.00%	100%	100%
Welfare Transition Program PY2018 Oct-June	10/1/18	6/30/19	2,915,658	2,915,658	686,140	2,229,518	23.53%	67%	24%
<b>Total Welfare Transition</b>				<b>3,844,963</b>	<b>1,615,445</b>	<b>2,229,518</b>	<b>42.01%</b>		
<b>Direct Grants &amp; Special Projects</b>									
RESEA Transition PY2018	1/1/18	12/31/18	380,020	201,862	201,862	0	100.00%	100%	100%
RESEA Transition PY2019	1/1/19	3/31/20	540,000	290,000	133,352	156,648	45.98%	20%	25%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/19	280,500	280,500	29,076	251,424	10.37%	75%	10%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,294,725	560,874	733,851	43.32%	69%	61%
Tech Hire Evaluation	3/20/18	6/30/20	75,000	75,000	21,361	53,639	28.48%	45%	28%
Tampa Housing	5/15/17	3/31/21	148,275	95,353	11,991	83,362	12.58%	48%	13%
Citi Foundation	9/18/17	6/30/19	250,000	186,119	174,799	11,320	93.92%	86%	95%
<b>Total Direct Grants &amp; Special Projects</b>				<b>2,423,560</b>	<b>1,133,315</b>	<b>1,290,245</b>	<b>46.76%</b>		
<b>Totals</b>				<b>\$ 23,044,047</b>	<b>11,141,754</b>	<b>11,902,293</b>	<b>48.35%</b>		

Training Budget vs. Actual				
Budget	Actual Exp to date	Remaining Budget	% spent to date	% Target
\$ 8,208,000	\$ 3,450,815	\$ 4,757,185	42.04%	75.00%

# of customers served	Avg Cost per
1,997	\$ 1,728.00

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

**CareerSource Tampa Bay  
Expenditure Report  
For Period Ending March 31,2019**

**Funding Sources**

	Total Emp Services		Total Direct Grants and Special Proj	
Total WIOA		Total WTP		Total All

**Current Year Budgeted Revenues:**

Carryforward Funds from FY 2018	6,234,316	620,038	-	457,362	7,311,716
FY 2019 Award	9,172,297	2,669,600	3,844,963	3,021,198	18,708,058
Total Funds available	15,406,613	3,289,638	3,844,963	3,478,560	26,019,774
Less: Planned Carryforward for FY 2020	(1,581,227)	(339,500)	-	(1,055,000)	(2,975,727)
Total Available Funds Budgeted	13,825,386	2,950,138	3,844,963	2,423,560	23,044,047

**Expenditures to Date:**

**Pooled Costs:**

Case Management	1,328,684	495,550	790,998	229,328	2,844,560
Business Services	1,361,855	125,107	347,829	78,396	1,913,187
Indirect Costs	535,729	229,401	133,669	76,143	974,942
One Stop Operating	4,544	757,931	144,481	146	907,102
Technology	14,863	213,119	41,955	9,530	279,467
Community Outreach	5,739	20,002	4,485	567	30,793
Staff Training & Development	4,058	3,185	855	2	8,100
<b>Total Pooled Costs:</b>	<b>3,255,472</b>	<b>1,844,295</b>	<b>1,464,272</b>	<b>394,112</b>	<b>6,958,151</b>

**Direct Costs:**

Service Provider Contracts	-	-	18,941	235,313	254,254
Participant Training Costs	3,077,378	31,154	129,293	91,289	3,329,114
Subsidized Employment (OJT/PWE)	64,024	-	2,939	-	66,963
Employed Worker Training (EWT)	49,872	-	-	-	49,872
Program Staff Direct	-	-	-	362,383	362,383
DEO (Jointly managed staff) travel	-	19,840	-	-	19,840
Other Operating Costs	45,334	5,625	-	50,218	101,177
<b>Total Direct Costs:</b>	<b>3,236,608</b>	<b>56,619</b>	<b>151,173</b>	<b>739,203</b>	<b>4,183,603</b>

**Total Expenditures to Date**

**Unexpended Balance**

**% of Budget Expended**

<b>Total Expenditures to Date</b>	<b>6,492,080</b>	<b>1,900,914</b>	<b>1,615,445</b>	<b>1,133,315</b>	<b>11,141,754</b>
<b>Unexpended Balance</b>	<b>7,333,306</b>	<b>1,049,224</b>	<b>2,229,518</b>	<b>1,290,245</b>	<b>11,902,293</b>
<b>% of Budget Expended</b>	<b>46.96%</b>	<b>64.43%</b>	<b>42.01%</b>	<b>46.76%</b>	<b>48.35%</b>

**CareerSource Tampa Bay  
Pooled Cost Expenditure Detail  
For Period Ending March 31, 2019**

	Case Management	Business Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
<b>Total Pooled Cost Budgets</b>	4,849,000	3,900,000	2,430,557	1,605,000	500,000	328,000	35,000	13,647,557
<b>Expenditures:</b>								
Salaries & Benefits	2,750,347	1,755,439	661,698	-	-	-	8,100	5,175,584
Legal Fees	-	-	49,006	-	-	-	-	49,006
Bank Fees	-	-	395	-	-	-	-	395
Payroll Processing Fees	-	-	18,160	-	-	-	-	18,160
Professional Fees	37,960	10,712	16,905	-	-	-	-	65,577
Contract Labor	-	-	122,378	-	-	-	-	122,378
Contract IT Svcs	-	-	13,033	-	264,325	-	-	277,358
Office Rent / Lease	21,742	94,735	27,115	701,462	-	-	-	845,054
Utilities	-	-	-	20,357	-	-	-	20,357
Repairs & Maintenance	13	58	743	9,287	-	-	-	10,101
Security	206	812	322	6,186	-	-	-	7,526
Janitorial Services	-	-	-	6,320	-	-	-	6,320
Pest Control	-	-	-	724	-	-	-	724
Equipment Rental	1,295	5,060	3,446	34,343	-	-	-	44,144
Copy machine usage / maintenance	1,184	5,238	1,895	19,198	-	-	-	27,515
Office Supplies	360	917	1,386	12,653	-	154	-	15,470
Operating Supplies	-	-	890	682	-	2,640	-	4,212
Computer Software License / Maint	-	8,333	1,476	-	15,142	-	-	24,951
Equipment <5000	-	-	423	731	-	-	-	1,154
Postage / Shipping	98	427	341	3,999	-	-	-	4,865
Document Shredding	55	211	88	1,400	-	-	-	1,754
Insurance Com Property	189	473	407	9,348	-	-	-	10,417
Insurance General Liability	324	811	38	22,033	-	-	-	23,206
Insurance D&O	-	-	2,361	-	-	-	-	2,361
Telecommunication	3,927	13,655	10,122	57,792	-	-	-	85,496
Outreach / Marketing	-	-	-	-	-	27,806	-	27,806
Travel - Mileage	2,915	5,881	1,367	-	-	-	-	10,163
Travel - Out of town	17,561	8,628	19,336	-	-	98	-	45,623
Meetings & Conferences	5,940	1,128	7,143	104	-	-	-	14,315
License/Dues/Other Fees	444	669	13,741	211	-	95	-	15,160
Other Expenses	-	-	727	272	-	-	-	999
<b>Total Expenditures to Date</b>	<b>2,844,560</b>	<b>1,913,187</b>	<b>974,942</b>	<b>907,102</b>	<b>279,467</b>	<b>30,793</b>	<b>8,100</b>	<b>6,958,151</b>
<b>Unexpended Balance</b>	<b>2,004,440</b>	<b>1,986,813</b>	<b>1,455,615</b>	<b>697,898</b>	<b>220,533</b>	<b>297,207</b>	<b>26,900</b>	<b>6,689,406</b>
<b>% of Budget Expended</b>	<b>59%</b>	<b>49%</b>	<b>40%</b>	<b>57%</b>	<b>56%</b>	<b>9%</b>	<b>23%</b>	<b>51%</b>
<b>Salaries &amp; Benefits as a % of total</b>	<b>97%</b>	<b>92%</b>	<b>68%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Operating costs as a % of total</b>	<b>4%</b>	<b>9%</b>	<b>32%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	



## INFORMATION ITEM

### Internal and External Audits

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





## INFORMATION ITEM

### Third Party Contracts

Service Providers Name	Service Type	Term	Rate Range
Spectrum Enterprise	Fiber Intranet and Ethernet Service: N. Florida Avenue	3 years (4/2019-4/2022)	\$1,999/month
Mail Finance, Inc.	Postage machines: Eisenhower, N. Florida, Brandon	60 months (4/2019-4/2024)	Four at \$142.09/month
Trenam Kemker	Legal Services	2011 - Present (Ongoing)	\$250/hr
Dynamic Works	One Stop Operator	7/27/18-6/30/19 (Addl 3 yr. option)	\$39,341 (annually)
Complete Technology Solutions	IT Services	FY16-FY19	\$374,508-\$397,431 (annually)
ERISS/SARA	Case Management Software	FY18/19	\$44,800
Dex Imaging	Lease: Copier/Printing/Scanner/Fax	10/2017-10/2024	\$52,729.92 (annually)
Brown & Brown Insurance	Property and General Liability	1/1/2019-1/1/2020	\$78,021.90 (total cost)
Access Interpreting Services (sign Language)	Disability Navigator Services	Ongoing	\$120/service
Alliance Health & Safety	Drug Tests	Ongoing	\$46/person
SARMA	Background Screenings	Ongoing	\$31/person
Insurance Information Exchange	Motor Vehicles Reports	Ongoing	\$10/person
Talx Corporation	Employment Verification Services	Ongoing	\$4,760/month
EMSI	Labor Market Data	3 years (2/1/19-1/31/22)	\$60,000 (20,000 per year)
Marine Max	Lease – Facilities (CPC) 2605 N. 43rd Street	7 years (7/1/14-6/30/21) 16,320 sq ft	\$4.21/sq ft \$4.63/sq ft
Park at Bay Plaza	Lease – Facilities (Brandon) 9350 Bay Plaza Boulevard	5 years (10/1/14-9/30/19) 8,256 sq ft	\$14.26-\$16.05/sq ft
Hillsborough County	Lease – Facilities (Plant City) 2001 E. Cherry Street	3 years (9/2018-9/2021) 294 sq ft	\$6.00/sq ft
DEO	Lease – Facilities (Tampa Center) 9215 N. Florida Avenue	Indefinite – 76,737 sq ft	\$10.94 (FY19)
Tampa Eisenhower, LLC	Lease – Facilities (Eisenhower) 4902 Eisenhower Blvd.	5 years (7/1/16-6/30/22) 9,436 sq ft	\$19.96 – \$23.95/sq ft



## INFORMATION ITEM

# Compensation and Benefits Study

## Background

### Prior Study

In October 2011, Evergreen Solutions was retained to conduct a Compensation and Classification Study of all positions in the organization. An updated Compensation Study was completed in 2015. The following recommendations resulted from the study:

- **Pay plan structure analysis:** Structural changes to the pay plan that will better address the Organization's needs.
  - Expand the number of pay grades
  - Establish a 60% spread between the minimum and maximum salary range of each pay grade.
- **Classification analysis:** Modify the existing classification descriptions.
  - Update and add job descriptions and titles to align with the work performed.
- **Performance management analysis:** Evaluate the feasibility of implementing a merit based pay plan.
  - Interview Department leaders to ascertain their preferences for employee competencies then design an evaluation form that evaluates employees based on performance competencies relevant to their department or work area.
    - 5 point rating scale.
    - Customize and evaluate employees on the elements of their job duties, functions and responsibilities.
- **Administrative/Policy analysis:** Implement strategies to account for changes in the market place.
  - Select a sample of classifications and conduct a localized survey of market values and benefit changes on an annual basis to determine competitiveness and make appropriate adjustments.
  - Adjust the pay plan each year based on the results of the average movement of peer pay levels.
  - Conduct a comprehensive classification and compensation study every three to five years.
  - Maintain a formal agreement with the CEO that is renewed on an annual basis. Integrate into the contract a means by which to measure performance of the executive.
  - Refine/develop a more structured PTO and severance policy.
  - Increase performance incentive from 5% to 10% to increase the overall value of an employee benefit package.

- Implement some variation of a cafeteria style benefit plan for employees to opt to use.
  - Employees would receive approximately 28-33% of their annual salary to spend on benefits of their choosing. the benefits percentage from 28% to approximately 33% to be competitive with the market which averages approximately 35%

## **Current Study**

Based on a review of the above results, Staff have identified the below areas for the independent third party to review:

### Benefits Review:

- Evaluate existing employee benefit plans, research the market and identify other competitive insurance coverage options including a cafeteria plan.
- Review all insurance carrier contracts and assure that CareerSource Tampa Bay is adequately covered with respect to its current benefit plans.
- Gather information about the thoughts and impressions of employees by establishing employee focus groups.

### Compensation Review:

- Review the existing pay structure and look for potential problems to be resolved. Examination of existing structure includes a review of the pay scales, classification descriptions, compensation policies and procedures.
- Determine the strengths and weaknesses of the current pay plan.
- Gather information about the thoughts and impressions of employees by establishing employee focus groups.
- Collect and reviewing current environmental data
- Evaluate all Board job descriptions to ensure that appropriate duties and qualifications are accounted for.
- Prepare and conduct a market salary and benefits survey and provide feedback to CareerSource Tampa Bay regarding current market competitiveness.
- Conduct a classification analysis to assess internal equity and the efficiency of the current classification plan.
- Review and update CareerSource Tampa Bay's personnel policies.
- Develop strategic positioning recommendations using market data and best practices.
- Develop a compensation structure and implementation cost plan for CareerSource Tampa Bay
- Develop recommendations for policies on succession planning, severance pay, and employment contracts.



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