



Executive Committee Meeting

February 7, 2019 – 10.00 a.m.
4440 Grand Blvd.
New Port Richey, FL 34652

Dial in: 1.800.750.4065 **Participant Code:** 9422071#

Committee Members

Mark Barry, Mark Earl, Lorri Kindberg, David Lambert, Lex Smith

Call to order David Lambert, Chair

Public Comments

Any person wishing to speak before the Board of Directors must complete the Public Comment Card prior to the start of the meeting. All comments will be limited to three minutes.

Action Items:

- 1. Approval of Minutes from January 10, 2019 Meeting (David Lambert) Pages 1-3

Information Items:

- 1. Statement of Financial Position as of 12/31/2018 (Theresa Miner) Pages 4-5
- 2. Local Area Designation (Jerome Salatino) Pages 6-9

Board Member Comments

Board Chair Comments

Adjournment



ACTION ITEM 1
Approval of Minutes

Draft minutes of the January 10, 2019 Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

Draft
Executive Committee Meeting Minutes
January 10, 2019 – 9.00 a.m.

Committee Members

Present: Mark Barry, Lorri Kindberg, David Lambert

Absent: Mark Earl, Lex Smith

Quorum Present: Yes

Others Present:

PHWB Staff: Heather Harter, Theresa Miner, Ken Russ, Jerome Salatino, Jessica Weightman

Powell & Jones: Richard Powell

Proceedings:

Meeting called to order at 8.59 a.m. by David Lambert, Chair

Welcome and call to order David Lambert, Chair

Public Comments

No public comments were received.

Action Item 1 – Approval of Minutes from November 15, 2018 Meeting

Dave Lambert asked the Committee members to review the minutes from August 23, 2018 meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION made by Lorri Kindberg and seconded by Mark Barry to approve the minutes. Motion carried.

Action Item 2 – Candidate Review for Board Membership

Committee members reviewed the recommended candidate for presentation to Board of County Commissioners for appointment to PHWB Board of Directors.

MOTION to approve the candidate for presentation to the Board of County Commissioners for appointment was made by Mark Barry and seconded by Lorri Kindberg. Motion carried.



Information Item 1 – Independent Auditor’s Report FYE 6/30/18

Richard Powell from Powell & Jones delivered the annual audit presentation for PHWB for year ended June 30, 2018.

Information Item 2 – Independent Accountants’ Report

Richard Powell discussed the report findings associated with the agreed upon procedures of the supportive service cards.

Board Member Comments

No Board Member comments were made.

Board Chair Comments

David Lambert thanked everyone for their hard work and looks forward to another great year.

With no further business to discuss, the meeting adjourned.



INFORMATION ITEM 1
Statement of Financial Position as of 12/31/2018

The following information is presented as information for the Committee.

No action is required.

Pasco Hernando WFB-16
Statement of Financial Position
As of 12/31/18

	Beginning Year Balance	Current Year Balance
Assets		
Current Assets		
Cash - Operating	178,538.37	245,244.55
Cash - Corporate Unrestricted	87,669.98	131,450.22
Cash - Money Market	207,572.26	200,792.48
Cash - Payroll	3,745.99	2,436.12
Prepaid Expenses	113,322.89	5,000.00
Deposits	38,781.38	35,813.75
Accounts Receivable	0.00	62,250.00
Grants Receivable	450,807.69	50,581.55
Travel Advances	<u>0.00</u>	<u>0.00</u>
Total Current Assets	<u>1,080,438.56</u>	<u>733,568.67</u>
Long-term Assets		
Fixed Assets - Computer Equipment	288,775.43	288,775.43
Fixed Assets - Furniture & Fixtures	114,038.56	114,038.56
Fixed Assets - Office Equipment	167,175.71	167,175.71
Fixed Assets - Vehicles	294,931.98	294,931.98
Fixed Assets - Software	62,900.00	62,900.00
Accumulated Depreciation	(920,694.79)	(920,694.79)
Total Long-term Assets	<u>7,126.89</u>	<u>7,126.89</u>
Total Assets	<u>1,087,565.45</u>	<u>740,695.56</u>
Liabilities		
Short-term Liabilities		
Accounts Payable - Vendors	141,677.71	154,287.80
Contracts Payable	315,679.66	166,346.38
Benefits Payable	(5,874.48)	(661.82)
Payroll Taxes Payable	0.00	7.01
Workers Comp Liability	0.00	104.62
Accrued Wages	112,863.86	0.00
Accrued Leave	255,904.76	214,887.99
Accrued Payroll Taxes	27,213.79	16,361.94
Accrued Pension	3,413.99	9,609.61
Due to Grantor	5,869.94	5,979.94
Deferred Grant Revenue	<u>50,539.25</u>	<u>29,778.33</u>
Total Short-term Liabilities	<u>907,288.48</u>	<u>596,701.80</u>
Total Liabilities	<u>907,288.48</u>	<u>596,701.80</u>
Net Assets		
	<u>180,276.97</u>	<u>143,993.76</u>
Total Net Assets	<u>180,276.97</u>	<u>143,993.76</u>
Total Liabilities and Net Assets	<u>1,087,565.45</u>	<u>740,695.56</u>

INFORMATION ITEM 2
Local Area Designation

The following information is presented as information for the Committee.

No action is required.

Overview of Local Area Designation

Every two years, beginning July 1, 2017, Local Workforce Development Boards (LWDBs) are required to be recertified. Under WIOA, the governor will designate local areas after consultation with the State Workforce Board, Local Chief Elected Officials and the LWDBs. CareerSource Pasco Hernando last presented to both Pasco and Hernando Board of County Commissioners in April 2017. This new designation (if granted) will run through June 30, 2021.

In order to remain a locally designated area, the LWDB must meet the following two criteria:

Performed Successfully

For the purpose of determining subsequent local workforce development area designation, the term “**performed successfully**” means the local workforce development area met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and that the local area has not failed the same measure for the last two consecutive program years.

Sustained Fiscal Integrity

Sustained Fiscal Integrity for all program years means the Secretary of the United States Department of Labor has not made a formal determination that either the grant recipient or the administrative entity of the area misspent funds due to willful disregard of the requirements of the provision involved, gross negligence or failure to comply with accepted standards of administration for the two-year period preceding the determination.

CareerSource Pasco Hernando has both performed successfully (met or exceeded state performance goals) and sustained Fiscal Integrity (no findings by both internal and external auditors).

Action item to be attached.



LOCAL WORKFORCE DEVELOPMENT AREA CERTIFICATION

BACKGROUND

Under the Workforce Innovation and Opportunity Act (Pub. L. 113-128), the Governor must designate local workforce development areas after consultation with the State Workforce Board (SWB), local chief elected officials (CEO) and LWDBs.

WIOA requires that the Governor approve a request for initial designation as a local workforce development area from any area that was designated as a local workforce development area for purposes of the Workforce Investment Act (WIA) of 1998 for the two-year period preceding the enactment of WIOA, provided the area performed successfully and sustained fiscal integrity.

JUSTIFICATION/REASON

The purpose of the local workforce development area is to serve as the jurisdiction for the administration of workforce development activities using Adult, Dislocated Worker and Youth funds allocated by the State and to coordinate efforts related to the other core programs at a community level. The Governor shall approve a request for designation of an area from a unit of general local government as a local workforce development area in accordance with the process and considerations outlined in WIOA Section 106b(1)(A) and (B).

Under the authority granted to states in WIOA Section 106(b)(2), each of Florida's existing local workforce investment areas that were operating in accordance with WIA were automatically granted an initial designation as a local workforce development area. This initial designation became effective July 1, 2015 and will expire on June 30, 2017.

Local workforce development areas that receive an initial designation shall be granted a **subsequent designation** if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity, and in the case of a local workforce development area in a planning region, met the regional planning requirements as described in WIOA Sec. 106(c)(1). The process for a local area to submit a subsequent designation request is outlined below:

- a. The CEOs must submit a request for subsequent designation (Attachment A) to CareerSource Florida and DEO every two years beginning July 1, 2017. The completed form must be submitted via email to: WIOA@deo.myflorida.com. The application to request subsequent designation is due by April 15 of the renewal year. **This new application is due April 15, 2019 and will expire June 30, 2021.**

- b. DEO and CareerSource Florida will review the request submitted to verify that the stated requirements were met. The submissions will be made available for public review at www.careersourceflorida.com/wioa for a period not to exceed ten days.
- c. After the receipt and review of public comment, CareerSource Florida will review the submissions along with any public comments received, and make recommendations to the Governor regarding the local workforce development area's subsequent designation.
- d. Each local workforce development area will be notified of the Governor's designation decision within ten business days of receipt by DEO and CareerSource Florida. The Governor may review a local workforce development area at any time to evaluate whether that area continues to meet the requirements for subsequent designation. Additionally, the Governor must review a local workforce development area before submitting the State Plan during each four-year State planning cycle to evaluate whether the area continues to meet the requirements for subsequent designation.

Performed Successfully

For the purpose of determining subsequent local workforce development area designation, the term “**performed successfully**” means the local workforce development area met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and that the local area has not failed the same measure for the last two consecutive program years.

Sustained Fiscal Integrity

Sustained Fiscal Integrity for all program years means the Secretary of the United States Department of Labor has not made a formal determination that either the grant recipient or the administrative entity of the area misspent funds due to willful disregard of the requirements of the provision involved, gross negligence or failure to comply with accepted standards of administration for the two-year period preceding the determination.

RECOMMENDATION:

Pasco-Hernando Workforce Board (PHWB) is requesting the approval of the Local Elected Officials to move forward with submitting our request to the Department of Economic Opportunity to remain Local Workforce Development Area 16, comprised of Pasco and Hernando counties. PHWB has performed successfully and sustained fiscal integrity for the previous two program years.

