

Please be reminded pursuant to Section 3 of Article XIII of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article XII Section 3 shall govern the voting requirements on such matter.

Executive Committee Meeting

April 23, 2020 – 10.00 a.m.

Location: Teleconference

Dial in: 1.800.750.4065 **Participant Code:** 8946693#

Committee Members

Mark Barry, Mark Earl, David Lambert, Lex Smith

Call to order David Lambert, Chair

Public Comments

Any person wishing to speak before the Executive Committee 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 February 18, 2020 Meeting (David Lambert)Pages 1-4
2. Approval of Planning Budget FY 2020-2021 (Theresa Miner)Pages 5-10
3. Extension of Audit Terms (Theresa Miner)Page 11
4. Extension to Remain a Direct Services Provider (Brenda Gause).....Pages 12-16

Information Items

1. Statement of Revenues and Expenditures (Theresa Miner).....Pages 17-18

Board Chair Comments

CEO Comments

Adjournment



Direct Program Costs and Contracts.

The PHWB operates three CareerSource Centers in New Port Richey, Dade City and Brooksville. We also operate a Mobile One Stop, which visits various locations around the region to take services to those who may not be able to access a CareerSource Center.

The major expenditure of the Board is Payroll and Benefits. Total budgeted costs for payroll and benefits this year is \$4,813,367.

Staff record their time as their duties dictate. In some cases, they may be included partially in one functional area and partially in a Direct Program-funded position.

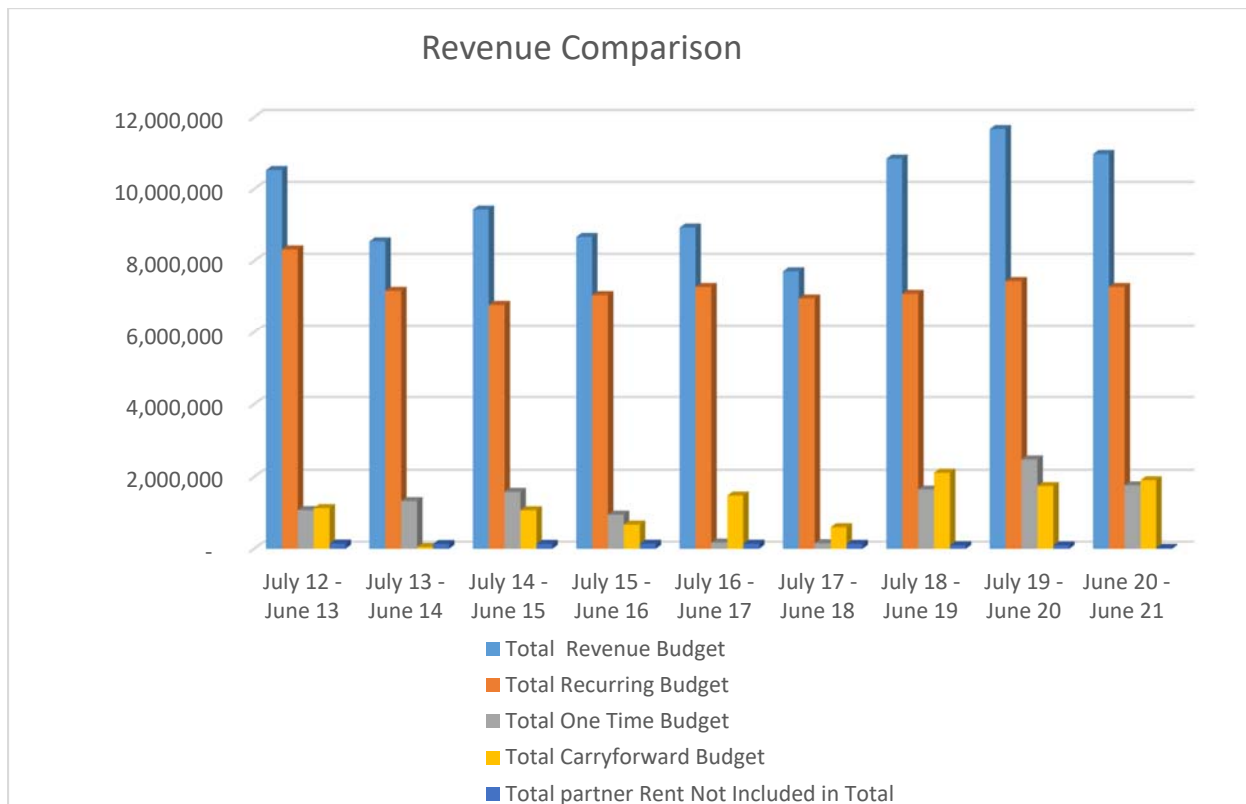
We also have Department of Economic Opportunity employees who work in the CareerSource Centers and are under the functional supervision of the Board. They are funded through VETS, Wagner Peyser, and Trade Adjustment Act

The Board my contract WIOA Youth Services to Eckerd Youth Alternatives. This program will focus on engaging and retaining out-of-school youth, as well as work experience and career pathways training. We anticipate having \$994,000 available for Eckerd Youth's Contract.

The Board also proposes to contract with ARC of the Nature Coast for \$15,000 to assist in the stabilization of individuals with disabilities.

This year the budget for direct training and client support for Adults and Dislocated workers is budgeted at \$1,340,000.

Welfare Transition programs is anticipated to total \$2,113,252, which includes staff (included above). SNAP, RESEA, RE (UC), Wagner Peyser are all expected to be a level funding.



Pasco Hernando Workforce Board
Preliminary Budget
Program Year 7/1/2020 - 6/30/2021

	TOTAL	WIOA - AD	WIOA - DW	WIOA - Youth	Apprentichsip	TAA/TAC/TAT	SNAP	WTP	RESEA	LVER	DVOP	WP	9-30-20 end date			
													Back to Work	Corporate	NCPEP	
Funding:																
Proposed Budget	0															
Preliminary Allocations	8,844,041	1,237,345	1,056,200	1,144,126	150,000	126,386	208,830	2,113,352	364,000	67,726	111,894	848,182			1,416,000	
Actual Allocations (Non Recurring)	0															
Anticipated Carryover	1,906,610		1,000,000	500,000	35,000	13,500	69,610		88,500			200,000				
Ticket to Work and Tobacco Free	40,000													40,000		
Supplemental WIOA	0															
Incentives	29,934	6,124	7,507	6,124								10,178				
Back to Work - Pasco County	128,783												128,783			
Total Funding	10,949,368	1,243,469	2,063,707	1,650,250	185,000	139,886	278,440	2,113,352	452,500	67,726	111,894	1,058,360	128,783	40,000	1,416,000	
Less DEO Staff Salaries	0															
Total Available Funding	10,949,368	1,243,469	2,063,707	1,650,250	185,000	139,886	278,440	2,113,352	452,500	67,726	111,894	1,058,360	128,783	40,000	1,416,000	
Budgeted Expenditures:	0															
Payroll & Benefits - Business Services	656,470	122,782	135,740	50,110			24,273	247,926	58,277				17,362			
Payroll & Benefits - Program Services	1,521,668	172,032	219,502	114,424	6,420	11,890	21,807	636,528	73,296	6,616	12,558	204,449	31,195	2,184	8,767	
One Stop Allocated Costs	1,062,795	102,719	103,250	42,823	2,808	5,201	10,398	142,012	41,375	16,332	32,625	545,979	13,646	955	2,672	
Program Operations - Allocated	26,300	4,574	4,215	1,556	110	206	1,884	5,807	1,810	1,205	1,799	2,377	539	40	178	
Business Services Allocated	40,500	9,088	8,375	3,091			3,744	11,536	3,595				1,071			
Board & One-Stop Pooled Operating Costs	3,307,733	411,195	471,082	212,004	9,338	17,297	62,106	1,043,809	178,353	24,153	46,982	752,805	63,813	3,179	11,617	
DIRECT CUSTOMER TRAINING																
Eckerd Youth Alternatives Program	994,000			994,000												
ITAs	840,454	250,000	350,000		75,454	115,000		50,000								
ARC	15,000	15,000														
EWT	500,000	250,000	250,000													
OJT	175,000	100,000	75,000													
Gulf Coast Jewish	1,372,985														1,372,985	
Direct Participant Costs- Support Svcs)	200,000							200,000								
Total Direct Customer Training Costs	4,097,439	615,000	675,000	994,000	75,454	115,000	0	250,000	0	0	0	0	0	0	1,372,985	
Board Direct Costs																
Direct Payroll & Benefits	1,883,597	409,193	377,075	139,201	14,402		167,412	519,161	163,350	9,740	9,553		45,231	7,591	21,688	
Direct Operating Costs - Total operating cost minus rent from WP	123,886 0	13,936	13,500	13,550	10,000			19,100	3,000	150	1,150	46,000			3,500	
Total Board Direct Costs	2,007,483	423,129	390,575	152,751	24,402	0	167,412	538,261	166,350	9,890	10,703	46,000	45,231	7,591	25,188	
Indirect Costs (S&B)	962,730	148,559	149,332	61,936	4,062	7,522	43,772	281,282	59,842	31,249	47,185	100,660	19,737	1,382	6,210	
Total Indirect Costs	962,730	148,559	149,332	61,936	4,062	7,522	43,772	281,282	59,842	31,249	47,185	100,660	19,737	1,382	6,210	
Total Planned Expenditures	10,375,385	1,597,883	1,685,989	1,420,691	113,256	139,819	273,290	2,113,352	404,545	65,292	104,870	899,465	128,781	12,152	1,416,000	
Unobligated Funding	573,983	(354,414)	377,718	229,559	71,744	67	5,150	0	47,955	2,434	7,024	158,895	2	27,848	0	

PASCO-HERNANDO WORKFORCE BOARD (PHWB)

Revenue Budget Comparison

July 2012 - July 2020

	Total Revenue Budget	Total Recurring Budget	Total One Time Budget	Total Carryforward Budget	Total partner Rent Not Included in Total
July 12 - June 13	10,528,811	8,321,269	1,074,363	1,133,179	144,287
July 13 - June 14	8,544,775	7,168,226	1,326,549	50,000	135,201
July 14 - June 15	9,429,732	6,776,316	1,584,083	1,069,333	137,623
July 15 - June 16	8,669,596	7,049,086	948,454	672,056	142,416
July 16 - June 17	8,928,200	7,276,185	171,450	1,480,565	142,282
July 17 - June 18	7,712,074	6,958,114	153,960	600,000	137,937
July 18 - June 19	10,846,365	7,084,545	1,647,835	2,113,985	96,724
July 19 - June 20	11,668,990	7,441,339	2,484,873	1,742,778	94,594
July 20 - June 21	10,974,368	7,278,041	1,635,934	2,035,393	25,000

NOTES:

Recurring Budget consists of formula funds allocated annually to each of the Regional Workforce Boards. These are federal funds passed through the State of Florida. Past years information is based on allocation received at time of budgeting. These funds include WIOA, TAA, Wagner Peyser, Welfare Transition, SNAP, RESEA, VETS. IN the past, RESEA, TAA were not considered to be recurring, however, since the funding has been consistently recurring, I have included it in the total. It also includes supplemental funds which may not be available every year, but so far we have received it several years in a row.

Effective 10/1/19, PHWB no longer receives direct Unemployment Funds. Although this number has always been low, it did help offset staff costs of about \$20,000 with direct help to UI customers

One Time Budget consists of grants received for targeted projects and additional funds provided by the State of Florida that may not be recurring. They include NCPEP. This also includes unrestricted funds, such as as Pennies for Pasco Tobacco Free Florida and Ticket to Work and incentive \$

Carryforward budget consists of funds for programs that extend beyond the end of the fiscal year for all recurring funding sources, except for Pennies for Pasco.

Program Income consists of rents received from One Stop partners and is treated as a credit to Lease expense rather than revenue. VR is not longer located in our Hernando County offices is why rental income has decreased

NOTE: The \$25,000 difference in revenue between the Preliminary Budget, and Budget Summary, is the funds received for rent, that is applied against expenses.

ACTION ITEM 3
Extension of Audit Terms

BACKGROUND (or INFORMATION)

PHWB submitted a request for proposal for audit services for period covering June 2017 through June 2020. Department of Economic Opportunity's (DEO) policy allows a workforce board to use the same audit firm for 5 consecutive fiscal years, which would be June 2021.

JUSTIFICATION/REASON

I believe this to be in our best interest, since we have a good working relationship with the current audit firm; it stays in line with the five-year DEO policy.

RECOMMENDATION

The Audit Finance Committee recommends that we extend the terms of the agreement with the current audit firm to include the fifth (5th) year ending June, 2021.

ACTION ITEM 4
Extension to Remain a Direct Services Provider

BACKGROUND

In 2008, after the passing of Senate Bill 428, regional workforce boards were allowed to apply to be a provider of direct services. PHWB chose to apply and our application was accepted (in the following order) by the Board Members, Chief Elected Officials, DEO, CareerSource Florida and the Governor.

By eliminating the middle man (the Provider) CSPH was able to cut costs by shaving the profit and overhead by 19% in the first year. There were other cost cutting measures that were put into effect as well, beginning with hiring more part time staff to cover peak times in the Centers thereby providing better customer service.

Any Regional Workforce Board that wishes to receive an extension to operate as a direct provider of workforce services (other than training services) must formally request the extension to do so and continue to indicate this in its local service delivery plan.

The formal process is initiated by the submission of a request for extension stating whether the region wishes to extend its permission to be designated as a direct provider of workforce services (other than training services).

JUSTIFICATION/REASON

CSPH is required to submit an extension request every three years if it wishes to maintain the status of Direct Services Provider.

RECOMMENDATION:

Staff recommends the approval of this plan so that it can be forwarded to the Chief Elected Officials for approval of extension from 07/01/2020 to 06/30/2023. This request was submitted to the Local Boards on 04/10/2020 with a return date of 04/24/2020.

As outlined in [Administrative Policy 083](#), Local Workforce Development Boards (LWDBs) are required to submit a request for extension when serving as a Direct Provider of Workforce Services in their local area. To operate as a Direct Provider of Workforce Services (other than training services), the LWDB must state they wish to extend their permission to be a direct provider of workforce services three months before the current approval expires.

1. A review of how the direct provision of workforce services during the prior period fit the business model that the LWDB proposed in its original request and any proposed changes in the business model or the particular workforce services the LWDB intends to provide during the extension period.

In the original request, CareerSource Pasco Hernando (CSPH) proposed a new business model that would consolidate responsibility for the operation and service delivery in the one-stops under management staff who report directly to the Board's administrative staff. Since implementing this plan, CSPH has seen marked improvement in the negotiated performance measures as well as consistently staying in the top quartile on the Governor's Daily Placement Report. Customer satisfaction ranks at the top of the list and very few complaints are received by CSPH.

2. The effective date for when the extension will begin.
 - July 1, 2020
3. The period of time, not to exceed three years for when the extension will be in effect.
 - July 1, 2020 – June 30, 2023
4. A review of the LWDB's stated reasons in its previous request why the LWDB has decided to directly provide workforce services, and an explanation of how it is still in the best interest of the LWDB's customers that the LWDB continue to provide these services.

CSPH decided to directly provide services to improve performance, save money and provide excellent customer service. Since implementing this new process, CSPH has been responsible for all programs associated with Wagner-Peyser, WIOA AD/DW to include the Employed Worker and On the Job Training Programs, Business Services, Job Hub, Mobile One Stop, Professional Placement Network, Assessments, Resource Room, RESEA program, the Employment Support Center, all state merit staff, Welfare Transition, SNAP and special projects and grants. CSPH has seen a dramatic increase in the number of EWT's since taking that portion in-house. By eliminating the middle man (service provider) we have been able to assist more employers and their staff as well as CSPH customers.



It is still in the best interest of CSPH customers for CSPH to continue providing direct workforce services for the following reasons also stated above:

- Improved performance at a lower cost that allows CSPH to serve more customers
- Better customer service
- Better performance numbers

5. A review of the effectiveness of the firewall established by the LWDB to clearly separate existing roles as oversight body for the LWDB's workforce delivery system and its role as the direct provider of workforce services, and an explanation of changes to be made to the firewall.

The Board has maintained its role as a strategy and policy board, with the CEO being the sole point of accountability to the board of directors in the management of local operations. The CEO designated key staff for administrative and fiscal oversight, as well as for day-to-day operations. The Board believes that a streamlined organizational model has adequately segregated policy and administrative functions from facility operation and service delivery. CSPH has a full Board consisting of members that are very involved in every aspect of the organization. Having Board members that are knowledgeable and willing to be involved has also played a key role in the success of providing workforce services.

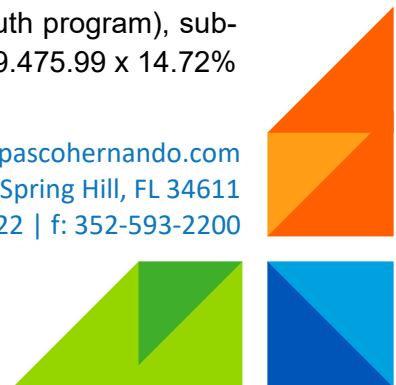
As an added layer, CSPH procured a One Stop Operator three years ago and went out for bid last year and selected a new OSO.

6. Identification of the grant program(s) that fund the workforce service delivery model.

- WIOA AD/DW
- Wagner Peyser
- RESEA
- Welfare Transition
- SNAP
- Workforce Reentry -special project funded by Pasco County Board of County Commissioners and Pennies for Pasco funds.

7. A cost analysis that documents the actual reduction in costs with the LWDB providing workforce services rather than contracting those services to another provider and an estimate of such costs and savings for the upcoming three-year period.

Total direct payroll salaries and benefits for **all programs** in PY18-19 was **\$4,179,475.99**. If CSPH hadn't taken all services in-house (with the exception of the WIOA Youth program), sub-recipient could be charging an additional 14.72% in Indirect Cost Rate. ($\$4,179,475.99 \times 14.72\%$)



= \$615,218.80). Total savings with all programs with the exception of youth in-house = \$615,218.80.

Estimated savings for next three years is **\$1,845,656.40**.

8. A review of any other realized improvement to service delivery and performance outcomes and description of anticipated improvements.
 - CSPH continues to excel in the Governor’s Daily Placement Report and has remained in the top ten at a minimum for the past program year. Many of the placements can be credited to the follow-up provided by the Employment Support Center and our Recruitment Coordinators.
 - CSPH met or exceeded performance PY18-19.
 - The Business Services Consultants arranged 33 In-House Recruitments last year that benefited both employers and job seekers. From those recruitments, 257 customers attended the events.
 - Having had the Resource Rooms, Business Services and Employment Support Center “in house” for the past 9+ years has also provided marked improvements as seen in the Wagner Peyser portion of the Monthly Management Report. CSPH continued to place in the **top quartile** for the WP measures.
 - WT Entered Employment Rate has increased by 3.5%.
 - The OJT/EWT program saw more opportunities for job seekers/customers and employers since bringing those programs in house.
9. Documentation that the public was provided at least a 10 days’ notice to review and comment on the proposed extension. Any submitted comments must be included.
 - CSPH staff ran a legal ad in the local newspapers as well as placing the document on the website for public review and comments.
10. Documentation that the Chief Elected Official has agreed to the planned extension.
 - The signature pages will be sent once the CEOs have approved.
11. Completed [Request for Extension](#) to Serve as a Direct Provider of Workforce Services.



REQUEST FOR EXTENSION

LOCAL WORKFORCE AREA INFORMATION

Name of Local Area: CareerSource Pasco Hernando	
LWDB Number: 16	
Date of Submission:	
Contact Person Name: Brenda Gause	Phone: 352 593-2226 Email Address: bgause@careersourcepascohernando.com

AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period July 1, 2020 through June 30, 2023.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

Name: David Lambert	Title: Board Chair
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Mike Moore, Chair	County: Pasco
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: John Mitten, Chair	County: Hernando
Signature:	Date:

INFORMATION ITEM 1
Statement of Revenues and Expenditures

The following item is presented as information for the Committee.

No action is required.

Pasco-Hernando WFB 16
Statement of Revenues and Expenditures
From 7/1/2019 -03/31/2020

	2019-2020 BUDGET	<u>0.00</u>	<u>Net</u>	Burn Rate
Operating Revenue				75.00%
Grant Revenue	\$ 10,712,750	5,888,023	\$ 4,824,727	55%
Contract Revenue - PC	\$ 931,140	326,357	\$ 604,783	
Corporate Revenue	\$ 25,000	63,603	\$ (38,603)	
Interest Income		<u>1,530</u>	\$ (1,530)	
Total Operating Revenue	<u>\$ 11,668,890</u>	<u>6,279,513</u>	<u>\$ 5,389,378</u>	54%
Expenditures				
Personnel Expenses	\$ 4,719,812	3,224,322	\$ 1,495,490	68%
Program Expenses	\$ 4,390,157	2,542,335	\$ 1,847,822	58%
Professional Fees	\$ 316,786	169,795	\$ 146,991	54%
Supplies	\$ 109,000	86,228	\$ 22,772	79%
Telephone/Internet	\$ 139,110	74,732	\$ 64,378	54%
Postage & Shipping	\$ 6,300	1,440	\$ 4,860	23%
Occupancy	\$ 498,295	300,049	\$ 198,246	60%
Maintenance & Repairs	\$ 67,700	38,750	\$ 28,950	57%
Equipment Rental	\$ 40,500	21,930	\$ 18,570	54%
Travel & Staff Development	\$ 167,450	24,905	\$ 142,545	15%
Dues & Subscriptions	\$ 4,500	736	\$ 3,764	16%
Insurance	\$ 30,000	29,791	\$ 209	99%
Miscellaneous	\$ 54,000	<u>70,345</u>	\$ (16,345)	130%
Total Expenditures	<u>\$ 10,543,610</u>	<u>6,585,358</u>	<u>\$ 3,958,252</u>	
Net Revenue Over Expenditures (Carryover)	<u>\$ 1,125,280</u>	<u>(305,846)</u>	<u></u>	