

## Audit Finance Committee Meeting

May 9, 2018 – 9.00 a.m.  
New Port Richey  
Room B

**Dial in:** 1.800.750.4065    **Participant Code:** 7701773#

### Committee Members

Mark Barry, Mark Earl, Joelle Neri, Ken Minter, Lex Smith

Call to order .....Mark Barry, Chair

### Action Items:

- Action Item 1 – Approve minutes from February 27, 2018 meeting .....Pages 1-2
- Action Item 2 – Approve Planning Budget for FY 2018-2019 .....Pages 3-6
- Action Item 3 – Approve Lease of New Facility in Hernando County .....Pages 7



**ACTION ITEM 1**  
**Approval of Minutes**

Draft minutes of the February 27, 2018 Audit Finance Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**Draft**  
**Audit Finance Committee Meeting Minutes**  
February 27, 2018 – 9.00 a.m.

**Committee Members**

**Present:** Mark Barry, Mark Earl, Joelle Neri, Lex Smith

**Absent:** Ken Minter

**Quorum Present:** Yes

**Others Present:**

PHWB Staff: Jerome Salatino, Theresa Miner

**Proceedings:**

Meeting called to order at 9.00 a.m. by Mark Barry, Chair

Welcome and call to order.....Mark Barry, Chair

**Action Item 1 – Approve minutes of Nov. 15 and July 11, 2017 meetings**

Mark Barry asked the Committee members to review the minutes from the November 15 and July 11, 2017 for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meetings.

MOTION made by Mark Earl and seconded by Joelle Neri to approve the minutes. Motion carried.

**Action Item 2 – Finance Policies to include Procurement**

Committee members reviewed the recently revised finance and procurement policies which had been updated from the 2012 version to comply with changes to state and federal regulations as well as Uniform Guidance.

MOTION made by Joelle Neri and seconded by Mark Earl. Motion carried.

**Discussion Item 1 – Budget Update**

Committee members were given an update on the status of the budget. Expenditures to date were reviewed, as well as the format of such report as we move forward.

With no further business to discuss and no public comments, the meeting adjourned.



**Action Item 2**  
**Planning Budget FY 2018-2019**

**BACKGROUND**

CareerSource Florida at the May 15, 2018 Finance Council meeting, is expected to approve the Fiscal Year 2018-2019 allocations to the Regional Workforce Boards, and we expect them to be close to this budget. The Pasco and Hernando Boards of County Commissioners are the “chief elected officials” for Local Workforce Development Area 16 and are responsible for budget approval along with the PHWB.

The Department of Economic Opportunity (DEO) has provided amounts that will be provided to the regions for Fiscal Year 2019 in the major funding streams. PHWB staff has included estimates in other funding streams based upon current information or budget requests to DEO. Carry forward funds are estimated based on current information. This program year we anticipate bringing a large carryover of WIOA funds which will help in serving the hardest to serve clients. This carryover is due to bringing WIOA services in house in October of 2017. The budget will be revised after final carry forward funds are determined in July.

The planning budget is presented in order to have an approved budget from which to operate beginning July 1, 2018 and to plan for staffing changes. The attached planning budget details the amounts of revenue and planned expenditures from each funding source.

**INFORMATION**

**Revenue Budget:**

The total anticipated revenue for Fiscal Year 2018-2019 is \$9,489,673, which includes \$2,178,000 in carryover dollars and \$23,114 in Ticket to Work and Tobacco Free Florida estimated dollars. This includes a 1% decrease in WIOA allocations, but most of the carryover is WIOA. Carryover also includes funding sources which have different allocation periods, such as RESEA, which we are funded from January through December, leaving a carryover due to funding beginning July 1, 2018.

The attached Revenue Budget Comparison provides a comparison of revenues over seven years. It also gives detail as to the types of funds included, for example, \$7,084,545 comes from recurring sources such as WIOA Adult, Dislocated Worker and Youth funds, Wagner Peyser, TANF, SNAP, Vets and Re-employment, which are issued by formula each year. Other funds are one-time funding such as the USDOL Leap 2 grant, RESEA, TAA.

The PHWB leases space to various partners in the One Stop Centers and hopes to generate \$96,724 in program income which will be used to offset some of the costs of the one stop leases.

Estimated carry forward of funds for projects that cross fiscal years is \$2,178,000.

This is \$1,578,000 more carry forward than estimated at this point last fiscal year. These are estimates based on current information and may change significantly. Since the fiscal year beginning June 1, 2012, the recurring revenue has decreased 14.9%.

**Planned Expenditures**

The three major categories of the expenditure budget are Board and One-Stop Operating Costs, Direct Program Costs, and Contracts.

The PHWB operates three CareerSource Centers in New Port Richey, Dade City, and Spring Hill. 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 \$4,029,456. This is an increase of \$833,228 from what we budgeted last year. This increase is due to having enough carryover to add sufficient staff to meet the State's objectives, an anticipated increase in benefits and anticipating a larger percentage of people participating in the 401K plan.

The Board employs individuals involved in various functions from administration to direct service delivery. Changes in our staffing pattern maybe made as follows:

- Add an additional 4.0 employees to work with those hardest to serve
- Add an additional 1.5 employees to work with those incarcerated
- Add 1 additional indirect employee.

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. The numbers budgeted as follows are full-time equivalents not individual PHWB staff and functional areas:

• CareerSource Center Resource Rooms	11.31
• Business Services	5.53
• Call Center	8.01
• Direct Program Funded Positions	31.95
• Board office Indirect Program	.54
• Board office Indirect Admin	6.04

The number of Department of Economic Opportunity employees who work in the CareerSource Centers and are under the functional supervision of the Board and their funding sources are:

• Veterans	8.00
• Wagner Peyster	6.70
• TAA	.30

The Board may contract WIOA Youth Services to Eckerd Youth Alternatives. Based on last year's budget and funding, they may continue to employ approximately 8.33 FTEs with 7 dedicated frontline staff, 6 of whom will carry caseloads. This program will focus on engaging and retaining out-of-school youth, as well as work experience and career pathways training. We anticipate having \$850,000 available for Eckerd Youth's Contract.

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

This year the budget for Employed Worker Training Services is proposed at \$400,000. This is a decrease of \$100,000 over the budget last year.

**Direct Program Costs** for SNAP/Welfare Transition Program is anticipated to total \$1,237,861. This is an increase of \$131,010. The RESEA program runs from Jan – Dec, and we have been advised we should have level funding for program year 2018-2019.

PRELIMINARY BUDGET - SUBJECT TO CHANGE AFTER FUNDING DOLLARS ARE RECEIVED

FY 2018-2019

	TOTAL	WIOA/WIA Adult	WIOA/WIA Dislocated Worker	WIOA DW DISATER FUNDS	WIOA Youth	Trade Adjustment Assistance	SNAP	Welfare Transition	RESEA	RA UC	VETS	WP	USDOL LEAP 2	Ticket To Work
<b>Funding:</b>														
FY18-19 Allocations	\$ 7,288,559	\$ 1,374,880	\$ 1,053,040		\$ 1,279,466	\$ 91,014	\$ 203,593	\$ 1,890,000	\$ 113,000	\$ 33,100	\$ 426,717	\$ 823,749		
Anticipated Carryover	\$ 2,178,000	\$ 250,000	\$ 600,000	\$ 165,000	\$ 850,000				\$ 113,000				\$ 200,000	
Ticket to Work and Tobacco Free	\$ 23,114				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ 23,114
Supplemental WIOA	\$ -													
Incentives	\$ -													
<b>Total Funding</b>	\$ 9,489,673	\$ 1,624,880	\$ 1,653,040	\$ 165,000	\$ 2,129,466	\$ 91,014	\$ 203,593	\$ 1,890,000	\$ 226,000	\$ 33,100	\$ 426,717	\$ 823,749	\$ 200,000	\$ 23,114
Less DEO Staff Salaries	\$ (638,202)	\$ -	\$ -		\$ -	\$ (16,383)	\$ -	\$ -	\$ -	\$ -	\$ (318,932)	\$ (302,887)	\$ -	\$ -
<b>Total Available Funding</b>	\$ 8,851,471	\$ 1,624,880	\$ 1,653,040	\$ 165,000	\$ 2,129,466	\$ 74,631	\$ 203,593	\$ 1,890,000	\$ 226,000	\$ 33,100	\$ 107,785	\$ 520,862	\$ 200,000	\$ 23,114
<b>Budgeted Expenditures:</b>	\$ -													
Payroll & Benefits - (allocated)	1,508,774	379,543	322,862	205	346,592	1,452	32,413	365,068	15,000	7,980		19,377	16,098	2,184
One Stop Allocated Facilities (Net of Rent Receipts of \$137397 plus utilities (pooled))	155,716											155,716		
Pooled Facilities Costs	188,998	55,831	23,106	25	5,798		8,308	49,939	9,286	1,000	4,065	23,533	7,833	274
Equipment														
Operational Support -	362,267	54,387	46,511	28	6,511	1,352	10,865	96,139	30,605	2,358	4,710	108,494		307
<b>Board &amp; One-Stop Operating Costs</b>	2,215,755	489,761	392,479	258	358,901	2,804	51,586	511,146	54,891	11,338	8,775	307,120	23,931	2,765
Eckerd Youth Alternatives Program	\$ 850,000			\$ 135,000	\$ 850,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ITAs	\$ 492,400	\$ 125,000	\$ 300,000			\$ 67,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARC	\$ 20,000	\$ 20,000												
EWT	\$ 400,000	\$ 180,000	\$ 220,000											
OJT	\$ 225,000	\$ 75,000	\$ 150,000											
Hernando Sheriff's Department	\$ 64,500	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,500	\$ -
<b>Contracts</b>	\$ 2,186,900	\$ 400,000	\$ 670,000	\$ 135,000	\$ 850,000	\$ 67,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,500	\$ -
Direct Payroll & Benefits	\$ 1,934,099	\$ 456,985	\$ 377,799	\$ 345	\$ 78,905	\$ -	\$ 103,184	\$ 732,317	\$ 126,379	\$ 13,606	\$ 13,410	\$ -	\$ 27,445	\$ 3,724
Direct Operating Costs - Total operating cost minus rent from WP	\$ 135,275	\$ 4,396	\$ 4,255		\$ 48,519		\$ 441	\$ 38,182	\$ 1,042	\$ -	\$ 6,149	\$ -	\$ 17,291	\$ 15,000
Direct Space Costs by FTE's	\$ 259,457	\$ 24,950	\$ 17,006		\$ 4,636		\$ 16,159	\$ 47,578	\$ 10,092	\$ 1,182	\$ 475	\$ 137,158		\$ 221
Direct Participant Costs - Support Svcs)	\$ 375,000	\$ 50,000	\$ 25,000		\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Direct Program Costs</b>	\$ 2,703,831	\$ 536,331	\$ 424,060	\$ 345	\$ 132,060	\$ -	\$ 119,784	\$ 1,118,077	\$ 137,513	\$ 14,788	\$ 20,034	\$ 137,158	\$ 44,736	\$ 18,945
Indirect Costs	\$ 969,805	\$ 198,788	\$ 166,501	\$ 130	\$ 101,113	\$ 4,238	\$ 32,223	\$ 260,777	\$ 33,596	\$ 5,130	\$ 78,976	\$ 76,581	\$ 10,348	\$ 1,404
<b>Total Indirect Costs</b>	\$ 969,805	\$ 198,788	\$ 166,501	\$ 130	\$ 101,113	\$ 4,238	\$ 32,223	\$ 260,777	\$ 33,596	\$ 5,130	\$ 78,976	\$ 76,581	\$ 10,348	\$ 1,404
<b>Total Planned Expenditures</b>	\$ 8,076,291	\$ 1,624,880	\$ 1,653,040	\$ 135,733	\$ 1,442,074	\$ 74,442	\$ 203,593	\$ 1,890,000	\$ 226,000	\$ 31,256	\$ 107,785	\$ 520,859	\$ 143,515	\$ 23,114
<b>Unobligated Funding</b>	\$ 775,180	\$ (0)	\$ (0)	\$ 29,267	\$ 687,392	\$ 189	\$ 0	\$ 0	\$ (0)	\$ 1,844	\$ 0	\$ 3	\$ 56,485	\$ 0

**PASCO-HERNANDO WORKFORCE BOARD (PHWB)**

**Revenue Budget Comparison**

**July 2012 - July 2018**

	Total Revenue Budget	Total Recurring Budget	Total One Time Budget	Total Carryforward Budget	Total Program Income (rent) Not Included in Total
Program Years:					
July 12 - June 13	10,528,811.00	8,321,269.00	1,074,363.00	1,133,179.00	144,287.00
July 13 - June 14	8,544,775.00	7,168,226.00	1,326,549.00	50,000.00	135,201.00
July 14 - June 15	9,429,732.00	6,776,316.00	1,584,083.00	1,069,333.00	137,623.00
July 15 - June 16	8,669,596.00	7,049,086.00	948,454.00	672,056.00	142,416.00
July 16 - June 17	8,928,200.00	7,276,185.00	171,450.00	1,480,565.00	142,282.00
July 17 - June 18	7,712,074.00	6,958,114.00	153,960.00	600,000.00	137,937.00
July 18 - June 19	9,489,673.00	7,084,545.00	227,128.00	2,178,000.00	96,723.84

**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, Wagner Peyser, Welfare Transition, SNAP, VETS, Re-employment  
**From July 2012 to July 2017 PHWB's recurring revenue has decreased \$1,236,724 or 14.9%.**  
**Fiscal Year 2018-2019 recurring revenue is anticipated to increase \$126,431 or 1.8% from the approved budget Fiscal Year 2017-2018.**

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 RESEA, TAA and special grants. This also includes unrestricted funds such as Tobacco Free Florida and Ticket to Work

Carryforward budget consists of funds for programs that extend beyond the end of the fiscal year. Carry forward dollars are significantly higher, due to us bringing WIOA in house. This year, it will enable us to better serve our clients, by adding additional staff to work with those hardest to serve.

Program Income consists of rents received from One Stop partners and is treated as a credit to Lease Expense rather than revenue

## **ACTION ITEM 3**

### **New Facility – Hernando County**

#### **BACKGROUND**

The lease for the Spring Hill office expires on June 30, 2018. Other spaces have been considered as well as the potential for downsizing and upgrading the current Spring Hill location.

#### **JUSTIFICATION/REASON**

The current Spring Hill location is in dire need of various types of maintenance. Additionally, the amount of space needed could be reduced to 9,600 square feet, which would permit Vocational Rehab to continue to be co-located. The owner has submitted a per square foot price, inclusive of utilities, which has been built into our budget to keep us in this location. Regarding the need for maintenance, the owner has made promises to correct ongoing issues with roof leaks, concerns of mold, as well as the current rodent infestation.

Another location being considered is Regal Oaks East. This would include three units, connected. Utilities are not included in the lease. Details of the per-square-foot pricing were not available at the time the meeting materials were being prepared, but will be discussed during the meeting.

#### **RECOMMENDATION**

Staff recommends the board approve the move to the new location located at Regal Oaks East in Brooksville.