

**Executive Committee Meeting**

May 24, 2017 – 3:00 p.m.

Room A

7361 Forest Oaks Blvd., Spring Hill

**Dial in: 1.800.750.4065 Participant Code: 8625192#**

**Committee Members:**

Mark Barry, Sondra Cranford, Mark Earl, Dave Lambert, Lex Smith,  
Seth Weightman

**Agenda**

Call to order ..... Mark Earl, Chair

**Action Items:**

Action Item 1 – Approve minutes of April 20, 2017 meeting ..... Pages 1-3

Action Item 2 – Extension for Direct Services Provider ..... Page 4

**Information Items:**

Information Item 1 – Extension of Local Area Designation..... Page 5-6

Information Item 2 – Monthly Management Report March 2017 .....Page 7

Information Item 3 – Financial Summary Report YTD April 30, 2017.....Page 8

Public Comments

Adjournment



## **ACTION ITEM 1**

### **Approval of Minutes**

Draft minutes of the April 20, 2017 Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**Draft**  
**Executive Committee Meeting Minutes**  
April 20, 2017

**Committee Members Present:**

**Present:** Mark Barry, Sondra Cranford, Mark Earl, Lex Smith

**Absent:** *Dave Lambert, Seth Weightman*

**Quorum Present? Yes**

**Others Present:**

PHWB Staff – Jerome Salatino, Heather Harter, Bethany Hamm, Jessica Weightman  
Ron Goss - Eckerd

**Proceedings:**

Meeting called to order at 9:02 a.m. by Mark Earl, Chair

**Action Item 1 – Approve minutes of Feb. 8, 2017 and Feb. 28, 2017 meetings**

Minutes from the Feb. 8, 2017 and Feb. 28, 2017 meetings of the Executive Committee were presented for review and comment. With no corrections or comments, a motion was made to accept the minutes.

MOTION made by Mark Barry and seconded by Lex Smith to approve the minutes.  
Motion carried.

**Action Item 2 – RFP for IT Services**

A request to issue a new RFP for IT Services was presented to the Executive Committee as the current contract will end on June 30, 2017

MOTION made by Mark Barry and seconded by Lex Smith to approve issuing a new RFP for IT Services. Motion carried.

**Action Item 3 – RFP for Audit Services**

A request to issue a new RFP for Audit Services was presented to the Executive Committee as the current contract will end on June 30, 2017.



Draft  
**Executive Committee Meeting Minutes**  
**April 20, 2017**  
**Page 2**

MOTION was made by Lex Smith and seconded by Sondra Cranford to approve issuing a new RFP for audit services. Motion carried

**Information Item 1 – Audit Review**

Jerome reviewed the audit handout with the members of the Executive Committee. No insufficiencies were found for the audit period. There was some discussion on the indirect cost finding and it was noted that a viable methodology would be prepared and applied when allocating indirect cost on a monthly basis.

**Information Item 2 – Release Survey – Jerome Salatino’s Performance Review**

It was agreed that with the completion of the audit review, the survey for Jerome’s performance review would be released to the Board. The survey should be completed by the Board members by May 5, 2017.

**Information Item 3 – Meeting Schedule 2017-2018**

A draft meeting schedule for the committee meetings for fiscal year 2017-2018 was presented to the Executive Committee for review.

**Information Item 4 – Financial Summary Report YTD Feb. 28, 2017**

Jerome reviewed the Financial Summary Report YTD Feb. 28, 2017 with the Committee.

**Information Item 5 – Monthly Management Report February 2017**

Jerome reviewed the rankings in the Monthly Management Report with the Committee.

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



## **ACTION ITEM 2**

### **2017 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. The Pasco Hernando Workforce Board (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) PHWB 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**

PHWB is required to submit an extension request every three years if it wishes to maintain the status of Direct Services Provider. Our current extension expires June 30, 2017.

#### **RECOMMENDATION:**

Staff recommends the approval of this plan so that it can be forwarded to the Chief Elected Officials for approval on May 23, 2017. The plan is due to CareerSource Florida no later than May 31, 2017.

## INFORMATION ITEM 1

### Extension of Local Area Designation

#### 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.

#### SUBSEQUENT DESIGNATION

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](mailto:WIOA@deo.myflorida.com). The application to request subsequent designation is due by April 15 of the renewal year.

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](http://www.careersourceflorida.com/wioa) for a period not to exceed ten days.

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.

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.

### **JUSTIFICATION/REASON**

PHWB is required to submit an extension request every two years if it wishes to maintain the Local Area Designation. The application to request subsequent designation is due by April 15 of the renewal year.

The requirements that are to be met is that the area:

- **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** 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 misexpended 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:**

PHWB staff requested the approval of this request by the Chief Elected Officials in Pasco County on April 12, 2017 and Hernando County on April 28, 2017. The plan is due to CareerSource Florida upon receipt of signature pages.

**Monthly Management Report Year to Date**

\* = Provided by Goodwill \*\* = Provided by Eckerd

Report Source

2016  
DEO's YTD March  
MMR

State  
Goals  
MMR

2017  
DEO's YTD March  
MMR

State  
Goals  
MMR

<b>WTP</b>
WTP Entered Employment Rate
WTP Entered Employment Wage Rate
All Family Participation Rate
WTP Two Parent Participation Rate

<b>Closed Due to Earnings</b>	<b>Cases Closed</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
311	853	36.5%	8	N/A
<b>Entry Wage</b>	<b>LLSIL Family- 3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$9.85	\$13.55	72.7%	10	N/A
<b>Work Engaged</b>	<b>Received TANF</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
879	1,971	44.6%	8	N/A
<b>Work Engaged</b>	<b>Received TANF</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
45	105	42.9%	10	N/A

<b>Closed Due to Earnings</b>	<b>Cases Closed</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
322	836	38.5%	5	N/A
<b>Entry Wage</b>	<b>LLSIL Family- 3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$10.18	\$13.63	74.7%	6	N/A
<b>Work Engaged</b>	<b>Received TANF</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
895	1,847	48.5%	5	N/A
<b>Work Engaged</b>	<b>Received TANF</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
72	151	47.7%	7	N/A

<b>WIOA Adults and Dislocated Workers</b>
Employed Worker Outcome Rate *
WIOA Adult EER *
WIOA Adult Wage Rate *
WIOA DW EER *
WIOA DW Wage Rate *

<b>Entered Employment</b>	<b>Total Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
103	103	100.0%	1	N/A
<b>Entered Employment</b>	<b>Total Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
59	59	100.0%	1	74.0%
<b>Entry Wage</b>	<b>LLSIL Family-3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$18.36	\$13.55	135.5%	6	N/A
<b>Entered Employment</b>	<b>Total Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
85	85	100.0%	1	80.0%
<b>Entry Wage</b>	<b>LLSIL Family-3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$17.65	\$13.55	130.3%	10	N/A

<b>Entered Employment</b>	<b>Total Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
504	504	100.0%	1	N/A
<b>Entered Employment</b>	<b>Total Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
110	110	100.0%	1	74.0%
<b>Entry Wage</b>	<b>LLSIL Family-3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$17.21	\$13.63	126.3%	13	N/A
<b>Entered Employment</b>	<b>Total Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
84	84	100.0%	1	80.0%
<b>Entry Wage</b>	<b>LLSIL Family-3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$18.49	\$13.63	135.7%	9	N/A

<b>WIOA Youth</b>
WIOA In-School Youth Outcome Rate **
WIOA Out-of-School Youth Outcome Rate **
WIOA YY Positive Outcome Rate **

<b>Placed</b>	<b>In School Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
4	4	100.0%	1	N/A
<b>Placed</b>	<b>Out of School Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
85	85	100.0%	1	N/A
<b>Positive Outcomes</b>	<b>Youth Exiters</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
32	32	100.0%	1	N/A

<b>Placed</b>	<b>In School Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
3	3	100.0%	1	N/A
<b>Placed</b>	<b>Out of School Exits</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
40	40	100.0%	1	N/A
<b>Positive Outcomes</b>	<b>Youth Exiters</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
18	18	100.0%	1	N/A

<b>Wagner Peyser</b>
WP Entered Employment Rate
WP EER for those Employed at Participation
WP Job Placement Wage Rate
WP Short Term Veterans EER
WP Percent Of Job Openings Filled

<b>Entered Employment</b>	<b>Wagner Peyser Exiters</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
7,447	11,623	64.1%	5	58.0%
<b>Placed After Exit</b>	<b>Employed At Participation</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
1,238	2,077	59.6%	4	N/A
<b>Avg Placement Wage</b>	<b>LLSIL Family-3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$11.46	\$13.55	84.6%	9	N/A
<b>Vets Placed after 90 Days of No Service</b>	<b>Vets with 90 Days of No Service</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
468	558	83.9%	1	N/A
<b>Job Openings Filled</b>	<b>Job openings Received</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
477	2,190	21.8%	14	N/A

<b>Entered Employment</b>	<b>Wagner Peyser Exiters</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
6,267	11,458	54.7%	4	58.0%
<b>Placed After Exit</b>	<b>Employed At Participation</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
984	2,071	47.5%	5	N/A
<b>Avg Placement Wage</b>	<b>LLSIL Family-3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$13.14	\$13.63	96.4%	4	N/A
<b>Vets Placed after 90 Days of No Service</b>	<b>Vets with 90 Days of No Service</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
408	695	58.7%	4	N/A
<b>Job Openings Filled</b>	<b>Job openings Received</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
279	1,813	15.4%	13	N/A

<b>Reemployment Services and Eligibility Assessment</b>
RESEA Entered Employment
RESEA Job Placement Wage Rate

<b>Entered Employment</b>	<b>REA Job Seekers with 90 days of No Service</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
1,509	2,295	65.8%	4	N/A
<b>Average Placement Wage</b>	<b>LLSIL Family- 3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$12.23	\$13.55	90.3%	9	N/A

<b>Entered Employment</b>	<b>RESEA Job Seekers with 90 days of No Service</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
1,162	1,980	58.7%	4	N/A
<b>Average Placement Wage</b>	<b>LLSIL Family- 3</b>	<b>Performance</b>	<b>Ranking</b>	<b>Goals</b>
\$14.63	\$13.63	107.3%	4	N/A



### Information Item 3

Pasco Hernando Workforce Board, Inc. Financial Summary Report 30-Apr-17						% of Year Elapsed 83%
Program:	Approved Budget	FY16 Accrued Expenditures	Goodwill Obligations**	Total Accrued Expenditures	Budget Balance Remaining	Percent Expended or Obligated
WIOA Adult	\$ 1,974,579	\$ 1,080,066	\$ 321,490	\$ 1,401,556	\$ 573,023	71%
WIOA Dislocated Worker	\$ 1,465,266	\$ 1,030,762	\$ 243,395	\$ 1,274,157	\$ 191,109	87%
WIOA Youth	\$ 1,662,927	\$ 1,020,810		\$ 1,020,810	\$ 642,117	61%
Sector Partnership National Emergency Grant	\$ 68,012			-	\$ 68,012	0%
Trade Adjustment Assistance*	\$ 102,990	\$ 53,169	\$ 67,325	\$ 120,494	\$ (17,504)	117%
<b>Subtotal WIOA</b>	<b>\$ 5,273,774</b>	<b>\$ 3,184,807</b>	<b>\$ 632,210</b>	<b>\$ 3,817,017</b>	<b>\$ 1,456,757</b>	<b>72%</b>
Wagner Peysner *	\$ 590,237	\$ 530,306	\$ -	\$ 530,306	\$ 59,931	90%
Veterans Programs *	\$ 129,712	\$ 20,789	\$ -	\$ 20,789	\$ 108,923	16%
Supplemental Nutrition Assistance Program	\$ 271,457	\$ 175,658	\$ -	\$ 175,658	\$ 95,799	65%
Re-Employment Assistance (formerly Unemployment Comp)	\$ 30,065		\$ -	-	\$ 30,065	0%
Reemployment Services & Eligibility Assessment (RESEA)	\$ 180,462	\$ 225,149	\$ -	\$ 225,149	\$ (44,687)	125%
<b>Subtotal Employment Services</b>	<b>\$ 1,201,933</b>	<b>\$ 951,903</b>	<b>\$ -</b>	<b>\$ 951,903</b>	<b>\$ 250,030</b>	<b>79%</b>
Welfare Transition Program	\$ 1,866,373	\$ 1,882,556	\$ -	\$ 1,882,556	\$ (16,183)	101%
<b>Subtotal Welfare Transition Program</b>	<b>\$ 1,866,373</b>	<b>\$ 1,882,556</b>	<b>\$ -</b>	<b>\$ 1,882,556</b>	<b>\$ (16,183)</b>	<b>101%</b>
US DOL LEAP	\$ 216,407	\$ 93,173	\$ -	\$ 93,173	\$ 123,234	43%
<b>Subtotal US DOL LEAP</b>	<b>\$ 216,407</b>	<b>\$ 93,173</b>	<b>\$ -</b>	<b>\$ 93,173</b>	<b>\$ 123,234</b>	<b>43%</b>
Corporate Unrestricted Funds	\$ 30,000	\$ 18,035	\$ -	\$ 18,035	\$ 11,965	60%
<b>Subtotal Corporate</b>	<b>\$ 30,000</b>	<b>\$ 18,035</b>	<b>\$ -</b>	<b>\$ 18,035</b>	<b>\$ 11,965</b>	<b>60%</b>
<b>Total FY 2017 Budget</b>	<b>\$ 8,588,487</b>	<b>\$ 6,130,475</b>	<b>\$ 632,210</b>	<b>\$ 6,762,685</b>	<b>\$ 1,825,802</b>	<b>79%</b>

\* Does not include DEO Staff Salaries

\*\* Balance of budget