

Executive Committee Meeting

October 24, 2017 – 9:00 a.m.
4440 Grand Blvd., New Port Richey 34652

Dial in: 1.800.750.4065 **Participant Code:** 5154773#

Committee Members:

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

Agenda

Call to order Mark Earl, Chair

Action Items:

Action Item 1 – Minutes from August 24, 2017 meeting Pages 1-2

Action Item 2 – Budget Modification #1 Pages 3-5

Information Items:

Information Item 1 – Salary Survey Update Pages 6-10

Information Item 2 – Follow Up from Last Meeting Discussion

Public Comments

Adjournment



ACTION ITEM 1
Approval of Minutes

Draft minutes of the August 24, 2017 Executive Committee meeting are presented for review. Any modifications should be requested prior to approval.

Draft
Executive Committee Meeting Minutes
August 24, 2017

Committee Members Present:

Present: Mark Barry, Mark Earl, Lorri Kindberg, Dave Lambert, Seth Weightman

Absent: Sondra Cranford, Lex Smith

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino

Proceedings:

Meeting called to order at 9.30a.m. by Mark Earl, Chair

Action Item 1 – Minutes from July 27, 2017 meeting

The Committee reviewed the minutes of the July 27, 2017 meeting. With no corrections, the minutes were accepted.

MOTION made by Mark Barry and seconded by Lorri Kindbergh to approve the minutes from the July 27, 2017 meeting. Motion carried.

Action Item 2 – Annual Training Providers

The Committee reviewed the list of training providers and their supporting documentation.

MOTION made by Mark Barry and seconded by Lorri Kindbergh to approve the list of training providers. Motion carried.

Action Item 3 – Review results from Performance Evaluation Survey

The Committee reviewed the results of the survey as part of the performance evaluation for Jerome Salatino. After lengthy discussion without Jerome present, it was decided to table this action item.

MOTION mad by Mark Barry and seconded by Lorri Kindbergh:

Hold any adjustments to wages until the board has reviewed and approved updated salary scale based on salary survey of all workforce regions in Florida, but at the very least those in close proximity and of comparable size.

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



BUDGET Mod # 1 FY 2017-2018

Action Item 2

BACKGROUND

CareerSource Florida, at its May 16, 2017 meeting, approved Fiscal Year 2017-2018 allocations to the Regional Workforce Boards. 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 2018 in the major funding streams. PHWB staff has included other funding streams based upon current information or budget requests to DEO. Carry forward funds are based on June 30, 2017, year-end and this budget has been revised to include all information PHWB has on funding amounts for this fiscal year.

This budget is presented in order to show the actual allocations and carry-forward dollars PHWB has to use for this current program year. The attached budget details the amounts of revenue and planned expenditures from each funding source.

INFORMATION

Revenue Budget:

- The total revenue for Fiscal Year 2017-2018 is \$9,665,768. This includes carry-forward dollars, Dislocated Workers Disaster funds, as well as monies for DEO staff.
- The budget has increased overall by \$1,953,693 from the preliminary budget. This is due to the following changes in funding from projected numbers to actual numbers of: WIOA Adult decrease of **\$18,073**; WIOA dislocated workers increase of \$1,116,845; WIOA Emergency dislocated workers \$200,000; increase in the following: youth of \$252,159; TAA \$19521; SNAP \$66,094; RESEA \$158,246; UC \$1,132; WP 81,182; Vets \$68,587 and corporate of \$8,000.

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.

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

- Hired an additional 5 employees to cover open positions since assuming responsibilities previously contracted with Goodwill.

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:

<input type="checkbox"/> CareerSource Center Resource	-	5.8
<input type="checkbox"/> Business Services	-	6.3
<input type="checkbox"/> Call Center	-	
<input type="checkbox"/> Direct Program-funded Positions	-	
<input type="checkbox"/> Board office Program Operations	-	3.5
<input type="checkbox"/> Board office Administrative	-	6.0

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:

<input type="checkbox"/> Veterans Programs	6
<input type="checkbox"/> Wagner Peyser	6.75 Merit, 4 Part-Time
<input type="checkbox"/> Trade Adjustment Assistance	.25 Merit

The next largest expenditure is contracted services. The Board contracted with Goodwill-Industries Suncoast to provide WIOA Adult and Dislocated Worker and Trade Act Assistance Programs in the CareerSource Centers through 9/30/2017.

The Board contracted WIOA Youth Services to Eckerd Youth Alternatives. Based on last year's budget and funding, they 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 contracted \$850,000 for Eckerd Youth's Contract.

The Board also proposes to contract with ARC of the Nature Coast for \$16,000 to assist in the stabilization of individuals with disabilities.

This year the budget for Employed Worker Training Services, ITA's, OJT and EWT is proposed at \$1,476,218.

PASCO HERNANDO WORKFORCE BOARD
BUDGET MODIFICATION # 1

October 1, 2017

	TOTAL	WIOA/WIA Adult	WIOA/WIA Dislocated Worker	WIOA DW DISASTER FUNDS	WIOA Youth	Trade Adjustment Assistance	SNAP	Welfare Transition	RESEA	RA UC	VETS	WP	USDOL LEAP 2	Ticket To Work
nfa #s		33666	33691		33416	32115	33516	33566	32851	33491	33441 D	33821		
Funding:						32065					33466 L			
FY17-18 Allocations	\$ 7,613,545	\$ 1,367,453	\$ 1,425,814		\$ 1,278,667	\$ 98,481	\$ 269,687	\$ 1,814,674	\$ 107,895	\$ 31,132	\$ 387,993	\$ 823,749	\$ -	\$ 8,000
wants to carryover	\$ -				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DW Emergency funds	\$ 200,000			\$ 200,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Supplemental WIOA nfa 33641	\$ 188,216		\$ 188,216											
Incentives	\$ 58,937	\$ 35,467			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 23,470	\$ -	\$ -
Carryforward	\$ 1,605,069	\$ 3,023	\$ 540,100		\$ 506,165			\$ -	\$ 125,351	\$ -	\$ -	\$ 80,430	\$ 350,000	
Total Funding	\$ 9,665,767	\$ 1,405,943	\$ 2,154,130	\$ 200,000	\$ 1,784,832	\$ 98,481	\$ 269,687	\$ 1,814,674	\$ 233,246	\$ 31,132	\$ 387,993	\$ 927,649	\$ 350,000	\$ 8,000
Less DEO Staff Salaries	\$ (526,399)	\$ -	\$ -		\$ -	\$ (13,269)	\$ -	\$ -	\$ -	\$ -	\$ (251,453)	\$ (261,677)	\$ -	\$ -
Total Available Funding	\$ 9,139,369	\$ 1,405,943	\$ 2,154,130	\$ 200,000	\$ 1,784,832	\$ 85,213	\$ 269,687	\$ 1,814,674	\$ 233,246	\$ 31,132	\$ 136,540	\$ 665,972	\$ 350,000	\$ 8,000
Budgeted Expenditures:	\$ -													
Payroll & Benefits - (allocated)	1,562,485	110,091	737,934	10,931	151,646	-	67,375	409,800	29,159	4,114	9,170		30,994	1,271
One Stop Facilities (Net of Rent Receipts of \$137397) plus utilities	307,473											307,473		-
Pooled Facilities Costs	244,988	42,976	45,528	1,714	14,879	-	16,052	12,918	-	-	3,321	107,600	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operational Support -	329,243	57,756	53,132	10,321	19,996	-	21,572	105,692	199	3,290	1,932	36,764	18,321	268
Board & One-Stop Operating Costs	2,444,189	210,823	836,594	22,966	186,521	-	104,999	528,410	29,358	7,404	14,423	451,837	49,315	1,539
Goodwill Industries Career Services	\$ 180,057	\$ 84,933	\$ 95,124				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eckerd Youth Alternatives Program	\$ 244,931				\$ 244,931		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ecker Youth - Career Services	\$ 605,069				\$ 605,069									
Reserve for ITAs/OJT (includes GW Training)	\$ 156,218	\$ 74,509	\$ 21,709			\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARC	\$ 16,000	\$ 16,000												
DISLOCATED Emergency Funds	\$ 150,000			\$ 150,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve for Employed Worker Training/OJT	\$ 1,320,000	\$ 595,000	\$ 725,000				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hernando Sheriff's Department	\$ 149,826	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,826	
Contracts	\$ 2,822,101	\$ 770,442	\$ 841,833	\$ 150,000	\$ 850,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,826	\$ -
Direct Payroll & Benefits	\$ 1,823,471	\$ 319,873	\$ 241,499	\$ 12,757	\$ 110,746	\$ -	\$ 119,475	\$ 728,812	\$ 158,435	\$ 18,222	\$ 10,701	\$ -	\$ 101,468	\$ 1,483
Direct Operating Costs - Total operating cost minus rent from WP	\$ 265,555	\$ 270	\$ 21		\$ 60,207	\$ -	\$ 441	\$ 30,082	\$ -	\$ -	\$ 6,149	\$ 151,094	\$ 17,291	
Direct Participant Costs- Support Svcs)	\$ 250,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Direct Program Costs	\$ 2,339,026	\$ 320,143	\$ 241,520	\$ 12,757	\$ 170,953	\$ -	\$ 119,916	\$ 1,008,894	\$ 158,436	\$ 18,222	\$ 16,850	\$ 151,094	\$ 118,758	\$ 1,483
Indirect Costs	\$ 934,367	\$ 102,686	\$ 233,913	\$ 5,657	\$ 62,666	\$ 3,169	\$ 44,624	\$ 271,928	\$ 44,802	\$ 5,335	\$ 64,799	\$ 62,495	\$ 31,635	\$ 658
Total Indirect Costs	\$ 934,367	\$ 102,686	\$ 233,913	\$ 5,657	\$ 62,666	\$ 3,169	\$ 44,624	\$ 271,928	\$ 44,802	\$ 5,335	\$ 64,799	\$ 62,495	\$ 31,635	\$ 658
Total Planned Expenditures	\$ 8,539,683	\$ 1,404,094	\$ 2,153,860	\$ 191,380	\$ 1,270,140	\$ 63,169	\$ 269,539	\$ 1,809,232	\$ 232,596	\$ 30,961	\$ 96,072	\$ 665,426	\$ 349,534	\$ 3,680
Unobligated Funding	\$ 599,686	\$ 1,849	\$ 270	\$ 8,620	\$ 514,692	\$ 22,044	\$ 148	\$ 5,442	\$ 650	\$ 171	\$ 40,468	\$ 546	\$ 466	\$ 4,320

INFORMATION ITEM 1

Salary Survey Update

BACKGROUND

At the August 24, 2017 meeting of the Executive Committee, during discussion about the Action Item related to Jerome Salatino's Performance Evaluation Survey, questions were raised regarding the pay scale used by PHWB. The Committee asked that the performance evaluation on Jerome Salatino be tabled until a review of the full salary scale could be confirmed.

INFORMATION

Salary data was gathered from the local workforce boards, including CLM (Citrus/Marion/Levy), Polk, Pinellas and Hillsborough. When compared to PHWB, the pay ranges of the competing, top performing regions are in line with ours.

Management's rationale regarding PHWB's pay ranges is that to attract and retain the best, and maintain our consistently high performance in the state, the pay ranges must be competitive with the regions nearby.

A review of PHWB's positions indicates that all are being paid within the approved pay ranges. At this time, Management sees no need for any adjustments to the pay ranges and finds them to be appropriate in comparison to the nearby regions.

PHWB Pay Grades

Position Title	Pay Grade	Minimum	Mediam	Maximum
President and CEO	38	\$117,429.27	\$152,658.05	\$187,886.84
Sr. Vice President, Operations	35	\$93,219.14	\$121,184.89	\$149,150.63
Sr. Vice President, Finance				
Vice President, Business Services	32	\$74,000.36	\$96,200.47	\$118,400.58
Regional Manager	28	\$54,392.47	\$70,710.22	\$87,027.96
Assistant Finance Director				
Operations Manager				
Human Resources Manager	26	\$46,632.78	\$60,622.61	\$74,612.45
Marketing and Communications Specialist				
Employment Center Manager	24	\$39,890.09	\$51,974.12	\$63,968.15
Program Manager (WTP/SNAP/WIOA)				
Lead RESEA Counselor				
Business Services Consultant	22	\$34,276.49	\$44,559.43	\$54,842.38
Program Assistant				
Assessment Coordinator				
RESEA Counselor				
Lead Resource Room Specialist	21	\$31,737.49	\$41,258.73	\$50,779.98
Career Specialist				
Resource Room Specialist	20	\$29,386.56	\$38,202.53	\$47,018.50
Employment Support Representative				
Switch Board Operator				
Job Placement Specialist				
Program Assistant	19	\$24,055.20	\$32,073.60	\$40,092.00
MIS Specialist				

CLM

Position Title	Pay Grade	Minimum	Maximum
Executive Vice President	114	\$80,850	\$125,800
Career Center & Business Services Officer	113	\$65,150	\$101,388
Director of Finance	113	\$65,150	\$101,388
Director of Career Center Services	112	\$59,150	\$92,106
Director of IT	111	\$53,800	\$83,776
Director of Compliance & Reporting	110	\$49,000	\$76,160
Director of Continuous Improvement	110	\$49,000	\$76,160
Director of Program Development	110	\$49,000	\$76,160
Director of Training/Counseling	110	\$49,000	\$76,160
Accountant	109	\$44,460	\$69,139
Administrative Manager & EO Officer	109	\$44,460	\$69,139
Business Development Manager	109	\$44,460	\$69,139
Career Center Manager	109	\$44,460	\$69,139
Communications Manager	109	\$44,460	\$69,139
Human Resources Manager	109	\$44,460	\$69,139
Program Development & Reporting Mgr.	109	\$44,460	\$69,139
Program / Training Manager	109	\$44,460	\$69,139
Systems Administrator	109	\$44,460	\$69,139
Career Center Supervisor	108	\$40,400	\$62,832
MIS Analyst	108	\$40,400	\$62,832
Network Specialist	108	\$40,400	\$62,832
Facilities Support Specialist	107	\$36,850	\$57,120
Executive Assistant	107	\$36,850	\$57,120
Bookkeeper	106	\$33,500	\$51,884
Administrative Assistant	104	\$27,720	\$42,840
Facilities Support	104	\$27,720	\$42,840
Customer Service Supervisor	109	\$44,460	\$69,139
Employment Services Coordinator	109	\$44,460	\$69,139
Business Development Coordinator Sr.	108	\$40,400	\$62,832
Employment Coordinator	108	\$40,400	\$62,832
Professional Career Center Supervisor	108	\$40,400	\$62,832
Program Coordinator	108	\$40,400	\$62,832
Project Coordinator	108	\$40,400	\$62,832
Workshop Coordinator Senior	108	\$40,400	\$62,832
Career Coach Senior	108	\$40,400	\$62,832
Job Readiness Coach	108	\$40,400	\$62,832
Business Development Coordinator	107	\$36,850	\$57,120
Mobile Customer Service Representative	107	\$36,850	\$57,120
Professional Services Representative	107	\$36,850	\$57,120
Career Coach	106	\$33,500	\$51,884
Job Readiness Coach	106	\$33,500	\$51,884
Talent Recruiter	106	\$33,500	\$51,884
Career Center Support Specialist	104	\$27,720	\$42,840
Program Assistant	104	\$27,720	\$42,840
Customer Service Technician	104	\$27,720	\$42,840
Staff Support	102	\$22,880	\$35,343
	101	\$20,800	\$32,130

POLK

Position Title	Minimum Salary	Mid Salary	Max Salary
President and CEO	\$187,000 - actual salary		
Project Director	\$ 70,000	\$ 77,500	\$ 85,000
Vice President of Operations	\$ 66,000	\$ 71,000	\$ 76,000
Vice President of Finance	\$ 66,000	\$ 71,000	\$ 76,000
MIS Director	\$ 56,000	\$ 63,500	\$ 71,000
Program Manager	\$ 49,000	\$ 54,000	\$ 59,000
Project Manager	\$ 45,000	\$ 50,500	\$ 56,000
Accountant/Finance Analyst	\$ 45,000	\$ 50,500	\$ 56,000
Network Systems Administrator	\$ 45,000	\$ 50,500	\$ 56,000
Director of Communication	\$ 43,000	\$ 48,000	\$ 53,000
Facilities Manager	\$ 43,000	\$ 48,000	\$ 53,000
Business Services Consultant	\$ 43,000	\$ 48,000	\$ 53,000
Cusiness Services Consultant Lead	\$ 43,000	\$ 48,000	\$ 53,000
HR Generalist	\$ 43,000	\$ 48,000	\$ 53,000
Career Developent Specialist IV	\$ 41,000	\$ 46,000	\$ 51,000
Computer/Network Technician	\$ 41,500	\$ 46,500	\$ 51,500
Career Development Specialist III	\$ 39,000	\$ 42,500	\$ 46,000
Career Development Specialist II	\$ 36,000	\$ 38,500	\$ 41,000
Executive Administrative Assistant	\$ 34,000	\$ 36,000	\$ 38,000
Career Development Specialist I	\$ 32,000	\$ 34,500	\$ 37,000
Customer Service Specialist	\$ 31,000	\$ 33,000	\$ 35,000
Bus Driver - Mobile Unit Part Time	\$ 23,000	\$ 24,500	\$ 26,000

PINELLAS / HILLSBOROUGH

Position Title	Grade Level	Minimum Salary	Mid Salary	Max Salary
President and CEO	38	\$ 140,000	\$ 182,000	\$ 224,000
CFO	37		\$ 196,560	\$ 241,920
COO	36		\$ 212,285	\$ 261,274
Director of Employer Services	35	\$ 93,204	\$ 121,176	\$ 149,148
Director of Finance	34	\$ 86,300	\$ 112,200	\$ 138,100
Director of Programs	33	\$ 79,900	\$ 103,900	\$ 127,900
Director of Projects	32	\$ 74,000	\$ 96,200	\$ 118,400
Accountant, Sr	27	\$ 50,400	\$ 65,500	\$ 80,600
Program Supervisor	27	\$ 50,400	\$ 65,500	\$ 80,600
Business Account Executive	26	\$ 46,600	\$ 60,600	\$ 74,600
Admin Svcs Coordinator	26	\$ 46,600	\$ 60,600	\$ 74,600
Marketing Coordinator	26	\$ 46,600	\$ 60,600	\$ 74,600
MIS Coordinator	26	\$ 46,600	\$ 60,600	\$ 74,600
Program Coordinator	26	\$ 46,600	\$ 60,600	\$ 74,600
Special Projects Coordinator	26	\$ 46,600	\$ 60,600	\$ 74,600
Skills trade Instructors	26	\$ 46,600	\$ 60,600	\$ 74,600
Lead Career Counselor	25	\$ 43,200	\$ 56,100	\$ 69,000
Disability Program Navigator	24	\$ 40,000	\$ 52,000	\$ 64,000
Program Manager, Special	24	\$ 40,000	\$ 52,000	\$ 64,000
Program Monitor	24	\$ 40,000	\$ 52,000	\$ 64,000
Recruiter	24	\$ 40,000	\$ 52,000	\$ 64,000
Career Counselor, Outreach	23	\$ 37,000	\$ 48,100	\$ 59,200
HR Generalist	23	\$ 37,000	\$ 48,100	\$ 59,200
MIS Technician	22	\$ 34,300	\$ 44,600	\$ 54,800
Administrative Assistant	21	\$ 31,700	\$ 41,300	\$ 50,800
Remedial Skills Instructor	21	\$ 31,700	\$ 41,300	\$ 50,800
Resource Specialist,	21	\$ 31,700	\$ 41,300	\$ 50,800
Facilities Custodian	18	\$ 25,200	\$ 32,800	\$ 40,300