



Executive Committee Meeting

November 15, 2018 – 10.00 a.m.
16336 Cortez Blvd.
Brooksville, FL 34601

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 August 23, 2018 Meeting (David Lambert) Pages 1-4
- 2. Approval to Release RFP for Space in Dade City (Jerome Salatino) Page 5
- 3. Performance Review (David Lambert/Heather Harter) Pages 6-18

Information Items:

- 1. Budget Update (Theresa Miner)Pages 19-21
- 2. One Stop Operator/Sector Strategy Report (Jerome Salatino)..... Pages 22-25

Board Member Comments

Board Chair Comments

Adjournment



ACTION ITEMS

ACTION ITEM 1
Approval of Minutes

Draft minutes of the August 23, 2018 Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

Draft
Executive Committee Meeting Minutes
August 23, 2018 – 9.00 a.m.

Committee Members

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

Absent: None

Quorum Present: Yes

Others Present:

PHWB Staff: Dave Hamilton, Heather Harter, Theresa Miner, Jerome Salatino, Jessica Weightman

Proceedings:

Meeting called to order at 9.00 a.m. by David Lambert, Chair

Welcome and call to order David Lambert, Chair

Action Item 1 – Approve minutes from May 9, 2018 meeting

David Lambert asked the Committee members to review the minutes from May 9, 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 – Annual Approval of Training Providers

The Committee members reviewed the recommendation for the annual approval of training providers. Dave Hamilton explained the eligibility criteria of the organizations who have applied. The applicants must be licensed and in good standing with the state to be considered for selection.

MOTION to approve the training providers was made by Mark Barry and seconded by Mark Earl. Motion carried.

Action Item 3 – Modification to Targeted Occupations List

The Committee reviewed and approved the request to add three additional occupations to the Targeted Occupations List.

MOTION made by Lex Smith and seconded by Mark Earl. Motion carried.



Information Item 1 – Brooksville Office Update

The PHWB staff discussed current progress, possible move in date as well as customer awareness of the new Brooksville office.

Information Item 2 – Non-Custodial Parent Employment Program Update

Jerome Salatino discussed the status and involvement with the Non-Custodial Parent Employment Program. More information to follow in future meetings.

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



ACTION ITEM 2
Approval to Release RFP for Space in Dade City

BACKGROUND

Pasco-Hernando Workforce Board, Inc. (PHWB) currently leases office space at 15000 Citrus Country Drive, Dade City, Florida for our One Stop location in eastern Pasco County. With the lease ending on May 31, 2019, Board staff is requesting permission to issue a new Request for Proposal (RFP).

The current location is 5,579 square feet and per advice from the Department of Economic Opportunity, staff must go out for bid at end of each lease period. DEO quoted 2CFR 200.319(a) and said "2 CFR 200.319(a) requires that all procurement transactions (which would include building space lease) must be conducted in a manner providing full and open competition."

JUSTIFICATION

Wishing to remain in compliance, staff will issue RFP and contact local realtors for bids needed to compare pricing. The lease at 15000 Citrus Country Drive has no price increases for the coming year. Staff will also take into consideration any associated moving costs.

RECOMMENDATION

Staff requests permission to issue a new RFP and begin comparison-shopping. Staff will be releasing RFP shortly after November 15, 2018 with all quotes in by the end of December. Once quotes are in, staff requests permission to review and negotiate new lease agreement.

INFORMATION ITEMS

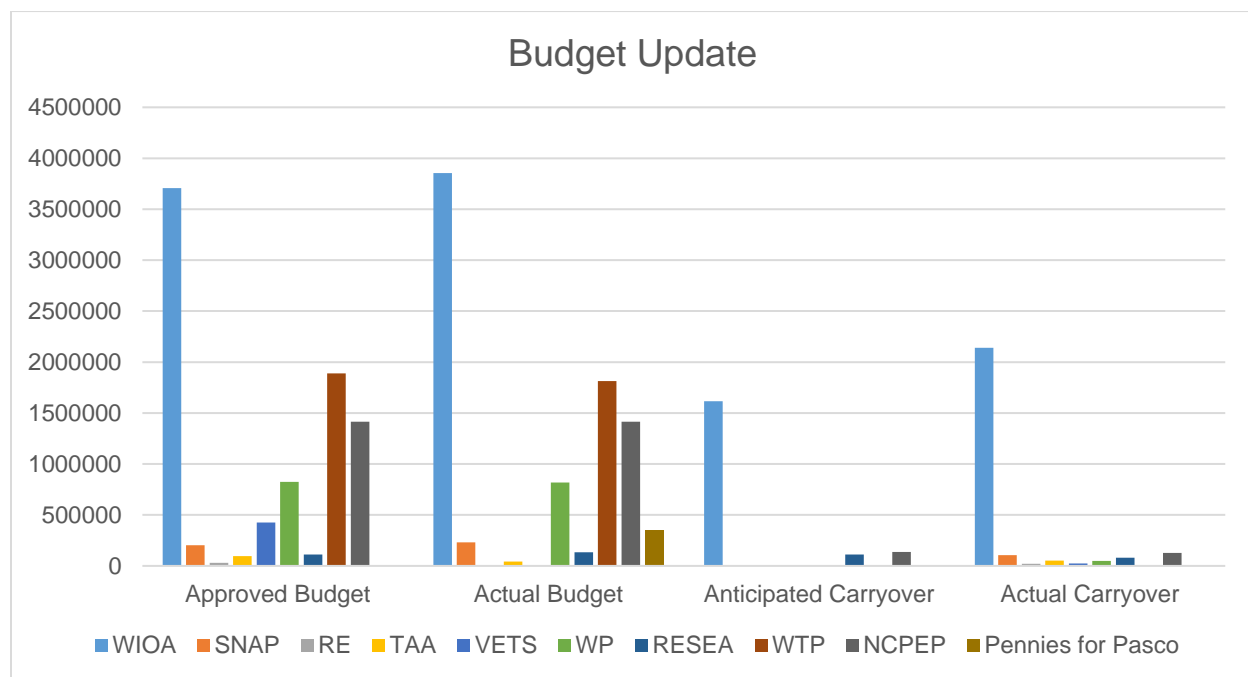
INFORMATION ITEM 1 Budget Update

Updated BUDGET FY 2018-2019

Pasco Hernando Workforce Board Inc.'s (PHWB) originally approved budget, anticipated \$8,706,558 in new allocations and \$1,863,600 in carryover funding. After submitting preliminary year end reports, and receiving actual allocations, our new funding is \$8,312,671, a decrease of \$393,887, which is mostly contributed to not receiving our actual Notice of Funds Availability (NFA) for the program year for RESEA, SNAP, VETS and UC. I still anticipate level funding; however, we have not received our notifications.

We also had a larger carryover than anticipated. Carryover, which also includes the balances left on the NFAs mentioned above, originally was not considered in the carryover figures, is now \$2,595,396. An increase of \$731,796. Of that amount SNAP, \$104,285; Reemployment, \$20,600; Trade Adjustment \$51,509; RESEA, \$79914; Vets, \$23,065 is included as carryover. The largest change in carryover dollars was in WIOA, as we anticipated \$1,450,000 and actually carried over \$2,139,044.

The total budget has an increase of \$337,909 as of now, which includes \$350,000 of the Pennies for Pasco Funding, and a slight decrease in RESEA actual NFA through 12/31/18. Once our new NFAs become available for, RESEA (Jan-June) Re-employment, Trade Adjustment and VETS this will change.



Pasco-Hernando WFB 16
Statement of Revenues and Expenditures
From 7/1/2018 - 09/30/2018

	2018-2019 BUDGET	7/1/18 - 09/30/18	Net	Burn Rate
Operating Revenue				25%
Grant Revenue	\$ 10,183,857	1,789,830	\$ 8,394,027	18%
Corporate Revenue	\$ 40,000	11,342	\$ 28,658	
Interest Income		39	\$ (39)	
Total Operating Revenue	<u>\$ 10,223,857</u>	<u>1,801,211</u>	<u>\$ 8,422,646</u>	18%
Expenditures				
Personnel Expenses	\$ 4,307,080	841,909	\$ 3,465,171	20%
Program Expenses	\$ 3,947,125	623,509	\$ 3,323,616	16%
Professional Fees	\$ 240,950	47,362	\$ 193,588	20%
Supplies	\$ 152,500	14,486	\$ 138,014	9%
Telephone/Internet	\$ 70,000	19,121	\$ 50,879	27%
Postage & Shipping	\$ 6,250	167	\$ 6,083	3%
Occupancy	\$ 411,581	150,488	\$ 261,093	37%
Maintenance & Repairs	\$ 52,500	8,393	\$ 44,107	16%
Equipment Rental	\$ 32,000	5,937	\$ 26,063	19%
Conferences	\$ 5,000	0	\$ 5,000	0%
Dues & Subscriptions	\$ 5,000	4,367	\$ 633	87% *
Miscellaneous	\$ 213,000	54,053	\$ 158,947	25%
Total Expenditures	<u>\$ 9,442,985</u>	<u>1,769,792</u>	<u>\$ 7,673,193</u>	
Net Revenue Over Expenditures	<u>\$ 780,872</u>	<u>31,419</u>	<u>\$ 749,453</u>	-

Explanation of burn rates

REVENUE: We draw as we need and there is always a timing difference
Dues & Subscriptions Due beginning of year
Occupany Did not anticipate all costs associated with moving.

Miscellaneous consists of the following general ledger accounts:

Insurance
Travel & Training
Outreach
Cost Pools
Depreciation

Professional Fees:

Accounting
Legal
Banking
CTS - Contract

INFORMATION ITEM 2

One Stop Operator/Sector Strategy Report

Complete Technology Solutions (CTS) One Stop Operator Update

WIOA and its implementing regulations require Local Workforce Development Boards (Local WDBs) to use a competitive process for the selection of a one-stop operator for the system, and to support continuous improvement through the evaluation of one-stop operator performance and the re-competition of operators every four years. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for Local WDBs to regularly examine performance and costs against original expectations.

Under the Workforce Investment Act of 1998 (WIA), many Local Workforce Investment Boards (WIBs) served as one-stop operators. One-stop operators could be designated or certified through three mechanisms: a competitive process; as a consortium of three or more partners; or “grandfathered” in from the Job Training Partnership Act (JTPA). Many of these entities have continued to be one-stop operators since the inception of WIA.

WIOA requires that all one-stop operators be selected or designated through a competitive process. WIOA does not allow for the “designation” or “certification” of any entity as a one-stop operator, including a Local Workforce Development Board (LWDB), without a competitive process. WIOA provides no explicit authority to “grandfather” in existing one-stop operators.

Competition provides the best method of ensuring that LWDBs examine one-stop operator effectiveness on a periodic basis. Additionally, regular competition allows LWDBs to make improvements based on their one-stop certification process, particularly in regards to the role of the operator and other service delivery performance and performance metrics that may shift or change as one-stop partners and the LWDBs update their Memoranda of Understanding (MOUs).

CSPH staff issued a RFP for One Stop Operator (OSO) and Complete Technology Solutions (CTS) was competitively procured and selected as the OSO. The initial term of the contract was July 1, 2017 through June 30, 2018 with an option to renew for three (3) additional one-year terms.

Included in the statement of work was the oversight of CSPH Quarterly One Stop Partner meetings. The meetings were held on:

- July 19, 2017
- October 11, 2017
- January 17, 2018
- April 11, 2018

Partners and CSPH staff in attendance at meetings provided programmatic information and updates. Those partners were:

- CTS
- Vocational Rehabilitation
- NCEP (Non-Custodial Parent Program)

- Mid Florida Community Services
- WT/SNAP
- Veteran's
- Wagner Peyser
- RESEA
- Business Services
- WIOA Youth
- WIOA Adult/Dislocated Worker
- RTW/Provelt/Assessment updates
- Atlas/Website updates
- DEO staff

CTS is currently in the process of developing a partner portal. The portal should include the following when completed:

- Point of Contact web form
- Paperless referral form
- For confidentiality, a check box will be created to limit print capability.
- Add a field to announce when program funding has been fully expended.
- Additional instructions for specific directive. i.e. "Funding has been expended. For more information, contact _____."
- Profile will be created upon receipt of the following:
 - Logo
 - Contact info
 - Who, what, where info
 - Referral link
- Data can be sorted by County, by program to better assist partners in identifying potential participants.
- Consider building a report on status outcome of referrals.
- Search filters
- What is the intent of this portal? Information exchange, access partner information, and platform for inter-agencies referrals.
- To easily search the data, adding the capability to tag the entry
- Login and profile are created by CTS

CSPH continues to place a strong emphasis on our targeted sector strategies. Those sectors include Healthcare, Manufacturing and Construction. In-house and pilot programs focus on those sectors. CSPH Youth has the Phoenix Rising program with a focus on construction and has been well received by East Pasco County leadership and Habitat For Humanity. In Hernando County, a partnership with the Hernando County Sheriff's Office focuses on Manufacturing and reentry into the community. The newest program within Pasco County (and funded by Pennies for Pasco) targets Pasco County residents and has a focus on OJTs in the Targeted Occupations and sectors. Our last program, which is currently in the planning stages will work closely with Tampa Electrical Union and have a focus on registered apprenticeships. Eligible individuals will receive pay while going through the apprenticeship program. The following is an example of WT Sector Reports specific to Cash Assistance and Business Services.

BUSINESS SERVICE SECTOR STRATEGY REPORT 2018-2019 PROGRAM YEAR

Current Program Year 2018/2019 (7/1/2018 – 6/30/2019)												
Industry Title	Job Orders by County			Placements by County			EWT/Trained by County			OJT/Trained by County		
	Hernando	Pasco	Total	Hernando	Pasco	Total	Hernando	Pasco	Total	Hernando	Pasc o	Total
Construction	15	24	39	1	2	3	0	1	1	0	7	7
Healthcare	50	90	140	1	4	5	2	0	2	1	1	2
Manufacturing	15	47	62	1	2	3	0	2	2	0	0	0

***Job orders consist of the following occupations:** Nursing Assistant, Home Health Aide, Social & Human Service Assistant, Technician Production, Production Worker,

***EWT consist of the following trainings:** Air Ambulance Services, Vocational Rehabilitation Services, Heating & Cooling, Surgical & Supplies, Urethane & Other Foam Product

***OJT consist of the following trainings:** Vocational Rehabilitation Services, Propane Gas, Construction, Drilling, Electrical workers, Plumbing, Concrete, Medical Assistant

Data represents totals from 7/1/2018 to present

2016 – 2017 TANF	Totals	%
Total Cases	149	
Total Cases in Health / Manufacturing	81	
Tuition Paid	36	24.10%
Gained Employment	68	45.60%
Employed in Health / Mfg.	39	48.10%

2017 - 2018 TANF	Totals	%
Total Cases	69	
Total Cases in Health / Manufacturing	42	
Tuition Paid	21	30.40%
Gained Employment	28	40.50%
Employed in Health / Mfg.	9	21.40%

OSO oversight included discussion of performance and provision of information for program reports. This includes traffic flow within each center as well as tracking in-house recruitments, placements and services to name a few. The monthly program report and Talking Points have information pulled from the management system. In addition, CTS established and maintained linkages between partners for communication and tracking purposes. CTS will continue to manage, track and oversee CSPH customer satisfaction initiatives. There were no issues to report in the past program year.