

Executive Committee Meeting
December 15, 2016 – 3.30 p.m.
Room A
4440 Grand Blvd., New Port Richey

Dial in: 1-800-750-4065 Participant Code: 9215386#

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

Agenda

Call to order Mark Earl, Chair
Introduction of new Senior VP of Finance, Kevin Crawford

Action Items:

Action Item 1 – Approve minutes of 5/12/2016 and 8/10/2016 meetings Pages 1-5
Action Item 2 – Budget Modification #2 to Planning Budget FY 2016-2017 Pages 6-8
Action Item 3 – Training Provider Approval Pages 9-11

Information Item:

Information Item 1 – Financial Summary Report 10/31/2016 Page 12

Discussion Item:

Discussion Item 1 – 401(k) Plan..... Page 13

Public Comments
Adjournment



ACTION ITEM 1
Approval of Minutes

Draft minutes of the 5/12/2016 and 8/10/2016 Executive Committee Meetings are presented for review. Any modifications should be requested prior to approval.

Draft
Executive Committee Meeting Minutes
May 12, 2016

Committee Members:

Present: Mark Barry, Dave Lambert, Tim Reed, Lex Smith

Absent: Mark Earl

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss
Eckerd Workforce – Ron Goss, Shellonda Rucker
Goodwill Industries-Suncoast - Kris Rawson

Proceedings:

Meeting called to order at 9.30 a.m. by Lex Smith

Action Item 1 – Minutes from February 25, 2016 Meeting

Minutes from the February 25, 2016 meeting 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 Tim Reed and seconded by Dave Lambert to approve the minutes. Motion carried.

Action Item 2 – Negotiations for Youth Services Provider

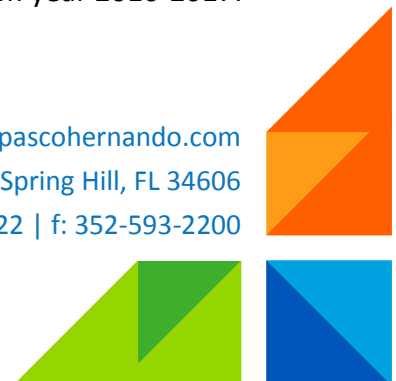
Tim Reed presented an overview of the One Stop Governance Committee meeting and the ratings which supported the selection of Eckerd Workforce as the youth services provided for the program year 2016-2017.

MOTION made by Mark Barry and seconded by Dave Lambert to approve the selection of Eckerd Workforce as the youth services provider for program year 2016-2017. Motion carried.

Action Item 3 – Negotiations for WIOA AD/DW Services Provider

Goodwill Industries-Suncoast responded to the RFP issued for the WIOA Adult & Dislocated Worker Services provider. As the only respondent, the recommendation to retain Goodwill and begin contract negotiations for the new program year was made.

MOTION made by Mark Barry and seconded by Tim Reed to retain Goodwill and begin negotiations to continue as the WIOA Adult & Dislocated Worker Services provider for program year 2016-2017. Motion carried.



Draft
Executive Committee Meeting Minutes
May 12, 2016
Page 2

Action Item 4 – Corporate Budget Authority Request

After reviewing the action item as presented, discussion among the Committee members resulted in a revision to the action item. It was recommended that a separate budget in the amount \$30,000 of unrestricted funds be established with the agreement that these funds may be used for special projects and related expenses that are not payable by program funds.

MOTION was made by Mark Barry and seconded by Tim Reed to establish a separate budget for unrestricted funds.

Information Item 1 – Financial Summary Report YTD 3-31-2016

Dianne Weiss reviewed the Financial Summary Report YTD 3-31-2016 with the committee.

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



Draft
Executive Committee Meeting Minutes
August 10, 2016

Committee Members:

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

Absent: Tim Reed

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss

Proceedings:

Meeting called to order at 10.01 a.m. by Mark Earl, Chair

Action Item 1 – Targeted Occupations List

The Committee reviewed the list of targeted occupations for 2016-2017 noting new occupations added for 2016-2017 and occupations removed from the 2015-2016 list.

MOTION made by Mark Barry and seconded by Dave Lambert to approve the targeted occupations list as presented. Motion carried.

Action Item 2 – Training Providers

The Committee reviewed the list of training providers who submitted applications for the 2016-2017 program year.

MOTION made by Mark Barry and seconded by Lex Smith to approve the list of training providers for program year 2016-2017. Motion carried.

Action Item 3 – Appoint Youth Committee Members

The Committee reviewed the following persons presented for appointment to the Youth Committee: Joseph Santana, student representative; Melissa Fuller, Department of Juvenile Justice; Terry Aunchman, Pasco County Schools; Maurice Ryman, CTS and Marker 48.

MOTION made by Lex Smith and seconded by Mark Barry to approve the appointees for the 2016-2017 program year. Motion carried.



Draft
Executive Committee Meeting Minutes
August 10, 2016
Page 2

Action Item 4 – Modification #1 to Planning Budget FY 2016-2017

A modification to the Preliminary Planning Budget approved in June 2016 was presented to the Committee members since additional funding had been received and the previous fiscal year had been closed.

MOTION was made by Lex Smith and seconded by Mark Barry to approve Modification #1 to the Planning Budget 2016-2017.

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



ACTION ITEM 2

PASCO-HERNANDO WORKFORCE BOARD MOD #2 TO PLANNING BUDGET FY 2016-2017

BACKGROUND

The Board approved a Preliminary Planning Budget in June, 2016, and Modification #1 in August updating carry forward funds. Since that time, we have received modifications to some formula funds and new grant funds. The attached Mod #2 is presented for approval with revised budget allocations.

INFORMATION

Revenue Budget:

The Total Available Revenue Budget increased by \$289,206 from \$8,283,287 to \$8,572,493.

Changes in the Revenue Budget are due to the following:

| | | |
|----------------------------------|----|----------|
| TAA Training Award | \$ | 76,960 |
| TAA Admin Award | \$ | 7,696 |
| Decrease in Estimated UC Award | \$ | (5,929) |
| Decrease in Estimated SNAP Award | \$ | (28,823) |
| WIOA Adult Rescission | \$ | (6,002) |
| WIOA DW Rescission | \$ | (5,028) |
| Additional WTP Award | \$ | 33,925 |
| USDOL LEAP 2 Award | \$ | 216,407 |
| | | |
| Total Revenue Changes | \$ | 289,206 |

Planned Expenditures:

The Total Planned Expenditure Budget increased by \$260,318 from \$8,273,730 to \$8,501,833.

Changes in the Planned Expenditure Budget are as follows:

| | | |
|--|----|----------------|
| Increase Goodwill's TAA Contract | \$ | 76,960 |
| Contract with Hernando Sheriff's Department | \$ | 55,021 |
| Add Staff Position for LEAP 2 grant | \$ | 36,611 |
| Add Direct Operating Costs for LEAP 2 | \$ | 44,418 |
| Eliminate Part-Time ESC Position | \$ | (8,374) |
| Eliminate one SNAP position | \$ | (20,514) |
| Adjustments to Operating Support and other Allocations | \$ | 76,196 |
| | | |
| | \$ | <u>260,318</u> |

RECOMMENDATION:

The Audit Finance Committee requests that the Executive Committee approve the budget as presented.

Pasco-Hernando Workforce Board, Inc.
FY16-17 Planning Budget, Mod #2

| | | 53.96% ITA | | | | | | | | | | | | |
|---|---------------------|---------------------|---------------------|----------------------------|-------------------|-----------------------------|------------------------|---------------------|--------------------|------------------|-------------------|-------------------|-------------------|--------------|
| | | TOTAL | WIOA/WIA Adult | WIOA/WIA Dislocated Worker | WIOA Youth | Trade Adjustment Assistance | Sector Partnership NEG | SNAP | Welfare Transition | RESEA | RA UC | VETS | WP | USDOL LEAP 2 |
| Funding: | | | | | | | | | | | | | | |
| FY16-17 Allocations | \$ 8,482,272 | \$ 1,474,579 | \$ 1,563,850 | \$ 1,293,187 | \$ 97,594 | \$ 68,012 | \$ 271,457 | \$ 1,866,373 | \$ 85,000 | \$ 44,071 | \$ 375,572 | \$ 842,673 | \$ 499,904 | |
| Intertitle Transfer | \$ - | \$ 500,000 | \$ (500,000) | \$ - | \$ - | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Reserve for Second Year | \$ (283,497) | \$ - | \$ - | \$ - | \$ - | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (283,497) | |
| Incentives | \$ - | \$ - | \$ - | \$ - | \$ - | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Carryforward | \$ 911,143 | \$ - | \$ 401,416 | \$ 369,740 | \$ 18,335 | | | \$ - | \$ 95,462 | \$ - | \$ - | \$ 26,190 | \$ - | |
| Total Funding | \$ 9,109,917 | \$ 1,974,579 | \$ 1,465,266 | \$ 1,662,927 | \$ 115,929 | \$ 68,012 | \$ 271,457 | \$ 1,866,373 | \$ 180,462 | \$ 44,071 | \$ 375,572 | \$ 868,863 | \$ 216,407 | |
| Less DEO Staff Salaries | \$ (537,424) | \$ - | \$ - | \$ - | \$ (12,938) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (245,860) | \$ (278,626) | \$ - | |
| Total Available Funding | \$ 8,572,493 | \$ 1,974,579 | \$ 1,465,266 | \$ 1,662,927 | \$ 102,990 | \$ 68,012 | \$ 271,457 | \$ 1,866,373 | \$ 180,462 | \$ 44,071 | \$ 129,712 | \$ 590,237 | \$ 216,407 | |
| Budgeted Expenditures: | \$ - | | | | | | | | | | | | | |
| Payroll & Benefits - need to complete budget amount when we receive from DEO | \$ 2,105,686 | \$ 225,017 | \$ 483,227 | \$ 673,977 | \$ 5,876 | \$ 16,706 | \$ 25,077 | \$ 526,558 | \$ 26,563 | \$ 39,847 | \$ 46,862 | \$ (0) | \$ 35,976 | |
| One Stop Facilities (Net of Rent Receipts of \$142,282) | \$ 329,034 | \$ 0 | \$ 30,603 | \$ 0 | \$ 0 | \$ 2,610 | \$ 10,419 | \$ 71,636 | \$ 6,927 | \$ 1,692 | \$ 4,979 | \$ 200,168 | \$ 0 | |
| Equipment | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,000 | \$ - | |
| Operational Support | \$ 492,623 | \$ 0 | \$ 0 | \$ (0) | \$ 2,296 | \$ 8,004 | \$ 15,599 | \$ 107,252 | \$ 10,370 | \$ 2,533 | \$ 21,022 | \$ 281,163 | \$ 44,382 | |
| Board & One-Stop Operating Costs | \$ 2,977,342 | \$ 225,018 | \$ 513,830 | \$ 673,978 | \$ 8,172 | \$ 27,321 | \$ 51,095 | \$ 705,446 | \$ 43,860 | \$ 44,071 | \$ 72,862 | \$ 531,331 | \$ 80,358 | |
| Goodwill Industries Career Services | \$ 1,003,242 | \$ 501,621 | \$ 501,621 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Eckerd Youth Alternatives Program | \$ 850,000 | | | \$ 850,000 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Reserve for ITAs/OJT (includes GW Training) | \$ 1,022,818 | \$ 600,000 | \$ 328,000 | | \$ 94,818 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Res - Outreach - Customers w/Disabilities | \$ 20,000 | \$ 20,000 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Reserve for Employed Worker Training/OJT | \$ 550,000 | \$ 550,000 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Hernando Sheriff's Department | \$ 55,021 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 55,021 | |
| | \$ - | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Contracts | \$ 3,501,081 | \$ 1,671,621 | \$ 829,621 | \$ 850,000 | \$ 94,818 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 55,021 | |
| | \$ - | | | | | | | | | | | | | |
| Direct Payroll & Benefits | \$ 1,371,586 | \$ 74,126 | \$ 118,369 | \$ 58,266 | \$ - | \$ 23,981 | \$ 216,369 | \$ 675,455 | \$ 130,280 | \$ - | \$ 38,130 | \$ - | \$ 36,611 | |
| Direct Operating Costs - Total operating cost minus rent from WP plus Sect. Ptnr. | \$ 235,113 | \$ 3,814 | \$ 3,446 | \$ 10,023 | \$ - | \$ - | \$ 3,992 | \$ 85,472 | \$ 6,322 | \$ - | \$ 18,720 | \$ 58,906 | \$ 44,418 | |
| Direct Participant Costs | \$ 416,711 | \$ - | \$ - | \$ - | \$ - | \$ 16,711 | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total Direct Program Costs | \$ 2,023,410 | \$ 77,940 | \$ 121,815 | \$ 68,289 | \$ - | \$ 40,691 | \$ 220,362 | \$ 1,160,927 | \$ 136,601 | \$ - | \$ 56,850 | \$ 58,906 | \$ 81,029 | |
| | | | | | | | | | | | | | | |
| Total Planned Expenditures | \$ 8,501,833 | \$ 1,974,579 | \$ 1,465,266 | \$ 1,592,267 | \$ 102,990 | \$ 68,012 | \$ 271,457 | \$ 1,866,373 | \$ 180,462 | \$ 44,071 | \$ 129,712 | \$ 590,237 | \$ 216,407 | |
| | | | | | | | | | | | | | | |
| Unobligated Funding | \$ 70,660 | \$ 0 | \$ 0 | \$ 70,660 | \$ 0 | \$ (0) | \$ (0) | 0 | \$ 0 | \$ (0) | \$ 0 | 0 | (0) | |

ACTION ITEM 3
Training Provider Approval

BACKGROUND

The Pasco Hernando Workforce Board (PHWB) under the Workforce Innovation Opportunity Act (WIOA) must approve training providers where WIOA funds are used. Keiser University has applied for inclusion on our Region's Training Provider list.

JUSTIFICATION/REASON

Keiser University completed the application and submitted all required information. The University is not currently sanctioned, nor does it have excessive student loan defaults. It provides training that is in demand and corresponds with the region's Target Occupation List.

RECOMMENDATION

Staff recommends approving the addition of Keiser University to the region's Approved Training Provider list.

CareerSource Pasco Hernando Training Vendor Application 2016-2017

Company Information

Company Name: Keiser University
 Street/Mailing Address: 6014 US Highway 19N
 City: New Port Richey Zip Code: 34652
 Company Contact Person: Diana Aragon Title: Campus President
 Phone: 727-847-6855 Ext: Fax: 727-846-8317
 Email: daragon@keiseruniversity.edu
 Website Address: Http://www.Keiseruniversity.edu

Date of Inception: 1/1/1994 Years in Business: 25 Total # of full-time employees at this location: 120

Legal Structure of Business: Corporation
 Employers Federal ID#: 65-0216638 UC ID#:
 Dunn and Bradstreet #:
 Description of your school / training business: Postsecondary, Vocational, Technical, Trade and Business schools

Training Vendor Application

What is the Structure of the Institution? Not For Profit
 How many years has the training institution been in existence? 25
 Total Institutional revenue for most current fiscal year? \$7,000,000.00
 Is the school minority owned and operated? No
 Is the school a community-based organization? No

Locations

| Address | City | State | Zip |
|---------------------|-----------------|-------|-------|
| 6014 US Highway 19N | New Port Richey | FL | 34652 |

Institution License Information

Is the Training Institution licensed by the Florida Commission of Independent Education? Yes
 Is the Training Institution eligible to receive funds under Title IV of the Higher Education Act (HEA)? Yes
 Is the Training Institution licensed by the Florida State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools? Yes
 Is the Training Institution accredited by a nationally recognized organization or in the process of meeting accreditation requirements?
 Accredited by: Accrediting Commission of Career Schools and Colleges (ACCSC)
 Does the Training Institution offer a registered apprenticeship program under the National Apprenticeship Act?
 Does the school participate in the Florida Education and Training Placement Information Program (FETPIP)? No

Student Experience

Does the training include performance criteria such as competency tests? Yes
 Is tuition based upon an established and published catalog? Yes
 Are scholarships or other financial aid available? Yes
 Aid Types: Grant: Federal Grants, Federal Supplemental Educational Opportunity Grant, Florida Student Assistance Grant
 What is the minimum ration of instructional staff to students? 1-to-1
 What is the maximum ration of instructional staff to students? 24-to-1
 What was the institutions student loan default rate for the following years?

2014-15:

2013-14:

2012-13:

2011-12:

References

| | | | | | |
|------|--|-------|--------------|---------------------------------|-------------------------|
| Name | Thomas Mazzant, FL Hospital N. Pinellas | Phone | 727-942-5000 | Relationship to the Institution | Clinical Coord/Employer |
| Name | Liwliwa Villagomez, FL Hospital Connerton | Phone | 813-903-3716 | Relationship to the Institution | Clinical Coord/Employer |
| Name | Jerrilynn Kelso, Bayfront Health Spring Hill | Phone | 352-688-3062 | Relationship to the Institution | Clinical Coord/Employer |

Training Institution Policy & Procedure

Explain program entrance requirements and attendance monitoring procedures:

Catalog page 33

Explain hiring criteria for instructors/trainers:

Individual must have a degree in corresponding program field and a minimum of 4 years work experience in field.

Explain institution's policy regarding tuition payments and refund policy:

Catalog page 51

| | | | |
|--|--------------------------------------|----------------|------------|
| Institution's liability insurance carrier: | Travelers Indemnity Co of Conn/Tampa | Policy Number: | 1476678527 |
|--|--------------------------------------|----------------|------------|

Funding

| Source | Percent |
|---|---------|
| Pell Grants: | 20.71% |
| Student Loans: | 61.60% |
| Tuition, Books, & Fee Costs: | 10.37% |
| Scholarships (including Bright Futures) | 2.25% |
| CareerSource Funding (WIOA, TAA, NEG) | 0 |
| Vocational Rehabilitation | 0.14% |
| State of Florida Allocation | 0% |
| Carl D. Perkins Grant Fund | 0% |
| Private Investment/Endowments | 0% |
| Other | 4.93% |

Must add up to 100%

Name of Authorized Representative Diana Aragon

Date Submitted 8/29/16

Phone 727-847-6855

Email daragon@keiseruniversity.edu

INFORMATION ITEM 1
Financial Summary Report

| Pasco Hernando Workforce Board, Inc. Financial Summary Report October 31, 2016 | | | | | % of Year Elapsed 33% | |
|--|---------------------|---------------------------|----------------------|----------------------------|--------------------------|-------------------------------|
| Program: | Approved Budget | FY16 Accrued Expenditures | Goodwill Obligations | Total Accrued Expenditures | Budget Balance Remaining | Percent Expended or Obligated |
| WIOA Adult | \$ 1,980,581 | \$ 537,777 | \$ 165,960 | \$ 703,738 | \$ 1,276,843 | 36% |
| WIOA Dislocated Worker | \$ 1,470,294 | \$ 410,543 | \$ 65,682 | \$ 476,226 | \$ 994,068 | 32% |
| WIOA Youth | \$ 1,662,927 | \$ 378,283 | \$ - | \$ 378,283 | \$ 1,284,644 | 23% |
| Sector Partnership National Emergency Grant | \$ 68,012 | \$ - | \$ - | \$ - | \$ 68,012 | 0% |
| Trade Adjustment Assistance* | \$ 18,334 | \$ 24,495 | \$ - | \$ 24,495 | \$ (6,161) | 134% |
| Subtotal WIOA | \$ 5,200,148 | \$ 1,351,099 | \$ 231,643 | \$ 1,582,742 | \$ 3,617,406 | 30% |
| Wagner Peyser * | \$ 590,237 | \$ 153,575 | \$ - | \$ 153,575 | \$ 436,662 | 26% |
| Veterans Programs * | \$ 129,712 | \$ 41,372 | \$ - | \$ 41,372 | \$ 88,340 | 32% |
| Supplemental Nutrition Assistance Program | \$ 300,280 | \$ 94,425 | \$ - | \$ 94,425 | \$ 205,855 | 31% |
| Re-Employment Assistance (formerly Unemployment Comp) | \$ 50,000 | \$ 37,193 | \$ - | \$ 37,193 | \$ 12,807 | 74% |
| Reemployment Services & Eligibility Assessment (RESEA) | \$ 180,462 | \$ 48,717 | \$ - | \$ 48,717 | \$ 131,745 | 27% |
| Subtotal Employment Services | \$ 1,250,691 | \$ 375,281 | \$ - | \$ 375,281 | \$ 875,410 | 30% |
| Welfare Transition Program | \$ 1,832,448 | \$ 710,353 | \$ - | \$ 710,353 | \$ 1,122,095 | 39% |
| Subtotal Welfare Transition Program | \$ 1,832,448 | \$ 710,353 | \$ - | \$ 710,353 | \$ 1,122,095 | 39% |
| Corporate Unrestricted Funds | \$ 30,000 | \$ 3,811 | \$ - | \$ 3,811 | \$ 26,189 | 13% |
| Subtotal Corporate | \$ 30,000 | \$ 3,811 | \$ - | \$ 3,811 | \$ 26,189 | 13% |
| Total FY 2017 Budget | \$ 8,313,287 | \$ 2,440,544 | \$ 231,643 | \$ 2,672,187 | \$ 5,641,100 | 32% |

* Does not include DEO Staff Salaries

DISCUSSION ITEM 1

401(k) Plan

At a prior Executive Committee meeting, discussion regarding 401(k) plan design options arose. In response to the discussion, consideration was given to various options within the current plan design, as well as other alternatives.

401(k) Plan Summary

Administrated by ADP and financial advisement provided by The McDonald Group at Morgan Stanley, our 401(k) plan boasts very enticing features. With immediate vesting, participants take comfort knowing that their money is safe and available to them from the first contribution despite the uncertainty that prevails in Workforce programs. Our plan provides a 1:1 match up to 5% of gross wages, and that is uncommon, even in the for-profit segment. Employees may make pre-tax contributions to a traditional 401(k) or post-tax contributions to a Roth 401(k).

Participation is currently at less than half of eligible employees. This is attributed to a lack of having educated employees about the 401(k) plan, as well as the fact that 13% of our employees are part-time and may decline participation. Following a recent fund review, required notices were sent to former, current, and eligible participants. This prompted a wave of inquiries about the 401(k) plan and an increase in participation is anticipated.

Informational meetings will be held in January 2017 to further increase awareness, and likely participation, in the 401(k) plan.

Current Plan Design

Our plan is designed to include immediate vesting, a 1:1 match up to 5% of gross wages, as well as the option for an annual non-elective contribution (NEC). Dependent on the budget, the NEC will be considered. Those not currently participating in the 401(k) would be required to opt out, if their preference were to receive cash instead.

Other Options

A 403(b) is not advisable as we would likely fail any plan nondiscrimination testing. (The 401(k) plan includes a Safe Harbor feature which results in an automatic pass in plan nondiscrimination testing.)

Changes to the design of the current 401(k) plan must be done before November 1 of the prior plan year. Therefore, the current plan design described above will remain in place for 2017.