



Audit Finance Committee Meeting

December 15, 2016 – 3.00 p.m.
4440 Grand Blvd., New Port Richey
Room A

Dial in: 1-800-750-4065 Participant Code: 7571118#

Committee Members

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

Welcome and call to order Mark Barry, Chair
Introduction of new Senior VP of Finance, Kevin Crawford

Action Items:

Action Item 1 - Approve minutes of 12/02/2015 meeting Pages 1-2
Action Item 2 - Budget Modification #2 to Planning Budget FY 2016-2017..... Pages 3-5

Information Item:

Information Item 1 - Financial Summary Report 10/31/2016..... Page 6

Public Comments

Adjournment



ACTION ITEM 1
Approval of Minutes

Draft minutes of the December 2, 2015 Audit Finance Meeting are presented for review. Any modifications should be requested prior to approval.

Draft

Audit Finance Committee Meeting Minutes

December 2, 2015

Committee Members:

Present: Mark Barry, Mark Earl, Joelle Neri

Absent: Ken Minter, Lex Smith

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss

Proceedings:

Meeting called to order at 9.15 a.m. by Mark Barry.

Action Item 1 – Review and approve minutes of Aug. 20, 2015 meeting

Mark asked the Committee members to review the minutes from the previous meeting for any corrections or comments. With no corrections or comments, a motion was made to accept the minutes of the meeting.

MOTION made by Mark Earl and seconded by Joelle Neri to approve the minutes of the Aug. 20, 2015 meeting. Motion carried.

Action Item 2 – Planning Budget FY 2015-2016 Modification #2

Modification #2 to the Planning Budget FY 2015-2016 was presented for the Committee's review and approval. Funding and other adjustments that occurred after Mod #1 were highlighted for the Committee's consideration.

MOTION made by Mark Earl and seconded by Joelle Neri to approve Budget Modification #2. Motion carried.

Action Item 3 – Revision of Procurement Policies and Procedures

Revisions were made to the Procurement Policies and Procedures in accordance with 2 CFR Part 200. Committee members reviewed the proposed changes and approved.

MOTION made by Mark Earl and seconded by Joelle Neri to approve the revisions to the Procurement Policies and Procedures. Motion carried.

Information Item 1 – Financial Summary Report FYE Sept. 30, 2015

Dianne reviewed the Financial Summary Report highlighting changes since previous report.

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

info@careersourcepascohernando.com

7361 Forest Oaks Boulevard | Spring Hill, FL 34606

p: 352.593-2222 | f: 352.593-2200



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)	

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