



**November 28, 2017, 9:00 AM**  
Via Teleconference  
Conference Dial: 1-800-501-8979  
Conference Code: 268-7509#

## **Finance Committee**

### Agenda

- I. Welcome and Introductions**.....Dr. Robert Arnold, Chair
- II. Action/Discussion Items**
  - 1. Approval of Minutes – October 24, 2017..... Page 2
  - 2. Program Year 2017-2018: Budget Modification 3..... Page 4
- III. Other Administrative Matters**  
*(Items of urgency not meeting the seven-day guideline for committee review)*
- IV. Information Items**
  - 1. Financial Update for Period Ended October 31, 2017 .....Page 8
- V. Public Comments**
- VI. Adjournment**

Next Finance Committee Meeting- January 30, 2017



**CareerSource Pinellas  
Finance Committee**

**Date: October 24, 2017-- 9:00A.M.**

**Location: Teleconference**

**Call to Order**

Chairman Dr. Robert Arnold, called the Finance Committee meeting to order at 9:01 a.m. There was a quorum present with the following Finance Committee members participating.

**Committee Members in attendance**

Jack Geller, Lenne Nicklaus-Ball

**Committee Members not in attendance**

Bill Price, Karla Leavelle

**Staff Present**

Edward Peachey, Sheila Doyle, Luna Jean-Pierre

**Action/Discussion Items**

**Action Item 1 – Approval of Minutes of July 25, 2017 Finance Committee Meeting**

The minutes of July 25, 2017 Finance Committee Meeting were presented for approval.

Motion: Lenne Nicklaus-Ball

Second: Jack Geller

*The minutes were approved as presented. The motion carried.*

**Action Item 2 – Approval of Budget Modification No. 2**

Total budgeted revenue has increased from \$13,953,512 to \$14,696,937 for an overall increase of \$743,425.

This is due to the following:

**Workforce Investment Act Programs:**

Increase in WIOA Adult of \$48,136

Increase in WIOA Youth of \$62,545

Increase in WIOA DW of \$18,324

**Employment Services Programs:**

Decrease in TAA of \$2,589

Decrease in Wagner Peyser of \$38,799

Increase in Wagner Peyser Performance Incentives of \$439

New award for Wagner Peyser Coop Outreach of \$42,282

**Welfare Transition Programs:**

Decrease in Welfare Transition of \$32,515

**Direct Grants and Special Programs:**

Increase in RESEA of \$1,810

Decrease in USDOL Youthbuild carryforward of \$57

New special program – DCF Food for families \$450,000

Increase in Florida Makes of \$235

New award for AmeriCorps of \$193,614.

Motion: Lenne Nicklaus-Ball and Jack Geller

Second: Dr. Arnold

*The Finance Committee recommended approval of adjustments to the budgets and resultant modifications to the expenditures budgets. The motion carried.*

## **Information Items**

### **DEO 2016-17 Compliance Monitoring Report**

The Bureau of Financial Monitoring and Accountability (FMA) performed financial monitoring procedures based on the DEO 2016-17 Financial Monitoring Tool. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support current year findings, other non-compliance issues and observations. There were no findings. One observation was noted, in regards to contracting language. Details were provided at the meeting.

### **Powell & Jones: WorkNet Pinellas- Agreed upon procedures**

Independent accountants' report on applying Agreed upon procedures for 6-months period ending December 31, 2016.

### **Powell and Jones: WorkNet Pinellas 401K Audit Report**

A report was provided of the financial statements and required supplemental schedule, for the year ended December 31, 2016.

### **Financial update for period ended September 30, 2017**

The grant award to expenditures report was provided in the meeting packet. CareerSource Pinellas has expended 19% of its 2017-2018 budgets.

### **Other Administrative Matters**

None.

### **Public Comments**

There were none.

### **Adjournment**

The meeting was adjourned at 9:10a.m.



## **Action Item 2**

### **Program Year 2017 – 2018 Budget Modification No. 3**

#### **Information:**

Total budgeted revenue has increased from \$14,696,937 to \$15,425,653 for an overall increase of \$728,716. This is due to the following:

#### **Workforce Investment Act Programs:**

New award – Sector Strategies Career Ready for \$140,000

New award – Sector Strategies IT Training for \$180,000

New award – Sector Strategies Construction for \$60,000

New award – Governor's Challenge for \$100,000

#### **Employment Services Programs:**

Increase in SNAP of \$66,706

Decrease in Unemployment Services of \$3,990

#### **Welfare Transition Programs:**

Increase in Welfare Transition of \$1,000

#### **Direct Grants and Special Programs:**

Increase in DCF Food for families \$185,000

## **Recommendation**

Approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.

**CareerSource Pinellas  
Modification #3 to PY 2017-2018 Budget**

**BUDGET**

<b>Program:</b>	<b>Approved Budget</b>	<b>Modification #3</b>	<b>Modified Budget</b>
WIOA Adult	1,624,489	-	1,624,489
WIOA Youth	1,520,618	-	1,520,618
WIOA Dislocated Worker	2,841,877	-	2,841,877
WIOA Supplemental	214,666	-	214,666
WIOA Community Based Sector Strategies	134,179	-	134,179
WIOA Sector Strategies Career Ready	-	140,000	140,000
WIOA Sector Strategies IT Training	-	180,000	180,000
WIOA Sector Strategies Construction	-	60,000	60,000
WIOA Govenors Challenge	-	100,000	100,000
WIOA Performance Incentives	196,635	-	196,635
<b>Subtotal Formula-Based Programs</b>	<b>6,532,464</b>	<b>480,000</b>	<b>7,012,464</b>
TAA	253,343	-	253,343
<b>Subtotal Special Projects</b>	<b>253,343</b>	<b>-</b>	<b>253,343</b>
<b>Subtotal WIOA</b>	<b>6,785,807</b>	<b>480,000</b>	<b>7,265,807</b>
Wagner Peyser	600,057	-	600,057
Wagner Peyser Performance Incentives	14,259	-	14,259
Wagner Peyser Coop Outreach	42,282	-	42,282
Veterans Programs	125,000	-	125,000
SNAP	450,000	66,706	516,706
SNAP ERS	30,700	-	30,700
Unemployment Services	60,000	(3,990)	56,010
	-		-
<b>Subtotal DEO</b>	<b>1,322,298</b>	<b>62,716</b>	<b>1,385,014</b>
Welfare Transition Program	2,345,034	1,000	2,346,034
Welfare Transition-NCPP	1,416,000	-	1,416,000
<b>Subtotal WTP</b>	<b>3,761,034</b>	<b>1,000</b>	<b>3,762,034</b>
Pre-Vocational Training	400,000	-	400,000
Re-Employment & Eligibility Assessments	404,488	-	404,488
USDOL Youthbuild 2016	636,887	-	636,887
DCF - Food for Families	450,000	185,000	635,000
Florida Makes	366,602	-	366,602
Americorps	193,614	-	193,614
Able Trust - Ability Initiative Grant	109,012	-	109,012
JWB Youth Innovators	67,195	-	67,195
Science Center	200,000	-	200,000
<b>Subtotal Direct Programs</b>	<b>2,827,798</b>	<b>185,000</b>	<b>3,012,798</b>
<b>Total Combined</b>	<b>14,696,937</b>	<b>728,716</b>	<b>15,425,653</b>

CareerSource Pinellas  
**CAREERSOURCE PINELLAS BUDGET**  
**PY 2017 (July 2017-June 2018)**

	Workforce Innovation & Opportunity Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CareerSource Pinellas Budget PY 17-18	Modification #3	Prior CareerSource Pinellas Budget PY 17-18
<b>REVENUE</b>							
P.Y. 2017 CONTRACTS	5,404,148	1,545,705	3,762,034	2,906,237	13,618,124	730,440	12,887,684
CARRYFORWARD	1,608,316	92,652	-	106,561	1,807,529	(1,724)	1,809,253
<b>TOTAL REVENUE</b>	<b>7,012,464</b>	<b>1,638,357</b>	<b>3,762,034</b>	<b>3,012,798</b>	<b>15,425,653</b>	<b>728,716</b>	<b>14,696,937</b>
<b>EXPENDITURES:</b>							
<b>CAREERSOURCE PINELLAS ADMIN</b>	<b>490,872</b>	<b>188,846</b>	<b>263,342</b>	<b>210,896</b>	<b>1,153,957</b>	<b>51,010</b>	<b>1,102,947</b>
Indirect Cost Rate 7%							
<b>PROJECTED EXPEND</b>	<b>490,872</b>	<b>188,846</b>	<b>263,342</b>	<b>210,896</b>	<b>1,153,957</b>	<b>51,010</b>	<b>1,102,947</b>
TOTAL ADMIN % FUNDS AVAIL	7.0%	11.5%	7.0%	7.0%	7.5%	0.0%	7.5%
<b>PROGRAM SERVICES:</b>							
<b>SERVICE PROVIDER CONTRACTS:</b>							
Business Services	1,130,685	-	298,901	420,414	1,850,000	-	1,850,000
Resource Room Services	-	-	-	-	-	-	-
Case Management	885,000	560,000	985,000	610,000	3,040,000	85,000	2,955,000
Participant	1,530,000	225,000	340,000	10,000	2,105,000	105,000	2,000,000
Pinellas Education Foundation							
Out of School Staff	215,000	-	35,000	-	250,000	-	250,000
Out of School Participant	250,000	-	35,000	-	285,000	-	285,000
In School Youth Staff	10,000	-	-	-	10,000	-	10,000
In School Youth Participant	15,000	-	-	-	15,000	-	15,000
Junior Achievement	-	-	150,000	-	150,000	50,000	100,000
Gulf Coast - NCEP	-	-	1,315,000	-	1,315,000	-	1,315,000
<b>SUB TOTAL SERVICE PROVIDER</b>	<b>4,035,685</b>	<b>785,000</b>	<b>3,158,901</b>	<b>1,040,414</b>	<b>9,020,000</b>	<b>240,000</b>	<b>8,780,000</b>
<b>CAREERSOURCE PINELLAS SUPPORT SERVICES;</b>							
INDIRECT COST RATE 3%	210,374	80,934	112,861	90,384	494,553	21,861	472,692
PROGRAM STAFF DIRECT	325,000	-	-	1,020,000	1,345,000	435,000	910,000
DEO STAFF TRAVEL	-	10,000	-	-	10,000	-	10,000
ONE STOP CENTER OPERATING	287,729	149,276	109,602	103,393	650,000	-	650,000
MIS/TECHNOLOGY	173,865	99,638	54,801	51,696	380,000	30,000	350,000
COMMUNITY OUTREACH	10,270	241,226	4,567	7,597	263,660	(738)	264,398
EMPLOYMENT SERVICES	-	-	-	-	-	-	-
EMPLOYED WORKER TRAINING	400,000	-	-	-	400,000	-	400,000
SUBSIDIZED EMPLOYMENT	875,000	-	50,000	60,000	985,000	50,000	935,000
TRAINING INCENTIVES/TRAINING	110,000	20,000	-	250,000	380,000	10,000	370,000
STAFF INVENTIVES	-	-	-	75,000	75,000	-	-
ONE STOP STAFF TRAINING	14,386	4,964	5,480	5,170	30,000	-	30,000
<b>SUB TOTAL CAREERSOURCE PINELLAS SUPP SVCS</b>	<b>2,406,624</b>	<b>606,038</b>	<b>337,311</b>	<b>1,663,240</b>	<b>5,013,213</b>	<b>546,123</b>	<b>4,467,090</b>
<b>TOTAL DIRECT CLIENT</b>	<b>6,442,309</b>	<b>1,391,038</b>	<b>3,496,212</b>	<b>2,703,654</b>	<b>14,033,213</b>	<b>786,123</b>	<b>13,247,090</b>
<b>EXCESS</b>	<b>79,283</b>	<b>58,473</b>	<b>2,480</b>	<b>98,248</b>	<b>238,483</b>	<b>(108,417)</b>	<b>346,900</b>
<b>SUMMARY</b>							
TOTAL AVAILABLE	7,012,464	1,638,357	3,762,034	3,012,798	15,425,653	728,716	14,696,937
TOTAL DIRECT CLIENT	6,442,309	1,391,038	3,496,212	2,703,654	14,033,213	786,123	13,247,090
TOTAL ADMINISTRATIVE	490,872	188,846	263,342	210,896	1,153,957	51,010	1,102,947
TOTAL BUDGETED COST	6,933,181	1,579,884	3,759,554	2,914,550	15,187,170	837,133	14,350,037
EXCESS/(DEFICIENCY)	79,283	58,473	2,480	98,248	238,483	(108,417)	346,900



## **Information Items**

Financial Report for Period ended October 31, 2017

**CareerSource Pinellas  
Financial Report Summary  
10/31/2017**

Description	Award Begin Date	Award End Date	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
<b>Workforce Innovation &amp; Opportunity Act</b>						
WIOA Adult 16	7/1/16	6/30/18	64,866	64,866	100.00%	-
WIOA Adult 17	7/1/17	6/30/19	1,559,623	237,430	15.22%	1,322,193
WIOA IS Youth 16	4/1/16	6/30/18	30,020	7,754	25.83%	22,266
WIOA OS Youth 16	4/1/16	6/30/18	341,195	341,195	100.00%	(0)
WIOA IS Youth 17	4/1/17	6/30/19	114,940	-	0.00%	114,940
WIOA OS Youth 17	4/1/17	6/30/19	1,034,463	-	0.00%	1,034,463
WIOA Dislocated Worker 16	7/1/16	6/30/18	841,421	781,626	92.89%	59,795
WIOA Dislocated Worker 17	7/1/17	6/30/19	2,000,456	-	0.00%	2,000,456
WIOA Performance Incentives	7/1/16	12/31/17	116,369	-	0.00%	116,369
WIOA Performance Incentives	7/1/16	12/31/17	80,266	-	0.00%	80,266
WIOA Community Based Sector Strategy Training Init	4/1/17	9/30/18	134,179	38,884	28.98%	95,295
WIOA Community Based Sector Strategy Career READY	9/1/17	8/31/18	140,000	-	0.00%	140,000
WIOA Community Based Sector Strategy IT Training	7/1/17	6/30/18	180,000	-	0.00%	180,000
WIOA Community Based Sector Strategy Construction	7/1/17	6/30/18	60,000	-	0.00%	60,000
WIOA Governor's Challenge	7/1/17	6/30/18	100,000	-	0.00%	100,000
WIOA Supplemental	7/1/17	12/31/18	214,666	-	0.00%	214,666
<b>Total Workforce Innovation &amp; Opportunity Act</b>			<b>7,012,464</b>	<b>1,471,755</b>	<b>20.99%</b>	<b>5,540,709</b>
<b>Employment Services</b>						
Wagner Peyser 16	7/1/16	9/30/17	5,050	5,050	100.00%	-
Wagner Peyser 17	7/1/17	9/30/18	595,007	141,852	23.84%	453,155
Wagner Peyser Performance Incentives	7/1/16	12/31/17	14,259	11,897	83.44%	2,362
Wagner Peyser Coop Outreach Prog	7/1/17	6/30/18	42,282	-	0.00%	42,282
Disabled Veterans Outreach Program Jul-Sep	7/1/17	9/30/17	26,808	26,808	100.00%	-
Disabled Veterans Outreach Program Oct-Jun	10/1/17	6/30/18	63,192	1,263	2.00%	61,929
Local Veterans Employment Program Jul-Sep	7/1/17	9/30/17	10,369	10,369	100.00%	-
Local Veterans Employment Program Oct-Jun	10/1/17	6/30/18	24,631	623	2.53%	24,008
Supplemental Nutrition Assistance Program July-Sept	7/1/17	9/30/17	106,160	106,160	100.00%	-
Supplemental Nutrition Assistance Program Oct-Jun	10/1/17	9/30/18	410,546	49,747	12.12%	360,799
SNAP ERS	2/1/17	9/30/17	30,700	12,061	39.29%	18,639
Unemployment Compensation Jul-Sep	7/1/17	9/30/17	11,210	11,210	100.00%	-
Unemployment Compensation/REA	10/1/17	9/30/18	44,800	5,228	11.67%	39,572
TAA PY16 Training	10/1/16	9/30/17	60,092	39,248	65.31%	20,844
TAA PY17 Training	10/1/17	6/30/18	135,000	4,809	3.56%	130,191
TAA PY16 Case Management	10/1/16	9/30/17	7,101	2,903	40.88%	4,198
TAA PY17 Case Management	10/1/17	6/30/18	27,000	1,215	4.50%	25,785
TAA PY16 Administration	10/1/16	9/30/17	6,150	3,649	59.33%	2,501
TAA PY17 Administration	10/1/17	6/30/18	18,000	570	3.17%	17,430
<b>Total Employer Services</b>			<b>1,638,356</b>	<b>434,662</b>	<b>26.53%</b>	<b>1,203,694</b>
<b>Welfare Transition</b>						
Welfare Transition Program Jul-Sep	7/1/17	12/31/17	586,509	586,509	100.00%	-
Welfare Transition Program Oct- June	10/1/17	6/30/18	1,759,525	135,130	7.68%	1,624,395
Welfare Transition Program NCP - July-Sept	7/1/17	12/31/17	354,000	354,000	100.00%	-
Welfare Transition Program NCP - Oct-Jun	10/1/17	6/30/18	1,062,000	81,605	7.68%	980,395
<b>Total Welfare Transition</b>			<b>3,762,034</b>	<b>1,157,244</b>	<b>30.76%</b>	<b>2,604,790</b>
<b>Direct Services</b>						
Reemployment & Eligibility Assessments 17	1/1/17	12/31/17	224,258	59,962	26.74%	164,296
Reemployment & Eligibility Assessments 18	1/1/18	12/31/18	180,230	-	0.00%	180,230
Robotics/Mechatronics Earmark Grant	7/1/17	6/30/18	400,000	111,054	27.76%	288,946
DOL- Youthbuild 2016	10/17/16	2/16/20	636,887	131,111	20.59%	505,776
DCF - Food for Families	9/1/17	12/31/17	635,000	487,299	76.74%	147,701
Florida Makes	3/1/17	2/28/18	366,602	69,219	18.88%	297,383
Americorp	8/1/17	7/31/18	193,614	12,151	6.28%	181,463
Able Trust	7/1/17	6/30/18	109,012	22,721	20.84%	86,291
JWB Youth Innovators - 2017	10/1/16	9/30/17	30,471	11,519	37.80%	18,952
JWB Youth Innovators - 2018	10/1/17	9/30/18	36,724	1,132	3.08%	35,592
Science Center/STEMe	7/1/17	6/30/18	200,000	116,264	58.13%	83,736
<b>Total Direct Services</b>			<b>3,012,799</b>	<b>1,022,432</b>	<b>33.94%</b>	<b>1,990,367</b>
<b>Grand Total</b>			<b>\$ 15,425,652</b>	<b>\$ 4,086,093</b>	<b>26.49%</b>	<b>\$ 11,339,559</b>