

Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas  
 Corrective Action Plan  
 List of Attachments

Attachment #	Attachment Name	Attachment Owner
<b>Finding 1</b>		
1.1	Job Seeker Notification in Employ Florida	DEO
1.1	Employer Notification in Employ Florida	DEO
1.2	Financial Monitoring and Internal Control Questionnaire	DEO
1.3	CSP Memo to Staff re: Program Changes	LWDB 14
1.4	CareerSource Pinellas Service Provider Sub-award Agreement One Stop Operator Services	LWDB 14
1.5	DEO Administrative Policy 009 – On-the-Job Training	DEO
1.6	DEO Administrative Policy 096 – Job Seeker Registration	DEO
1.7	DEO Administrative Policy 098 – Employer Services	DEO
1.8	DEO Administrative Policy 099 – Job Orders and Placements	DEO
1.9	WIOA Performance Training Attendance Roster	DEO
1.10	CSP BSU: Job Development Process	LWDB 14
1.11	CSP BSU: Job Order Management Process for Non-3 <sup>rd</sup> Party	LWDB 14
1.12	CSP BSU: Obtained Employments and Direct Placements	LWDB 14
1.13	CSP BSU: Staff Entered Job Orders	LWDB 14
1.14	CSP Workflow – Updating Policy and Procedure	LWDB 14
1.15	CareerSource Pinellas Internal Monitoring Schedule	LWDB 14
<b>Finding 2</b>		
2.1	CSP WIOA Standard Desk Guide, OJT Requirements	LWDB 14
2.2	CSTB Memo to Staff Re: OJT/PWE Changes	
2.3	CSTB Policy for WIOA, WTP & Business Services On-the-Job Training	LWDB 15
2.4	CSTB Procedure for WIOA WTP & Business Services On-the-Job Training	LWDB 15
<b>Finding 3</b>		
3.1	CSTB Policy for Supportive Service & Incentive Policy	LWDB 15
3.2	CSTB Procedure for WIOA Adult, Dislocated Worker, Youth & Welfare Transition Supportive Service and Incentive Policy	LWDB 15
3.3	CSP WIOA/WTP Program –Statement of Need & Eligibility for Support Services Attachment	LWDB 14
3.4	WIOA Support Services Desk Guide	LWDB 14
3.5	WTP Support Services Desk Guide	LWDB 14
3.6	Screen Shots of Cost Details in OSST and Employ Florida	LWDB 14
<b>Finding 4</b>		
4.1	CareerSource Pinellas BOD Minutes 9/18/18	LWDB 14
<b>Finding 5</b>		
	None.	

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<b>Finding 6</b>		
6.1	Equal Opportunity Notice	LWDB 14
6.2	Equal Opportunity on Intranet	LWDB 14
6.3	Grievance Notice on Staff Portal	LWDB 14
6.4	DEO 2018-2019 Financial Monitoring Tool	DEO
6.5	CareerSource Tampa Bay Ethics Point Brochure	LWDB 15
6.6	Email Dated 5/23/19 with EEO Page Link and Screenshot of Website	LWDB 15
<b>Finding 7</b>		
7.1	CSTB Organizational Structure	LWDB 15
7.2	CSTB Internal Control Questionnaire	LWDB 15
7.3	CSP Organizational Structure and Model Report from BOCC	LWDB 14
7.4	CSP 2019 Inter-local Agreement	LWDB 14
7.5	CP Org Structure	LWDB 14
7.6	CSP Internal Control Questionnaire	LWDB 14
7.7	CSP Exec Committee Mtg Approving Kaiser Group as OSO	LWDB 14
7.8	CSP BOD Meeting Minutes Approving By-laws	LWDB 14
<b>Finding 8</b>		
8.1	Pinellas County News Release 9/7/18	LWDB 14
8.2	Pinellas County News Release 5/9/19	LWDB 14
8.3	Email Invitation to Serve on the CS Pinellas BOD	LWDB 14
<b>Finding 9</b>		
9.1	CareerSource Pinellas Bylaws	LWDB 14
<b>Finding 10</b>		
10.1	CSP October 31, 2018 BOD Packet	LWDB 14
10.2	2018-2019 Board Meeting Schedule (screen shot)	LWDB 14
10.3	2018-2019 Schedule of Board & Committee Meetings	LWDB 14
10.4	2017-2018 Board Meeting Schedule (screen shot with link)	LWDB 14
10.5	DEO Memorandum, Requirement to Post LWDB Meeting Minutes to Website, dated May 29, 2018	DEO
<b>Finding 11</b>		
11.1	Administrative Policy 93: One-Stop Career Center Certification Requirements	DEO
11.2	CSTB Board Member Manual 2018	LWDB 15
11.3	CSP BOD Orientation Packet 7/18/18	LWDB 14
<b>Finding 12</b>		
12.1	CSTB Executed Agreement, Kaiser Group/Dynamic Workforce Solutions – One-Stop Operator	LWDB 15
12.2	Executed Agreement, Kaiser Group – One-Stop Operator	LWDB 14
12.3	Administrative Policy 97: One-Stop Operator Procurement	DEO
<b>Finding 13</b>		

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13.1	CareerSource Florida (CSF) State and Local Workforce Development Board Contracting Conflict of Interest Policy	LWDB 14
13.2	CSF Strategic Policy, State and Local Workforce Development Board Contracting Conflict of Interest Policy	LWDB 14
13.3	CSF Contract Information Form, Disclosure and Certification of Conflict of Interest in a Contract	LWDB 14
13.4	CSP 2017-2018 Related Party Contracts list	LWDB 14
<b>Finding 14</b>		
14.1	CSTB Local Workforce Development Board Membership	LWDB 15
14.2	CSP Board Composition 2018-2019	
14.3	DEO Email, WIOA – Local Board Composition and Certification	LWDB 14
14.4	CSP Application for Subsequent Designation	LWDB 14
<b>Finding 15</b>		
	None.	
<b>Finding 16</b>		
16.1	DEO Monitoring Schedule	DEO
16.2	Programmatic Monitoring Sample Methodology	DEO
16.3	Programmatic Monitoring Tool Changes for PY 18	DEO
<b>Finding 17</b>		
	None.	