



CAREERSOURCE PINELLAS

BOARD OF DIRECTORS ORIENTATION

July 18, 2018

Welcome!

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TAB 1



Board of Directors Orientation Manual

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MESSAGE FROM THE CHAIR

Dear New Member,

Welcome to the Board of Directors of WorkNet Pinellas Inc. dba CareerSource Pinellas!

We are pleased to have you as a part of this organization's governing body, and we welcome your leadership and industry expertise. We anticipate that your skills and experience will be an asset to our Board and look forward to working with you. The Board's dedication, commitment and leadership are essential to the success of the organization, and every board member plays a critical role in achieving it.

Without a doubt, there are many challenges in both the public and private sector. However, our ability to change with the needs of our external environment, deliver a superior customer experience and always innovate will ensure that we continue to meet the workforce needs of our community.

We strongly believe that having a well-informed and educated board is the first step in ensuring productive board engagement and achieving organizational excellence. We invite you to join at least one sub-committee and participate regularly in the quarterly meetings.

This Orientation Manual has been designed to provide you with relevant background information on the workforce system and an overview of CareerSource Pinellas. During this learning process, we encourage you to seek additional information and ask questions of both the WorkNet Leadership Team and other Board Members.

Welcome aboard and thank you for your willingness to serve.

Sincerely,

Jack J. Geller
Board Chairman
CareerSource Pinellas

WORKFORCE OVERVIEW

NATIONAL LEVEL WORKFORCE

HISTORY

Workforce Investment Boards were preceded by Private Industry Councils (PICs) which had a narrower function than the Boards. PICs were first created in 1978 under the Private Sector Initiative Program to increase private sector involvement in federal job training programs. Four years later, they became the key local governing bodies under the Job Training Partnership Act of 1982.

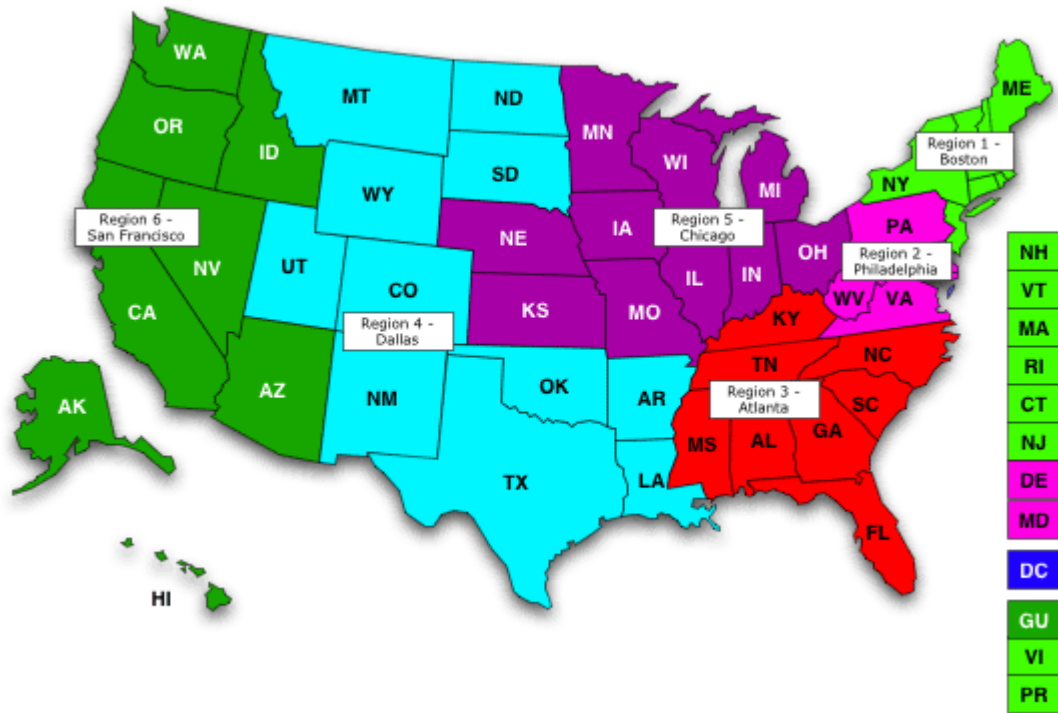
Later, legislation relating to the training and placement of welfare recipients, federal funding of vocational education and programs for dislocated workers invested PICs with additional oversight responsibilities. In 1998 the entire federal approach to workforce development was reformed under the Workforce Investment Act. In the process PICs were eliminated and Workforce Investment Boards were created.

Between 1998 and 2014, the public workforce system, authorized under the Workforce Investment Act of 1998 (WIA), made important achievements in helping job candidates acquire the skills and credentials needed for gaining jobs and matching employers for qualified workers. On July 22, 2014, the Workforce Investment and Opportunity Act (WIOA) was signed into law. WIOA is designed to strengthen and improve our nation's public workforce system to help workers acquire the skills employers need and help employers access the talent pool they need to compete in the global economy.

The new legislation provisions are designed to help workers- including those with barriers to employment- access employment, education, job-driven training and support services; enhance coordination; streamline service delivery and increase flexibility for governance; improve services to employers; and align programs across common goals and increase accountability and transparency.

WIOA provisions also emphasize quality training that leads to credentials, regional planning, and service coordination and implementation of targeted sector-based strategies and career pathways.

NATIONAL LEVEL



Region	States
Region 1 - Boston	CT, MA, ME, NH, NJ, NY, RI, VT, PR, VI
Region 2 - Philadelphia	DE, DC, MD, PA, VA, WV
Region 3 - Atlanta	AL, FL, GA, KY, MS, NC, SC, TN
Region 4 - Dallas	AR, CO, LA, MT, ND, NM, OK, SD, TX, UT, WY
Region 5 - Chicago	IA, IL, IN, KS, MI, MN, MO, NE, OH, WI
Region 6 - San Francisco	AK, AZ, CA, GU, HI, ID, NV, OR, WA

WORKFORCE BOARDS: LEADING THE WAY IN WORKFORCE DEVELOPMENT

A key means by which Workforce Boards create local workforce development systems is through one-stop career centers which combine multiple federal, state, and local program funds. The policy and oversight responsibility invested in Workforce Boards aims to ensure that this system is market-driven; is easily accessible to any individual who wants or needs a job, education, or training; supplies well-trained people for all employers; and provides employers with assistance and support for life-long learning initiatives and for the creation of a high-performance workforce.

STATE LEVEL WORKFORCE OVERVIEW

CAREERSOURCE FLORIDA

Workforce Florida, Inc. was created by then-Governor Jeb Bush and the Florida Legislature with the passage of the Workforce Innovation Act of 2000, Chapter 445, Florida Statutes. The Workforce system was re-designed to create partnerships between economic development, workforce development and businesses. In addition, the system is operated through performance-based contracts that increase accountability of all entities to meet strategic and legislative-mandated goals.

A board of directors appointed primarily by the Governor oversees and monitors the administration of the state's workforce policy, programs and services carried out by the 24 business-led Regional Workforce Boards (RWBs) and the Department of Economic Opportunity (DEO).

In 2014, under the leadership of Governor Rick Scott, the Workforce Florida, Inc. Board of Directors unanimously approved the brand charter, name and logo which established **CareerSource Florida** as the single, statewide unified brand identity for Florida's workforce system. This historic board action set a distinct path for statewide implementation of the CareerSource Florida unified brand that will directly apply to Workforce Florida, RWBs and One-Stop Career Centers. These entities will share aligned brand names and logos.

Each regional workforce board has adopted a sub-brand identity formed by using "CareerSource" followed by a geographic locator or regional identifier. This regional brand name applies to both the board and the One-Stop Career Centers they direct. CareerSource Florida has 24 regional sub-brands. All boards will use the master brand mark and sub-brand marks — or logos.

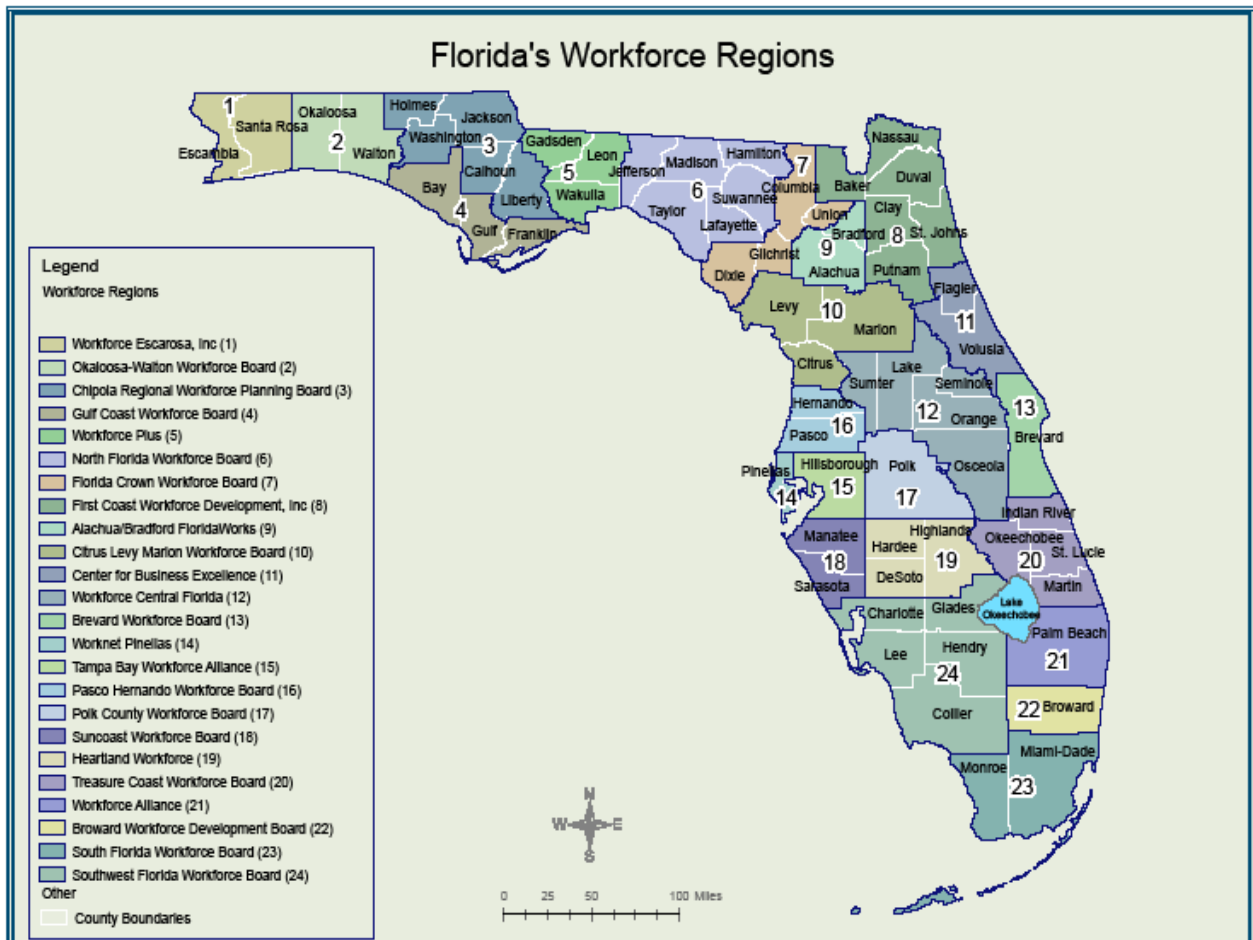
Since its 2000 inception, Workforce Florida, Inc. has implemented several successful initiatives aimed at addressing the state's workforce needs. Among them are Quick Response Training (QRT) and Incumbent Worker Training (IWT) grants, which reimburse businesses for a portion of the cost of training employees, and the Employ Florida Banner Centers. Banner Centers are charged with becoming a statewide, go-to resource for cutting-edge training for entry-level and experienced workers who need to upgrade their skills in high-value sectors. Most employment and training services, however, are provided at the local level through the state's 24 regional workforce

boards, the backbone of the state workforce system. CareerSource Florida’s other key workforce partner is the Department of Economic Opportunity.

DEPARTMENT OF ECONOMIC OPPORTUNITY

The Department of Economic Opportunity (DEO) (formerly Agency for Workforce Innovation) is Florida’s lead state workforce agency and is responsible for translating CareerSource Florida’s (CSF) policy into action and then executing those actions. DEO operates under a performance-based contract with CSF and carries out its responsibilities via contracts with regional workforce boards.

Florida’s workforce delivery system created 24 Regional Workforce Boards which govern the delivery of Florida’s programs and services at the local level. The State also has over 100 One-Stop Career Centers which provide employment and training services to both employers and job seekers. For contact information regarding Florida’s regional workforce boards, visit www.careersourceflorida.com



LABOR MARKET STATISTICS

Labor Market Statistics (LMS) in the Florida Department of Economic Opportunity is charged with producing, analyzing, and delivering timely and reliable labor statistics to improve economic decision-making. Labor Market Statistics include a variety of labor market, economic, and demographic data such as:

- Employment and Wages
- Labor Force
- Economic Indicators
- Population

In addition, DEO administers the state's Labor Market Statistics program, Unemployment Compensation, Early Learning and various workforce development programs. The Office of Early Learning, a division within the agency, provides oversight of Florida's school readiness programs and is the lead entity for implementing the state's successful Voluntary Prekindergarten Program.

WORKNET PINELLAS, INC. CORPORATE OVERVIEW

WHO WE ARE

The legal, registered, corporate name of the agency is WorkNet Pinellas, Inc.

WorkNet Pinellas, Inc. is a Florida Nonprofit Corporation and a 501 (c) (3) organization as determined by the Internal Revenue Service. The agency has an assigned Employer Identification Number of 73-1678180.

For business, advertising and logo purposes, the agency shall be referred to as CareerSource Pinellas.

CareerSource Pinellas (CSPIN) serves the residents of Pinellas County, Florida, and the administrative office is located at 13805 58th Street North, Suite 2-140, Clearwater, Florida, 33760.

WHAT WE DO

Mission Statement

CareerSource Pinellas connects employers with qualified, skilled talent and Pinellas County residents with employment and career development opportunities to achieve economic prosperity.

CareerSource Pinellas is a driving force in delivering workforce solutions that support economic development in Pinellas County. The organization offers a full range of career planning services for professional and entry level candidates, including career orientation; resource centers that assist in the candidate's job search; career fairs; interviewing techniques; labor market information specific to occupations and industries in demand as well as resume building tips, salary and wage information and more; and professional networking.

CareerSource Pinellas strengthens the competitive edge of local businesses in measurable ways that lead to the economic vitality of the region. It also provides businesses with a wide range of professional services, including: employee referral and recruitment, training and retraining, workshops and business seminars on a variety

of human resource and workforce topics, labor market statistics, targeted career fairs, downsizing and retention support strategies, tax credit information and other customized support for a well trained work force.

CareerSource Pinellas has locations in Clearwater, St. Petersburg, and Tarpon Springs. The centers offer services for employers and employment candidates, including turnkey business centers for copying, faxing, and internet access. There is no fee charged for any of CareerSource Pinellas' services for employers or job seekers.

LINES OF BUSINESS OVERVIEW

CareerSource Pinellas serves a universal customer base – as required by law. The diversity of the customer base makes the organization's work more complex but that much more important. You will better understand both our opportunities and challenges as you become familiar with the various customer segments.

BUSINESS SERVICES

Many experts agree that nearly 80% of all employee turnovers are directly related to insufficient hiring decisions. CareerSource Pinellas assists approximately 2,600 companies annually in managing their recruitment and hiring process.

CSPIN assists businesses in leveraging their human resources function, including the following:

- Recruitment and interviewing (entry to executive level candidates);
- Job matching from database of more than 100,000;
- Skills assessment and evaluation, including administration of tests;
- Comprehensive local, state and national targeted labor market statistics— employment and wage, labor force, economic indicators and demographic information;
- Help to identify and take full advantage of valuable tax credits;
- Business workshops and seminars on current topics, including retention strategies, changing regulation and compliance and other topics to help businesses better understand the “needs” and “wants” of their employees.

CSPIN's Business Development Team is aligned by industry sectors to provide needed experience and expertise to targeted growth industries within Pinellas County.

CSPIN designates a business representative to be your direct points of contact to provide solutions for your specific workforce needs.

Targeted Industry Sectors:

- Healthcare
- Education
- Technology
- Professional Services
- Manufacturing and Construction
- Hospitality
- Tourism
- Retail and Call Center

CareerSource Pinellas' Business Development Team is equipped to assist employers with a host of workforce related services:

- Personalized Human Resource Solution
- Customized Labor Market Information
- Targeted Recruitment
- Hiring Events, Online Job Postings
- Conference Center / Business Center
- Tax Credits
- Candidate Services
- Funded Training (On the Job Training and Employed Worker Training)

Employed Worker Training (EWT)

The Employed Worker Training grants funds to qualifying employers for training to enhance employee knowledge and skills, thus contributing to the employer's competitiveness in the marketplace. This training also improves opportunities for participating employees to retain their jobs as well as enhance opportunities for advancement within their organizations. EWT funds may be used to procure training to deal with new technologies, equipment, and/or processes.

On Job Training (OJT)

OJT is defined as training by an employer that is provided to a paid candidate while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job. CSPIN provides reimbursement to the employer of up to 50 percent of the wage rate of the candidate for the extraordinary cost of providing the training and additional supervision. The training is limited in duration as appropriate to the occupation.

To best serve the needs businesses, CSPIN designates a business representative to be a single-point contact to provide solutions for their specific workforce needs.

Professional Talent of Tampa Bay (PTT)

The Professional Talent of Tampa Bay is a social exchange and network that leads to enhanced job search prospects, learning about the Tampa business community and serves as a vehicle for marketing one's skills and talent. Professionals in a variety of fields, professional backgrounds and experience gather weekly at one of the CareerSource Pinellas career centers to network about related career opportunities, exchange information and maximize their job search. Occasional speakers and business partners are invited to add value to the sessions and provide greater opportunities for career advancement and job matching.

The group has full access to all of the resources at our career centers available at no cost, including copying, faxing and use of Internet, on-site and off-site professional career fairs, job referral and placement and other supportive services.

The PTT provides an excellent opportunity for professional to executive-level candidates to come together in a professional and informal setting for enhanced job search results.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – ADULT/DISLOCATED WORKER

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. (Source: doleta.gov)

WIOA Adult program services include career services, training services and job placement assistance. Priority is given to recipients of public assistance, other low-income individuals, veterans and individuals who are basic skills-deficient.

WIOA Dislocated Worker program services target individuals who lost jobs due to plant closures, company downsizing or some other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – YOUTH

Where do youth candidates fit in?

Under Title I of the Workforce Innovation and Opportunity Act of 2014, formula funds are provided to states and outlying areas, states in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities.

The services of youth programs include:

- Tutoring, study skills training and instruction leading to completion of secondary school, including dropout prevention
- Alternative school services
- Adult mentoring
- Paid and unpaid work experiences, including internships and job shadowing
- Occupational skills training
- Leadership development opportunities
- Supportive services
- Follow-up services for not less than 12 months as appropriate
- Comprehensive guidance and counseling

What are the criteria for Youth?

Eligibility/Target Population: Out-of-school youth (OSY) who is: not attending school, age 16-24, and has one or more barriers to employment and in-school youth (ISY) who is: attending school, age 14-21, is low income and has one or more barriers to employment.

Possible barriers to employment are:

1. Deficient in basic literacy skills
2. A school drop-out
3. Homeless, runaway or a foster child
4. Pregnant or parenting teen
5. An offender
6. An individual who requires additional assistance to complete an educational program, or secure and hold employment.

CSPIN's goal is to assist with:

- GED completion
- Job applications
- Job search
- Successful work experience
- Job retention
- Occupational skills credential

WAGNER-PEYSER

At the heart of the One-Stop Career Centers is the ability to provide services to businesses seeking skilled workers, employment assistance to individuals and workforce and economic information services to all customers. The Wagner-Peyser Act became law in 1933 and the nationwide public employment service was established. This program is a federally funded labor exchange developed to match up employers with qualified out of work job applicants. It is linked to the unemployment compensation program, helping applicants filing for unemployment benefits to find new employment opportunities.

VETERANS SERVICES

The Veterans Employment Program promotes the employment of Florida's veterans, especially veterans with barriers to employment. Disabled Veterans Outreach Program specialists and Local Veterans Employment representatives at the CareerSource Florida centers provide priority workforce services to veteran customers. Disabled Veterans Outreach Program specialists focus on intensive case management services for veterans with barriers to employment, particularly disabled veterans. Local Veterans Employment representatives build relationships with employers and engage in advocacy efforts with hiring executives and managers to increase employment opportunities for veterans.

WELFARE TRANSITION PROGRAM

The Welfare Transition Program (WTP) enables welfare recipients to move from welfare to work by emphasizing self-sufficiency and personal responsibility. The DCF determines Temporary Assistance for Needy Families (TANF) benefits and refers mandatory participants to the local workforce board's WTP program. Florida Recipients of Temporary Cash Assistance register for work and participate in assigned work activities. WTP participants can access training and supported services to assist with barriers to entering employment.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM – SNAP (FORMERLY KNOWN AS FOOD STAMP EMPLOYMENT & TRAINING - FSET)

The Supplemental Nutrition Assistance Program emphasizes work, self-sufficiency and personal responsibility. Program participants gain valuable skills, training and work experience in an effort to reach total self-sufficiency. Select food assistance recipients who are between the ages of 18 - 49, with no dependents and do not meet Department of Children and Families (DCF) exemptions are eligible to participate in the Employment and Training activities offered through SNAP.

When a food stamp recipient volunteers to participate, we engage them in one or more of the following components:

- Job search
- Job search training
- Vocational training
- Education
- Training Services activities (including TAA activities)

- Self-initiated work experience
- Work experience
- Employment

In addition to the above activities, CSPIN also attempts to assist the recipient through other programs, to provide the individual with many options for services and training (Wagner Peyser, Training Services, Vocational Rehabilitation, external referrals, etc.).

CSPIN FACILITIES OVERVIEW

HEADQUARTERS

Epicenter- Administrative Office

13805 58TH Street North, Suite 2-140
 Clearwater, FL, 33760
 727-524-4344
 727-524-4350 Fax

CAREER CENTERS

Gulf to Bay Career Center

2312 Gulf-To-Bay Boulevard
 Clearwater, FL, 33765
 727-524-4344

South County Career Center

3420 8th Avenue South
 St. Petersburg, FL, 33711
 727-524-4344

The Science Center of Pinellas

7701 22nd Avenue North
 St. Petersburg, FL, 33710
 727-524-4344

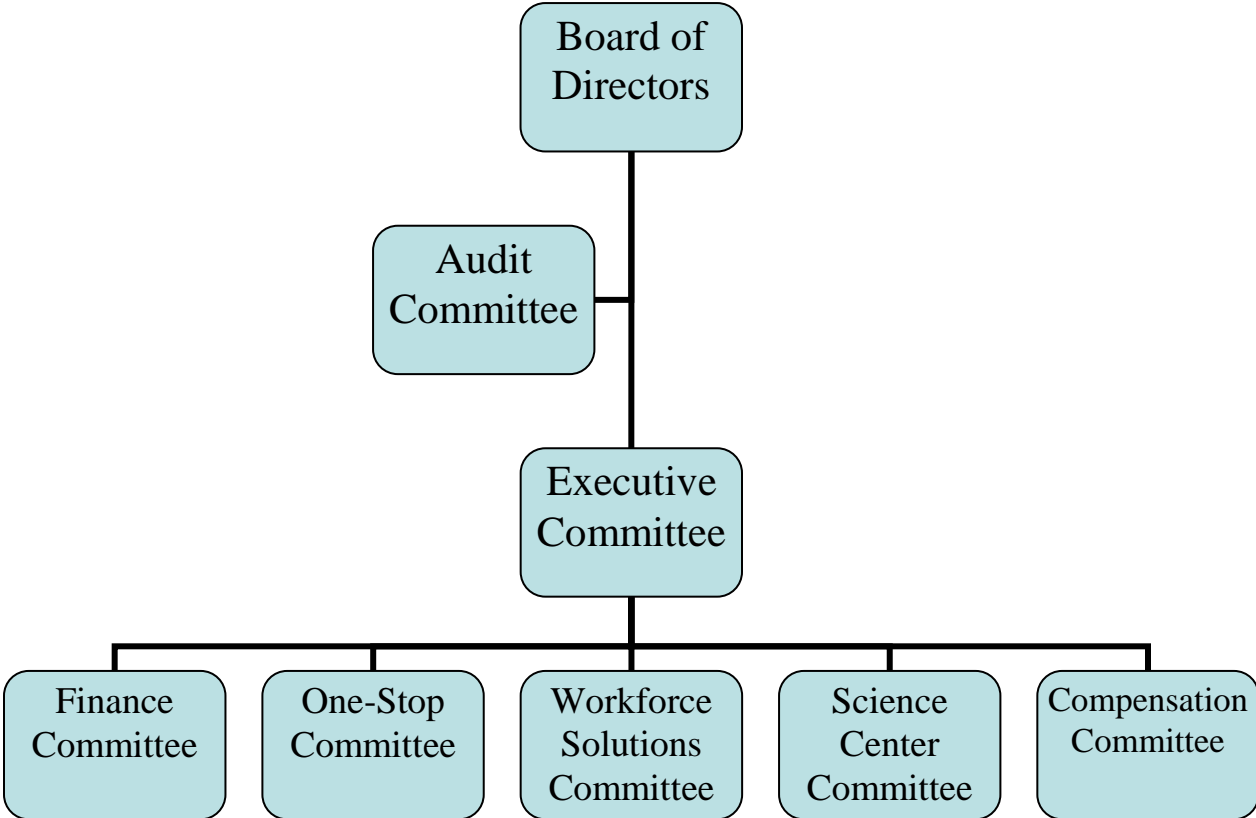
SPC College Campus- Bilirakis Building

682 E. Klosterman Road
 Tarpon Springs, FL, 34689
 727-524-4344

CSPIN BOARD GOVERNANCE

CareerSource Pinellas is governed by a board of directors comprising of private and public sector representatives.

BOARD COMMITTEE STRUCTURE



BOARD COMMITTEES OVERVIEW

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the officers of the board, all standing committee chairpersons, and the immediate past Chairperson.

CareerSource Pinellas shall have an Executive Committee consisting of the Officers, the Chairs of the Standing Committees, Past Chair, and up to five at-large members appointed by the Chairperson.

The Executive Committee shall have and exercise the authority of the Board of Directors in the governance of the affairs of CareerSource Pinellas with the exception of adopting, repealing, or amending these By-Laws. Delegation of this authority to the Executive Committee shall not relieve the Board of Directors or any individual Director of any responsibility imposed on it, or him or her, by the Bylaws or by any applicable law.

Duties of the Executive Committee shall also include, but are not limited to:

- Reviewing qualifications of individuals nominated to serve on the Board of Directors and forwarding nominations with recommendations and rationale for appointment or non-appointment to the Board of Directors for action. If approved by the Board, the nominations shall be submitted to the Pinellas County Board of County Commissioners for its consideration; and
- Planning, conducting and/or recommending Board Member development or in-service activities.
- Approving the early termination of a previously selected Audit firm, before the natural end date of the firm's contract.

FINANCE COMMITTEE

The Finance Committee shall review quarterly and annually financial data reports on all activities authorized by the board. The Finance Committee shall search for income and funding opportunities from the business community and other sources.

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight

responsibilities regarding the fiscal affairs of the Agency. The Committee's responsibilities shall include, but are not limited to:

- Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;
- Reviewing and approving all subsequent modifications to the budget;
- Reviewing the annual audit and accompanying management letters with agency responses;
- Providing oversight through review of monitoring reports;
- Reviewing the agency's periodic financial statements and report on the organizations financial status at each meeting of the Executive Committee; and
- Serving on procurement review panels at the request of the President and CEO and/or CFO.

ONE-STOP COMMITTEE

At a minimum, the One-Stop Committee will be constituted in compliance with state and federal workforce laws. The One-Stop Committee will serve as the One-Stop Operator for CareerSource Pinellas. The Committee will coordinate activities between the One-Stop System and One-Stop Mandatory Partners. It will oversee the development of a system of quality improvement for the staff and services provided by the One-Stop System. The Committee shall work with CSPIN staff to insure that plans and services of the One-Stop System are coordinated with other agencies' plans so as to maximize the benefits of the One-Stop System to its customers, to reduce unnecessary duplication of costs, and to enhance the overall performance and services of the One-Stop System. The One-Stop Committee shall plan for future changes and improvements to the system which support and foster the continuum of service enhancements throughout the One-Stop system.

The One Stop Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the One Stop Committee Chair. The One Stop Committee shall be responsible for:

- Providing assistance with planning, operational and other issues relating to the one-stop delivery system;
- Providing assistance with planning, operational, and other issues relating to the provision of services to youth;
- Providing assistance with planning, operational and other issues relating to the provision of services to individuals with disabilities;

- Reviewing the plans and services of other agencies and one-stop partners with the intent to improve coordination of services;
- Reviewing customer survey feedback to ensure customer input is made part of the plan of service;
- Reviewing the enrollment and training of individuals under the Workforce Investment Act;
- Reviewing the services delivered to welfare transition customers;
- Reviewing services and programs delivered to recognized target groups;
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee's annual strategic plan; and
- Planning for future changes and improvements to the one-stop system.

WORKFORCE SOLUTIONS COMMITTEE

At a minimum the Workforce Solutions Committee will be constituted in compliance with state and federal workforce laws. The committee will focus on monitoring workforce and economic development trends. It will promote the identification and analysis of market demands, the outcome of which is expected to enhance the region's global competitiveness in the area of workforce resources. Directors will promote, and help establish business and community partnerships to the maximum extent possible, particularly regarding untapped resources. The Workforce Solutions Committee shall address business strategies which support and foster the continuum of career development from first jobs to better paying jobs and, ultimately, high wage/high skilled jobs.

The Workforce Solutions Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Workforce Solutions Committee Chair. The Workforce Solutions Committee shall be responsible for:

- Reviewing and approving the services and programs delivered to employers;
- Reviewing and approving training vendor applications and other actions pertaining to training vendors;
- Reviewing periodic training vendor performance reports;
- Reviewing the region's activities related to targeted industries;
- Creating and maintaining the regional targeted occupations list; and

- Reviewing and approving the Board’s partnerships with economic development organizations and other business associations in accordance with the committee’s annual strategic plan

AD HOC NOMINATING COMMITTEE

The Chair of CareerSource Pinellas shall appoint the Chair and members of the ad-hoc Nominating Committee from among the membership of the Board. The responsibilities of The Nominating Committee shall include:

- Meeting prior to the fourth quarterly or annual board meeting to select a slate of Officers to be presented to the CareerSource Pinellas Board at the annual meeting; and
- Reviewing Board members’ length of service and recommending renewal of membership to the Executive Committee as appropriate.

AUDIT COMMITTEE

The Audit Committee shall consist of the County Commissioner serving as the Vice-Chair on the CareerSource Pinellas Board of Directors, two members appointed by the Board of County Commissioners, the Chair of the CareerSource Pinellas Board of Directors, and the CareerSource Pinellas Treasurer. No staff member of either the County or CSPIN shall serve on the Audit Committee, but may serve as staff to the Committee. CSPIN’s Finance Director shall serve as primary staff to the Audit Committee. The Audit Committee shall be responsible for:

- Arranging and procuring the annual audit of any and all programs operated by CareerSource Pinellas in compliance with OMB Circular A-133, including the selection of an audit firm and approving annual audit plans
- Reviewing reports on the monitoring of activities, operations and expenditures under the programs operated by CareerSource Pinellas; and
- Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Pinellas programs or county staff as determined by the Audit Committee

SCIENCE CENTER COMMITTEE

The Science Center Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the Science Center Committee Chair. The Science Center Committee shall be responsible for:

- Providing assistance with planning, operational and other issues relating to the Science Center of Pinellas
- Providing assistance with planning, operational, and other issues relating to the provision of STEM programs;
- Reviewing services delivered to individuals enrolled in employability skills programs
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee's annual strategic plan; and
- Providing oversight of STEIC Information Technology education programs

COMPENSATION COMMITTEE

The Compensation Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Compensation Committee Chair. The Compensation Committee shall be responsible for:

- Reviewing and evaluating employee performance review process
- Reviewing and evaluating employees benefits program and implement necessary changes
- Evaluating and approving training policies to ensure that employees meet the necessary requirements under the Workforce Investment and Opportunity Act
- Providing assistance with planning, operational and other issues relating to the provision of fair labor practices in the workplace

CAREERSOURCE PINELLAS 2017-2018 COMMITTEE GOALS

ONE-STOP COMMITTEE

Goal I: Provide Job Seekers with Expanded Access to Employment and Training Services.

Goal II: Provide Effective Workforce Programs Aligned with Demand Industry Sectors.

Goal III: Effectively Manage Key Workforce Development Performance.

WORKFORCE SOLUTIONS COMMITTEE

Goal I: Provide Employers with a Skilled Workforce

Goal II: Develop Effective Employer Based Workforce Programs

Goal III : Effectively Market and Brand Services and Programs

SCIENCE CENTER COMMITTEE

Goal I: Enhance hands-on STEM education with industry participation in supporting career development for K-12 students.

Goal II: Customize Training Programs to Meet Current Industry Demands for a STEM Proficient Workforce.

Goal III: Consult and Support Relationships that Assist Local Manufacturing Businesses to Be More Competitive and Grow

Goal IV: Collaborate with Local Businesses, Educators and Industry Partners to Identify Trends and Anticipate Future Training Needs.

Goal V: Evaluate Program Effectiveness to Ensure Continuous Improvement.

Goal VI: Raise funds and expand philanthropic support to achieve the Science Center Mission.

Goal VII: Provide Marketing and Outreach for Science Center Programs and Activities.

STATEMENT OF COMMITMENT



Board Director's Statement of Commitment

As a board member of CareerSource Pinellas (CSPIN), I am fully committed and dedicated to our stated vision and mission. I understand that my duties and responsibilities include the following:

- I accept the by-laws and operating principles outlined in the orientation materials and understand my responsibility to this organization.
- I will be actively engaged and prepared for CSPIN board meetings, be available for phone consultation, and serve on at least one CSPIN Committee.
- I will actively promote CSPIN and support the President/CEO in his/her endeavors to execute the board's strategic business plan.
- I will leverage my circle of influence to support CSPIN's innovative customer initiatives.
- I will adhere to the Sunshine Laws when conducting CSPIN business.
- If I am not able to meet my obligations as a board member, I will offer my resignation.

Signature _____ Date _____

Print Name _____

CODE OF ETHICS



Code of Ethics

- **I will perform my duties with honesty and integrity, and treat my fellow board members with respect.**
- **I will not use my position with CareerSource Pinellas for personal profit or gain.**
- **I shall fully disclose a conflict of interest when and where it exists.**
- **I shall not vote on matters when a conflict is deemed to exist, other than to present factual information or to respond to questions presented.**

TAB 2



Board Orientation

July 18, 2018



Welcome

Welcome to the Board Orientation for CareerSource Pinellas (CSPIN). We appreciate your willingness to serve. CSPIN fills the critical need in Pinellas County of connecting talent to business, and we believe that you will find serving on the Board a rich and rewarding experience.

The Board of Directors is comprised of a diverse group of professionals representing private businesses, education and training providers, labor unions, community organizations, and local government. As experts in these fields, we are confident that each board member will make meaningful contributions in guiding CSPIN to successfully fulfill its vision and mission.

This orientation session is designed to provide you with relevant background information on the workforce system and an overview of CSPIN. During this learning process, we encourage your participation and interaction with other board members.

Welcome

Jack Geller, CSPIN Board Chair

Introductions

Agenda

- **Welcome & Introductions**
- **Who Are We?**
- **Organizational Structure** (past, present & future)
- **Overview of Recent Events**
- **Overview of Programs & Services**
- **Review of Sunshine Law**
- **Board Committees**
- **Wrap Up**

Who Are We?

collaborate | innovate | lead

Who Are We?

WorkNet Pinellas, Inc. is a Florida Nonprofit Corporation and a 501 (C)(3) organization.



For business and logo purposes, the agency is referred to as CareerSource Pinellas (CSPIN).

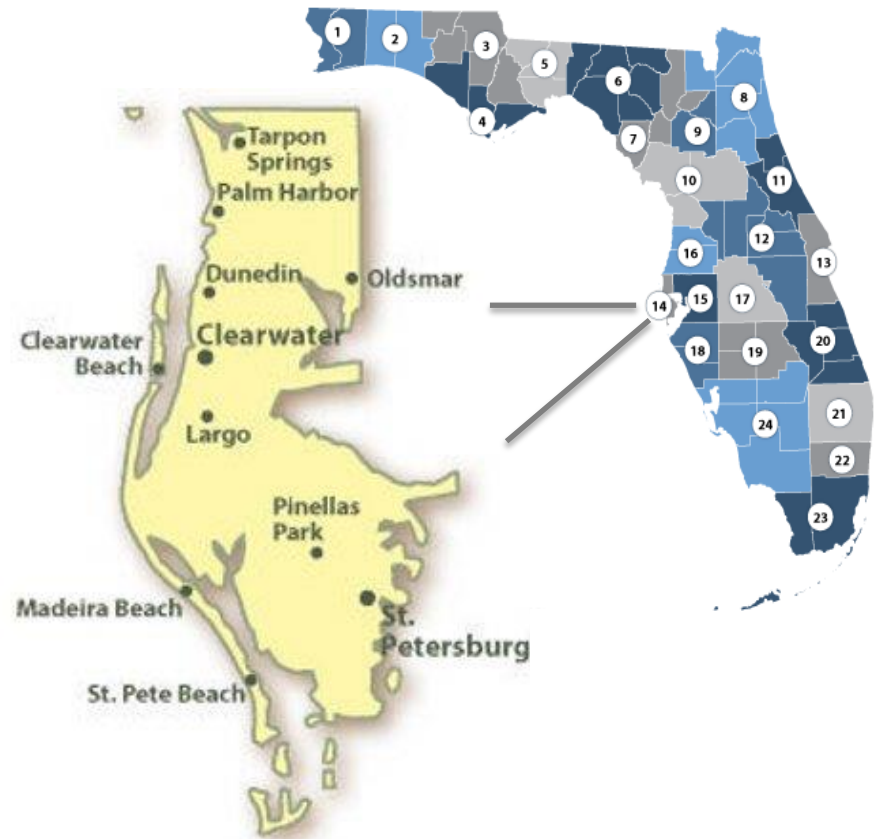
Who Are We?

1 of 24 Regional
Workforce Boards

Pinellas County

7th Largest in
Florida

Population:
916,542



One-Stop Career Centers

- **1 Full Service Career Center**

- South County

- **1 Administrative Office**

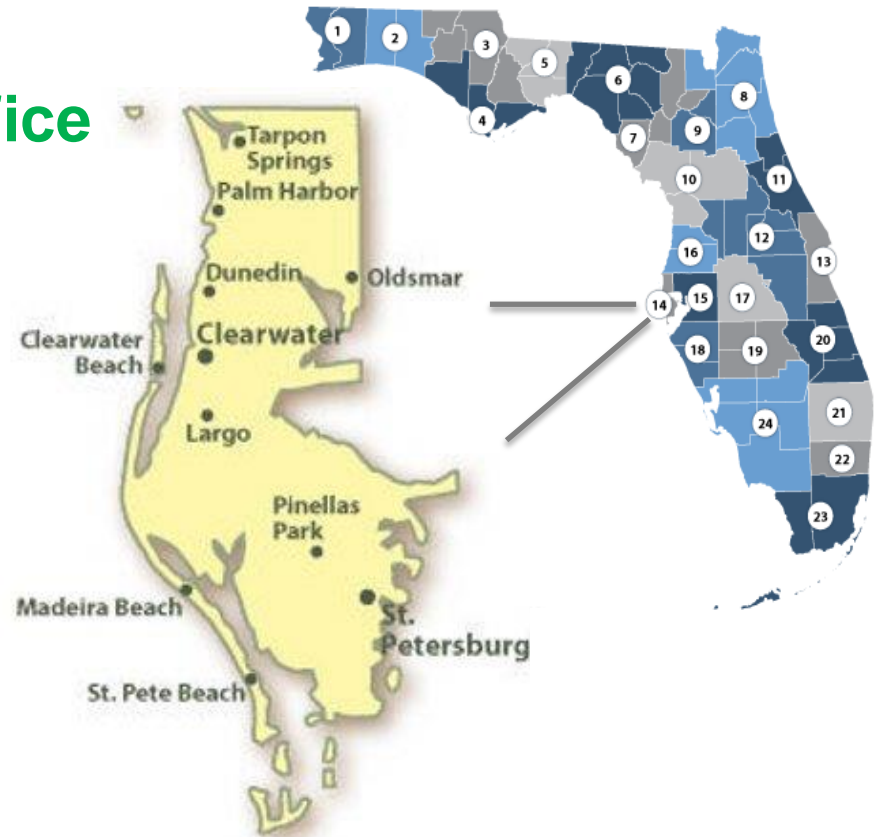
- EpiCenter

- **3 Satellite Centers**

- Gulf-to-Bay
- Tyrone
- Tarpon Springs

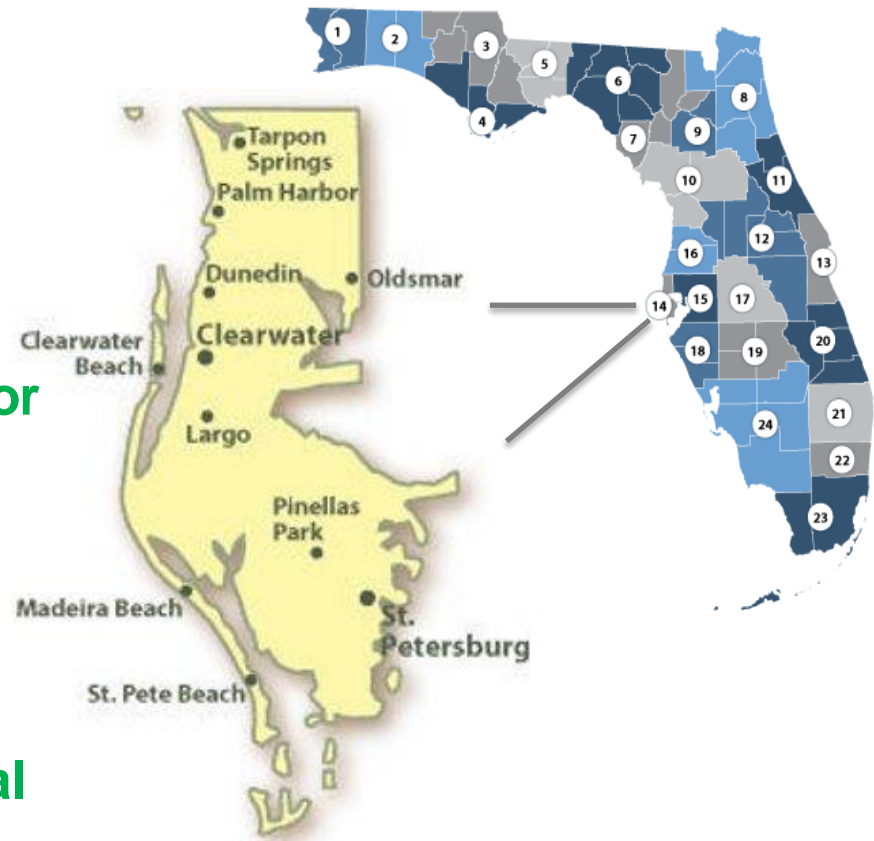
CareerSource Florida Network Directory

76 Full Service and 27 Satellite career center(s) and 1 Business center(s)



Programs & Funding

- **Workforce Innovation & Opportunity Act (WIOA)**
- **Wagner-Peyser**
- **Supplemental Nutrition Assistance Program (SNAP)**
- **Temporary Assistance for Needy Families (TANF)**
- **Trade Adjustment Act (TAA)**
- **Other Direct and Special Projects**



Mission Statement

CareerSource Pinellas connects employers with qualified, skilled talent and Pinellas County residents with employment and career development opportunities to achieve economic prosperity.



Organizational Structure (past, present and future)

Non-Shared Services Model *Prior to 2014*



Workforce Board

President/CEO

COO/CFO
Administrative Staff

Staff



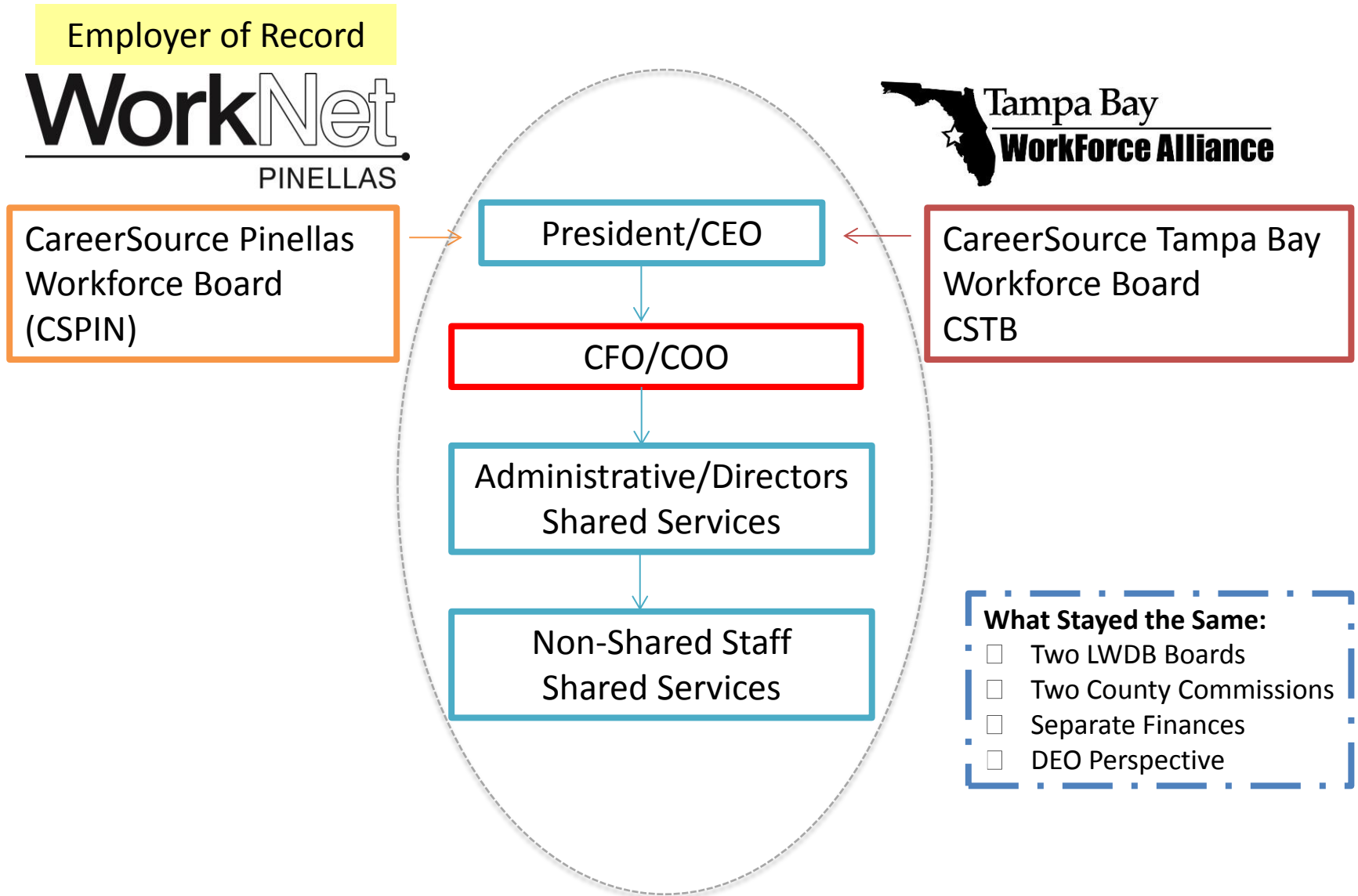
Workforce Board

President/CEO

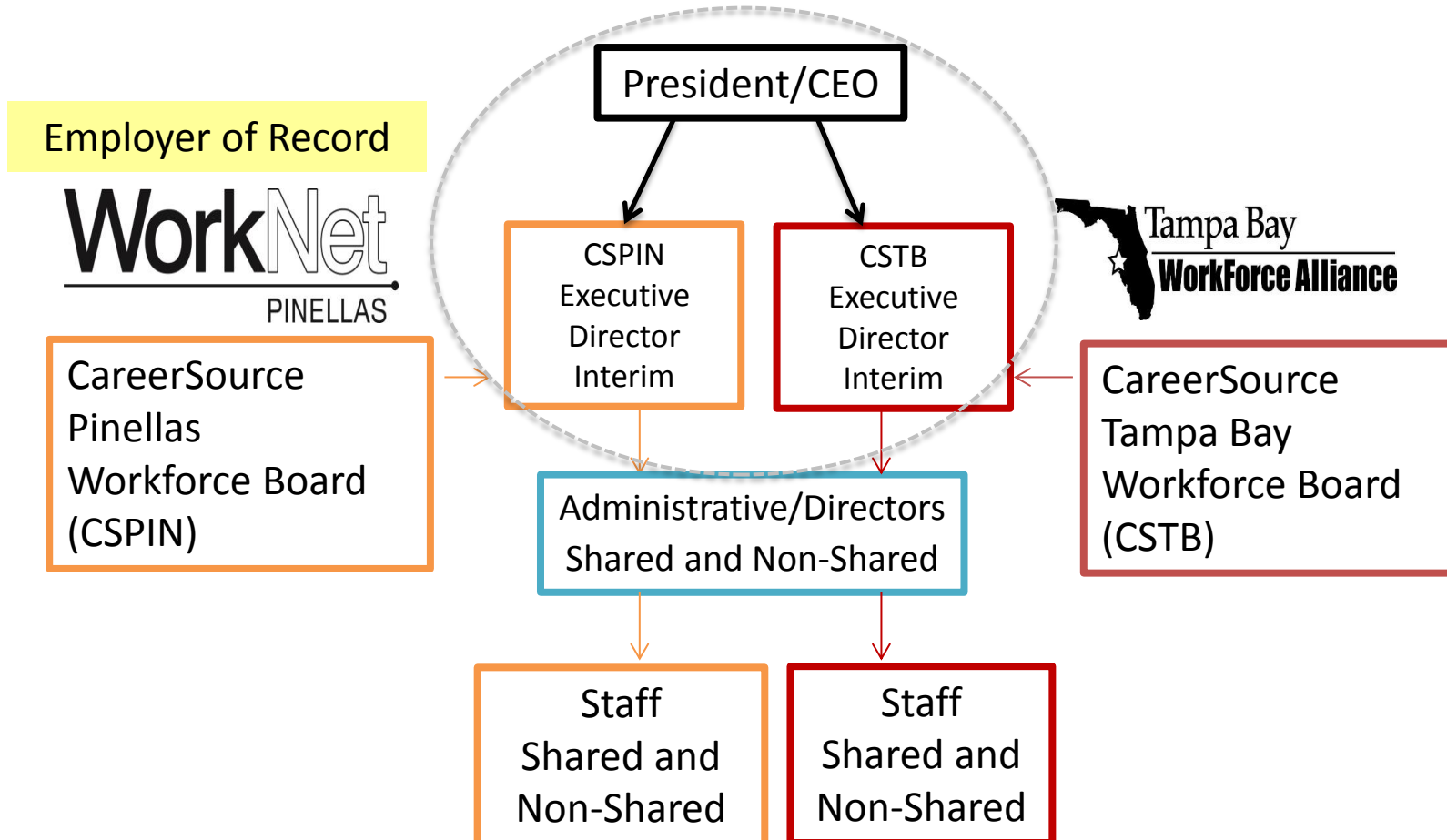
CFO/COO
Administrative Staff

Staff

Shared Services Model *December 2014 to February 2018*



Shared Services Model *February 1, 2018 to Present*



Rationale for Change

- Blurred lines of authority
- Shared staff with two Executive Directors
- Mixed messages from Board

Transition - Timeline



careersourcetampabay.com

June 4, 2018

Jennifer Brackney
Interim Executive Director
CareerSource Pinellas
13805 58th Street North
Clearwater, FL 33760

Dear Ms. Brackney,

On May 31st, CareerSource Tampa Bay (CSTB) Board voted unanimously to extend the deadline for full separation from CareerSource Pinellas through and including September 1, 2018. There are multiple issues that required this extension including the time required to set up the payroll banking account and other HR related matters.

Separately, CSTB has not yet determined which of the current CareerSource Pinellas employees will be offered full time employment after separation. And of course, CSTB does not know as to the employees that will be offered full time employment which, if any, will accept. We fully appreciate the importance of this issue to both organizations and to the obligations under the Warn Act. Presently CSTB is working on an organizational chart that will be used in part to determine hiring needs and decisions. I would propose that you and I continue to meet to work through these issues together. I have spoken with Charley Harris who is available to join us, if requested.

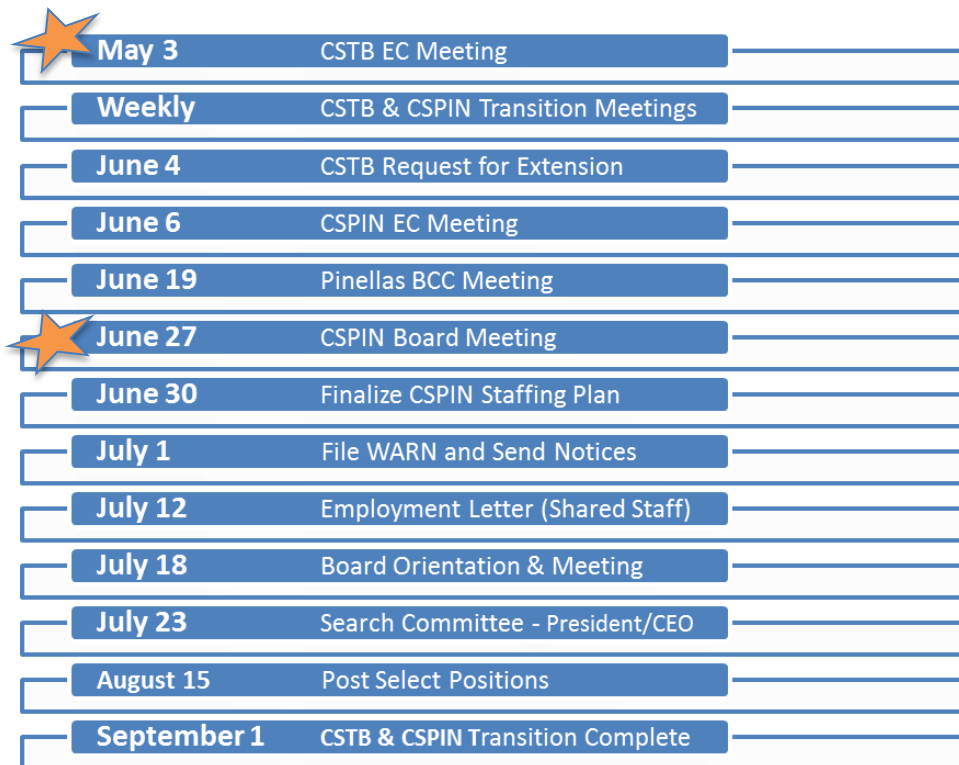
Thanks and I look forward to hearing from you.

Sincerely,

Judith Dorcy
Interim Executive Director

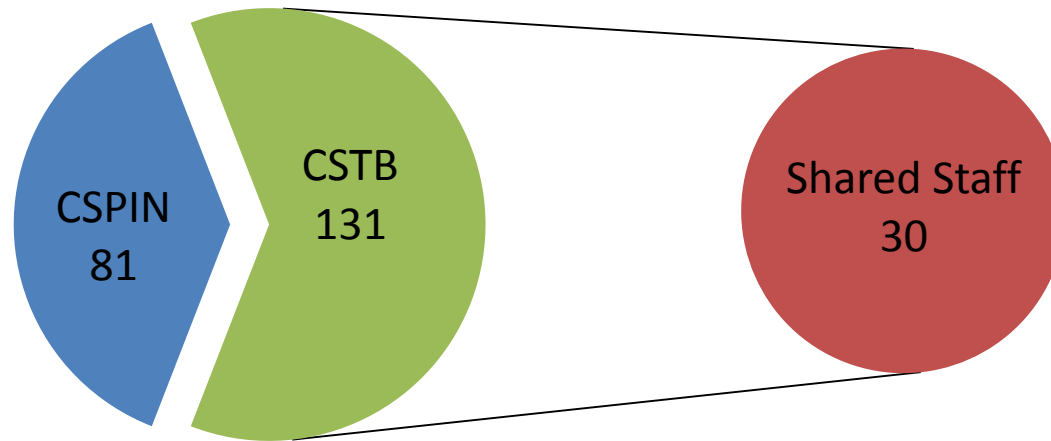
cc: Dick Peck, Board Chair
Kenneth Jones, Hillsborough County Liaison

4902 Eisenhower Blvd. South, Ste. 250
Tampa, FL 33634
P: 813-397-2021 | F: 855-454-6949



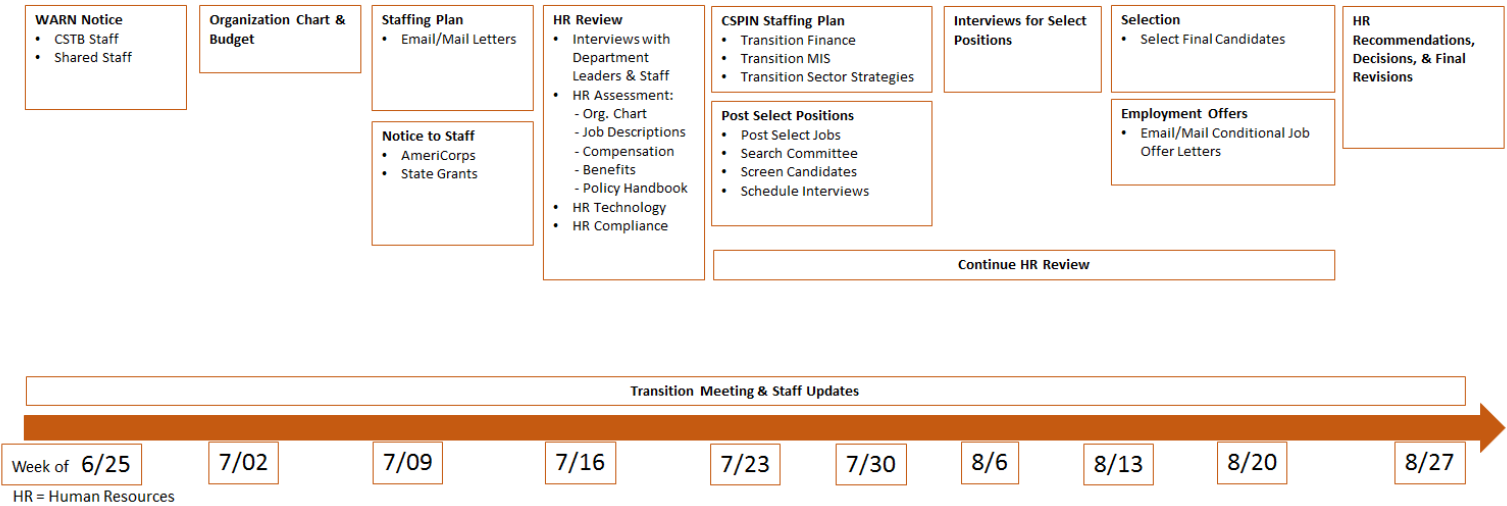
Align Staff

WARN NOTICE: Depending on how and when CareerSource Tampa Bay decides to move forward with the selection of their staff, CareerSource Pinellas, as the current employer of record, may be required to issue a WARN notice on or around July 1, 2018 to the State of Florida due to the potential number of individuals working in Hillsborough County who may be laid off.



The total staff in both LWDB's is 212. Of the 212, currently about 30 staff are "shared"

Transition Timeline



September 1, 2018

Employer of Record



Career Source
Pinellas
Workforce
Board

President/CEO

Administrative

Staff

Employer of Record



Career Source
Tampa Bay
Workforce Board

President/CEO

Administrative

Staff

Recent Events

A Times investigation

Job centers gave away millions

By handing out gift cards, even to those who didn't need them, CareerSource boosted its hiring totals.

BY MARK PUENTE AND ZACHARY T. SAMPSON
Any time they received the gift cards, CareerSource Pinellas would add them to its hiring totals. CareerSource Pinellas would add them to its hiring totals. CareerSource Pinellas would add them to its hiring totals.

Tampa Bay Times
tampabay.com

translate to



No payo

CareerSource Pinellas joins its
in revoking a deal linking pay to

BY MARK PUENTE
AND ZACHARY T. SAMPSON
Times Staff Writers

for the boards that oversaw hi
But the board of CareerSou
Pinellas finally covered the u

Audit reveals inflated bonuses

CareerSource Pinellas
paid unearned

Job chief's grant bid claimed to help region

The embattled CareerSource
CEO's winning application may
have blocked Pasco's own effort.

Articles & Public Records Requests

Interim: February 1 - June 30

- 5** **Anonymous Letters**
- 22** **Public Records Requests from DEO, USDOL, OIG, Marion Hale & Others**
- 121** **Public Records Requests from the TBT**
- 143** **Articles published**
- 1,082** **Email related to TBT**

Interim: February 1 - June 30

- **22 Meetings**
 - Board (4)
 - Executive (5)
 - Committee (6)
 - Special Meetings (7)
- **15 Transition Meetings**

Interim: February 1 - June 30

- **DEO Program Monitoring (10 days)**
 - Soft Exit Summary
- **DEO Fiscal Monitoring (2 weeks)**
 - Pending
- **USDOL Monitoring (2 weeks)**
 - Pending
- **OIG Monitoring**
 - Pending
- **Powell & Jones Internal Controls Audit (2 weeks)**
 - Report

Interim: February 1 to June 30

- **43,145** Job seekers visited CSPIN One-Stop Centers
- **44,416** Customers visited the CSPIN Website
- **3,721** Job Seekers attended a CSPIN Workshop
- **3,238** Welfare families served
- **1,793** New enrollments
- **1,181** Employers served
- **1,567** WIOA Customers served - Adult, DW & Youth
- **574** WIOA Adults placed at \$20.86/hr
- **657** WIOA Dislocated Workers placed at \$19.15/hr

Next Steps ...

- **Reactive to Proactive**
- **Review Monitoring Reports**
- **Review Internal Policy and Procedures**
 - Identify Best Practices
 - Modify Policy & Procedures, as needed
- **Continue to Focus on Programs & Services**
- **Finalize Staffing Plan for PY 2018-2019**
 - CFO & Leadership Team
 - Business Services

Brief Team Activity

Imagine that a media reporter has just asked you: **“As someone who recently joined the board, can you give me a 30-second summary of what has changed in recent months?”**

- Discuss in your table teams
- We'll ask one spokesperson from each team to give us your 30-second summary!

Quick Poll

Which of these are you most familiar with already?

Choose your Top 3

- 1. Business Services that we offer**
- 2. Career Development Services that we offer**
- 3. Youth Services that we offer**
- 4. Our Science Center**
- 5. Performance Measures for our programs**
- 6. Our budget**
- 7. Board member responsibilities**

Overview of Program & Services

Services for Businesses

Focus

Assisting businesses with their recruitment and human resources needs.

Services

- Recruitment and Interviewing
- Applicant Pre-Screening
- On-the-Job Training
- Employed Worker Training
- Paid Work Experience
- Labor Market Information
- Internships and Apprenticeships

Targeted Industries

- Healthcare
- Information Technology
- Manufacturing and Construction
- Financial and Professional Services



CAREER FAIR
November 8, 2017 • 10:00am - 1:00pm
The EpiCenter at St. Petersburg College
13805 58th Street North

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GOLD SPONSORS
Center for Technology Training, CROWN AUTOMOTIVE | GROUP, LINCARE A Linde company, New Horizons Computer Learning Centers

SPONSORS
CWU, hiregy, On Top of the World, MEDICAID DONE RIGHT, TZ Insurance Solutions, Home Instead, West, PERMA-LINER INDUSTRIES, LLC, UTICA COLLEGE

PRE-REGISTER AT CAREERSOURCEPINELLAS.COM

EMPLOYERS / EXHIBITORS

AAA South, The Auto Club	Florida State Fair	Medicaid Done Right	Sirata Beach Resort
Addington Place at College Harbor	Goodwill - Suncoast	Mister Carwash	Spectrum
Area Wide Protective	GP Mobile	New Horizons Computer Learning Center	TZ Insurance
Brookdale Senior Living	Helpers in Heels	On Top of the World	US Foods
Center for Technology Training	Hiregy	Perma-Liner Industries, LLC	Ulta College
Chase	Home Instead Senior Care	PharmaLink	West Pharmaceutical Services
Crown Automotive Group	LidWorks	Pinellas County Schod Board	
CWU	Lincare	Roadmaster Drivers School, Inc.	

Focus

Providing all level of job seekers with access to a variety of workforce services to improve skills and employment opportunities.

Services

- Career Counseling
- Job Matching
- Resume and Interview
- Workshops
- Job Skills Training



Focus

Providing training that will lead to better, sustainable careers, meeting industry needs.



Programs

- Young Talent Tampa Bay
- YouthBuild
- STEM TEC
- Youth Connect
- Paid Work Experience



STEM Focus

Providing pre-employment skills development that will lead to better careers meeting industry needs.

Services

- One-Stop Career Center
- YouthBuild
- STEMe and Camp Programs
- Job Skills Training:
 - Construction
 - Soldering
 - Mechatronics

Common Performance Measures

Under the DOL Training and Employment Guidance Letter (TEGL) WIOA No. 9.17, DOL aligned primary indicators of performance with federal partner agencies.

These performance indicators impact six core workforce development programs:

- Adult
- Dislocated Worker
- Youth Programs
- Adult Education and Family Literacy (AEFLA) (Administered by Ed)
- Employment Service Programs
- Vocational Rehabilitation (VR) programs (Administered by Ed)

Common Performance Measures

The six primary indicators of performance includes:

- Employment Rate: 2nd Quarter After Exit
- Employment Rate: 4th Quarter After Exit
- Median Earnings: 2nd Quarter After Exit
- Credential Attainment
- Measurable Skills Gain
- Effectiveness in Serving Employers

WIDA Measures	Performance 5-Year Average (PY 2011-15)	Performance PY 2017 Q3	PY 2017-2018 Performance Goals	Proposed Level PY 2018-19 LVDB (100% Goal)	Proposed Level PY 2018-19 LVDB (90% Goal)	Proposed Level PY 2019-20 LVDB (100% Goal)	Proposed Level PY 2019-20 LVDB (90% Goal)	Negotiated PY 2018-2019 Statewide	Negotiated PY 2019-2020 Statewide
Adults:									
Employment Rate (2nd Qtr)	97.3%	91.0%	89.00%	89.0%	80.1%	89.2%	80.3%	85.0%	85.2%
Employment Rate (4th Qtr)	92.5%	93.0%	85.00%	85.0%	76.5%	85.5%	77.0%	82.5%	83.0%
Median Earnings (2nd Qtr)	\$10,068	\$9,506	\$7,860	\$6,850	\$6,165	\$6,850	\$6,165	\$6,850	\$6,850
Credential Attainment	99.6%	98.2%	N/A	62.0%	55.8%	65.0%	58.5%	62.0%	65.0%
Dislocated Workers:									
Employment Rate (2nd Qtr)	93.3%	86.7%	83.00%	90.0%	81.0%	90.2%	81.2%	83.0%	83.0%
Employment Rate (4th Qtr)	87.8%	85.5%	79.00%	85.0%	76.5%	85.2%	76.7%	79.0%	79.0%
Median Earnings (2nd Qtr)	\$7,088	\$8,076	\$6,350	\$6,850	\$6,165	\$6,850	\$6,165	\$6,850	\$6,850
Credential Attainment	64.6%	86.4%	N/A	68.0%	61.2%	68.2%	61.4%	68.0%	68.0%
Youth:									
Employment Rate (2nd Qtr)	84.6%	81.9%	76.00%	84.0%	75.6%	84.5%	76.1%	75.0%	75.5%
Employment Rate (4th Qtr)	79.5%	N/A	N/A	79.0%	71.1%	79.2%	71.3%	69.0%	69.0%
Credential Attainment	86.4%	N/A	N/A	86.0%	77.4%	86.3%	77.7%	75.2%	75.5%
Wagner-Pegaser:									
Employment Rate (2nd Qtr)	66.9%	73.7%	64.00%	66.0%	59.4%	66.2%	59.6%	62.0%	62.0%
Employment Rate (4th Qtr)	63.5%	70.1%	66.00%	64.0%	57.6%	64.2%	57.8%	64.0%	64.2%
Median Earnings (2nd Qtr)	\$5,599	\$6,627	\$4,850	\$4,850	\$4,365	\$4,850	\$4,365	\$4,850	\$4,850

* Five year average is based on historic WIA data with WIDA indicators applied.

Financial Summary Report

CareerSource Pinellas Financial Report Summary 5/31/2018

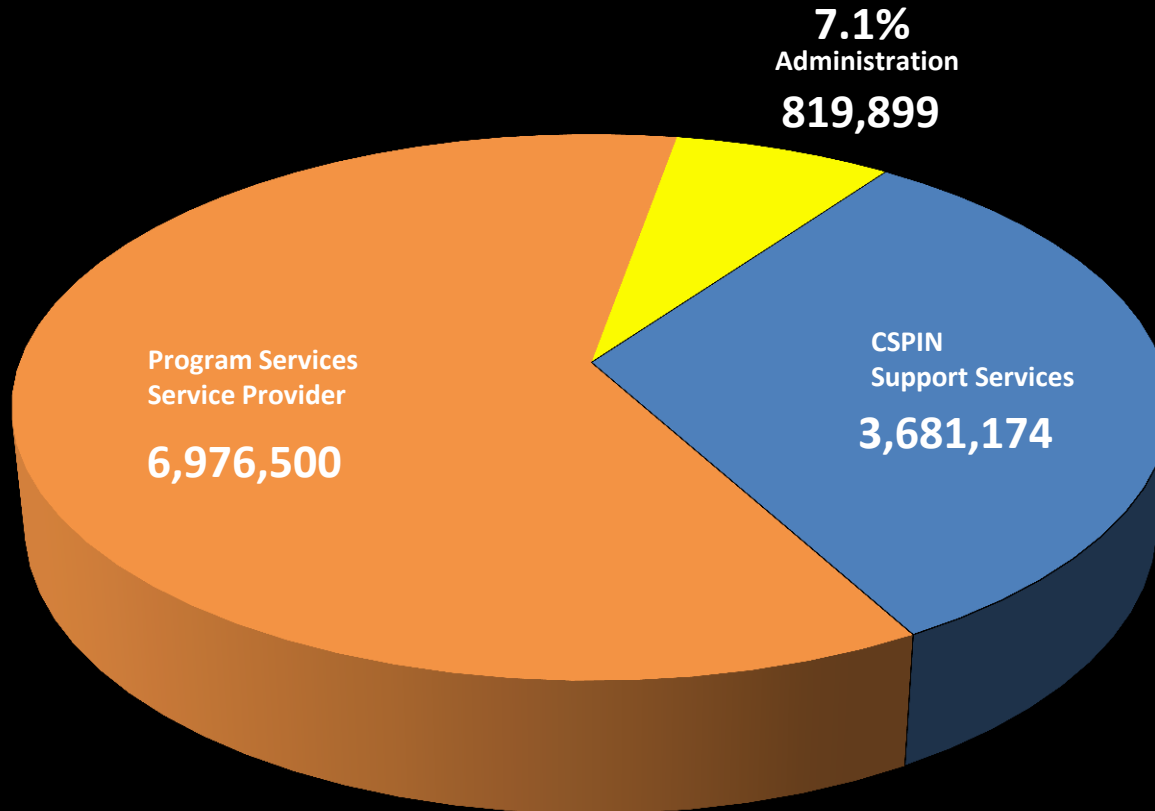
Description	Award Begin Date	Award End Date	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
Workforce Innovation & Opportunity Act						
WIOA Adult 16	7/1/16	6/30/18	64,866	64,866	100.00%	-
WIOA Adult 17	7/1/17	6/30/19	1,559,623	1,286,169	82.47%	273,455
WIOA IG Youth 16	4/1/16	6/30/18	9,082	9,082	100.00%	(0)
WIOA OJ Youth 16	4/1/16	6/30/18	362,132	362,132	100.00%	(0)
WIOA IG Youth 17	4/1/17	6/30/19	114,940	26,264	22.84%	88,676
WIOA OJ Youth 17	4/1/17	6/30/19	1,034,463	495,799	47.93%	538,664
WIOA Dislocated Worker 16	7/1/16	6/30/18	841,421	841,421	100.00%	(0)
WIOA Dislocated Worker 17	7/1/17	6/30/19	2,000,456	787,155	39.35%	1,213,301
WIOA Performance Incentives	7/1/16	12/31/17	116,369	116,369	100.00%	-
WIOA Performance Incentives	7/1/16	12/31/17	80,266	80,266	100.00%	-
WIOA Community Based Sector Strategy Training Init	4/1/17	9/30/18	134,179	87,702	65.36%	46,477
WIOA Community Based Sector Strategy Career READY	9/1/17	2/28/19	140,000	19,215	13.73%	120,785
WIOA Community Based Sector Strategy IT Training	7/1/17	12/31/18	180,000	87,529	48.63%	92,471
WIOA Community Based Sector Strategy Construction	7/1/17	12/31/18	110,000	98,425	89.48%	11,575
WIOA Governor's Challenge	7/1/17	12/31/18	283,334	-	0.00%	283,334
WIOA Governor's Challenge - Hurricane Maria	1/1/18	12/31/18	21,280	420	1.97%	20,860
WIOA Supplemental	7/1/17	12/31/18	214,666	212,049	98.78%	2,617
Total Workforce Innovation & Opportunity Act			7,267,077	4,674,862	62.86%	2,692,216
Employment Services						
Wagner Payser 16	7/1/16	9/30/17	5,050	5,050	100.00%	-
Wagner Payser 17	7/1/17	9/30/18	595,007	410,198	68.94%	184,809
Wagner Payser Performance Incentives	7/1/16	12/31/17	14,259	14,259	100.00%	-
Wagner Payser 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	9/30/18	82,686	60,211	72.82%	22,475
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	9/30/18	32,772	23,935	73.03%	8,837
Supplemental Nutrition Assistance Program July-Sept	7/1/17	9/30/17	139,160	139,160	100.00%	-
Supplemental Nutrition Assistance Program Oct-Jun	10/1/17	9/30/18	410,546	301,722	73.49%	108,824
SNAP ERG	2/1/17	9/30/17	30,700	12,061	39.29%	18,639
Unemployment Compensation Jul-Sep	7/1/17	11/30/17	11,210	11,210	100.00%	-
Unemployment Compensation/REA	10/1/17	9/30/18	44,800	29,474	65.79%	15,326
TAA PY16 Training	10/1/16	9/30/17	39,248	39,248	100.00%	0
TAA PY17 Training	10/1/17	6/30/18	213,529	100,043	46.85%	113,486
TAA PY16 Case Management	10/1/16	9/30/17	2,903	2,903	100.02%	(0)
TAA PY17 Case Management	10/1/17	6/30/18	32,196	2,137	6.64%	30,059
TAA PY16 Administration	10/1/16	9/30/17	3,649	3,649	100.00%	0
TAA PY17 Administration	10/1/17	6/30/18	21,241	13,218	62.23%	8,023
Total Employer services			1,768,414	1,205,856	68.20%	562,558
Welfare Transition						
Welfare Transition Program Jul-Sep	7/1/17	12/31/17	596,509	596,509	100.00%	-
Welfare Transition Program Oct-June	10/1/17	6/30/18	1,759,525	1,432,493	81.41%	327,032
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	820,449	77.26%	241,551
Total Welfare Transition			3,782,034	3,198,461	84.58%	583,573
Direct Services						
Reemployment & Eligibility Assessments 17	1/1/17	12/31/17	224,258	224,258	100.00%	(0)
Reemployment & Eligibility Assessments 18	1/1/18	12/31/18	190,230	135,556	71.26%	54,674
NEG OP	7/1/16	6/30/18	186,937	117,616	62.92%	69,321
NEG Hurricane Maria	10/1/17	9/30/18	50,000	-	0.00%	50,000
Robotics/Mechatronics Earmark Grant	7/1/17	6/30/18	400,000	303,667	75.92%	96,333
DDL- Youthbuild 2016	10/1/16	2/16/20	638,887	381,912	59.78%	256,975
DCF - Food for Families	9/1/17	12/31/17	635,000	592,879	93.37%	42,121
Florida Makes	3/1/17	2/28/18	366,602	114,280	31.17%	252,322
Americorp	8/1/17	7/31/18	193,614	55,303	28.56%	138,311
Able Trust	7/1/17	6/30/18	109,012	48,369	44.37%	60,643
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	11,888	32.37%	24,836
Science Center/STEMe	7/1/17	6/30/18	415,000	342,316	82.49%	72,684
Total Direct Services			4,464,738	2,898,688	64.93%	1,566,050
Grand Total			\$ 16,262,280	\$ 11,913,621	73.26%	\$ 4,348,659

Financial Planning FY'19

	Workforce Innovation & Opportunity Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	CareerSource Pinellas Budget PY 18-19
REVENUE					
2018 AWARDS	4,130,152	1,554,688	2,248,158	1,140,000	9,072,998
CARRYFORWARD	2,126,334	115,000	-	250,000	2,491,334
TOTAL REVENUE	6,256,486	1,669,688	2,248,158	1,390,000	11,564,332
EXPENDITURES:					
CAREERSOURCE PINELLAS ADMIN Indirect Cost Rate	406,672	176,747	146,130	90,350	819,899
PROJECTED EXPEND	406,672	176,747	146,130	90,350	819,899
TOTAL ADMIN % FUNDS AVAIL	6.5%	10.6%	6.5%	6.5%	7.1%
PROGRAM SERVICES:					
SERVICE PROVIDER:					
Business Services	778,192	-	207,806	324,002	1,310,000
Resource Room Services	-	-	-	-	-
Case Management	1,183,000	625,000	985,000	148,500	2,941,500
Participant	1,390,000	225,000	385,000	30,000	2,030,000
Pinellas Education Foundation					
Out of School Staff	200,000	-	35,000	-	235,000
Out of School Participant	250,000	-	35,000	-	285,000
In School Youth Staff	10,000	-	-	-	10,000
In School Youth Participant	15,000	-	-	-	15,000
Junior Achievement	-	-	150,000	-	150,000
Gulf Coast - NCEP	-	-	-	-	-
SUB TOTAL SERVICE PROVIDER	3,826,192	850,000	1,797,806	502,502	6,976,500
CAREERSOURCE PINELLAS SUPPORT SERVICES;					
INDIRECT COST RATE	187,695	81,576	67,445	41,700	378,416
PROGRAM STAFF DIRECT	150,000	-	-	597,000	747,000
DEO STAFF TRAVEL	-	10,000	-	-	10,000
ONE STOP CENTER OPERATING	306,856	165,960	111,920	64,264	649,000
MIS/TECHNOLOGY	183,428	107,980	55,960	32,632	380,000
COMMUNITY OUTREACH	11,544	242,982	4,663	7,569	266,758
EMPLOYMENT SERVICES	-	-	-	-	-
EMPLOYED WORKER TRAINING	325,000	-	-	-	325,000
SUBSIDIZED EMPLOYMENT	765,000	-	50,000	-	815,000
TRAINING INCENTIVES/TRAINING	60,000	20,000	-	-	80,000
STAFF INVENTIVES	-	-	-	-	-
ONE STOP STAFF TRAINING	15,343	5,798	5,596	3,263	30,000
SUB TOTAL CAREERSOURCE PINELLAS SUPP SVCS	2,004,866	634,296	295,584	746,428	3,681,174
TOTAL DIRECT CLIENT	5,831,058	1,484,296	2,093,390	1,248,930	10,657,674
REMAINING	18,756	8,645	8,638	50,720	86,759
SUMMARY					
TOTAL AVAILABLE	6,256,486	1,669,688	2,248,158	1,390,000	11,564,332
TOTAL DIRECT CLIENT	5,831,058	1,484,296	2,093,390	1,248,930	10,657,674
TOTAL ADMINISTRATIVE	406,672	176,747	146,130	90,350	819,899
TOTAL BUDGETED COST	6,237,730	1,661,043	2,239,520	1,339,280	11,477,573
REMAINING/(DEFICIENCY)	18,756	8,645	8,638	50,720	86,759

2018–2019 Planning Budget - \$11,564,332

Financial Planning FY'19



Direct Client: \$10,657,674

Quick Poll

Based on what we have covered so far, which of these topics are most in need of more information for strategic planning?

Choose your Top 1

- 1. Understanding performance measures**
- 2. Understanding our budget**
- 3. Understanding Board member responsibilities**

Quiz Question

Under Florida's Sunshine Law, which of these would NOT be considered a "meeting"?

Choose 1 number.

- 1. Hallway talks between Board members**
- 2. Phone calls between Board members**
- 3. Talks between Board members at dinner parties**
- 4. E-mails and letters between Board members**
- 5. Notes to or from another Board member**
- 6. Messages via mutual friends**
- 7. Messages via CSCF staff**
- 8. A discussion with a state legislator**

Sunshine Law

Charles Harris, Attorney

TRENAM Law

DEO Perspective

Shila Salem, Chief

Bureau of One-Stop & Program Support

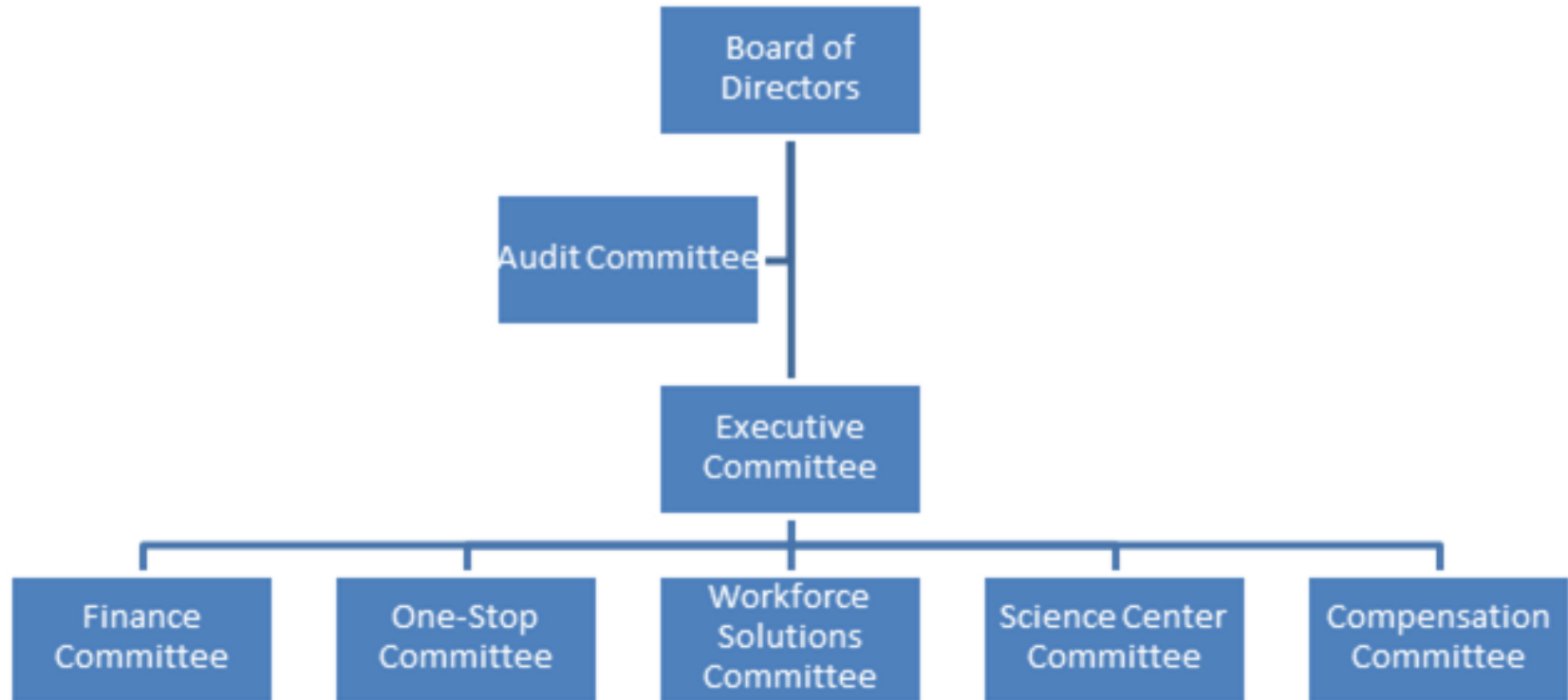
CSPIN By-Laws. Article III. SECTION 2 – Authority and Responsibilities of the Board

The authorities and responsibilities of the Board shall include all authorities and responsibilities delegated to it by applicable federal, state and local laws, regulations, policies and mandates, and shall include:

- ✓ **Establishing and adopting policy for governance**, administration and operation of the CareerSource Pinellas Board of Directors;
- ✓ **Developing, ratifying and submitting or amending the local workforce plan** pursuant to Public Law No. 113-128 WIOA and the provisions of -Florida Statute 445.007 subject to the approval of the Pinellas County Board of County Commissioners;
- ✓ **Coordinating agreements with the Pinellas County Board of County Commissioners** that are necessary to designate the fiscal agent and administrative entity;
- ✓ **Oversight of programs;**
- ✓ **Oversight of administrative costs;**
- ✓ **Oversight of performance outcomes;**
- ✓ **Identifying and selecting providers of training services, intensive services, youth providers and One-Stop Operators** as necessary and applicable;
- ✓ **Developing a budget, subject to the approval of the Pinellas County Board of County Commissioners**, for purposes of carrying out the duties of the Board under applicable state and federal law;
- ✓ **Oversight of the budget;**
- ✓ **Negotiating and reaching agreement on local performance measures;**
- ✓ **Coordinating the workforce investment activities with economic development strategies** and developing other employer linkages with such activities; and
- ✓ **Developing the Regional Targeted Occupations List.**

Board Committees

Board Governance



Call to Action

Please choose one or more committees that you as a Board member would like to be involved in.

Please indicate your interest on the sign-up sheet.

Quick Poll

Which committee are you most interested in?

Choose one number.

- 1. Executive**
- 2. Finance**
- 3. Workforce Solutions**
- 4. Audit**
- 5. One-Stop**
- 6. Compensation**
- 7. Science Center**

**What is the one thing that
excites you most about
participating in this
organization?**



Light Lunch

11:00am – 11:35am

Room 453

Board Meeting

11:45am – 1:00pm

Room 453



Thank you!

CareerSource Florida

Collaborative Labs

Department of Economic Opportunity

TRENAM Law

Workforce Institute

Andrea Henning, Executive Director

Jack and Pat Geller

Luna Jean Pierre Clarke, CSPIN

Milo Paich, Collaborative Labs



TAB 3

FLORIDA'S

SUNSHINE

LAW

SUMMARY OF SUNSHINE LAW REQUIREMENTS

- **Florida's Sunshine Law is found in Article I, Section 24 of the Florida Constitution, and Chapter 286, Florida Statutes.**

⇒ The full 2018 Sunshine Law Manual can be found on the State Attorney's Website:
<http://www.myfloridalegal.com/sun.nsf/sunmanual>

- Any meetings of any board or commission of any state agency, of any county, municipal corporation, or political subdivision, including the Governing Board, must be public meetings conducted in compliance with the provisions of Sec. 286.011, FS ("Sunshine Law").
- A meeting is generally defined as **any discussion (in person, by phone, by e-mail, etc.) between or among 2 or more members of a collegial body** (e.g. board, committee, working group, etc.) about any matter upon which foreseeable action will be taken by the collegial body.
- The issue of what is a "Sunshine" committee is one which can only be determined on a case by case basis. The rule of thumb is that, if there is any possibility that a committee can be said to have been delegated any decision making function normally reserved to the decision maker, the committee should proceed as though it is a Sunshine committee.
- Committees whose sole function is to act as a fact finding or fact gathering body with no decision making or recommending authority are not Sunshine committees.
- The law does not apply to staff meetings unless the staff has been delegated a specific decision making or recommending function by the decision maker. When such delegation has taken place, staff meetings which rank or eliminate options such as selection of vendors, consultants or employment applicants are Sunshine meetings.
- The requirements for a meeting to be considered a "public meeting" are established by law.
- Among the requirements are that notice of a meeting must be published, meetings must occur at a publicly accessible facility, an agenda for a meeting must be available in advance of the meeting, minutes must be kept of all public meetings and the minutes shall be made available for public inspection upon request.
- The law does not require that the public be permitted to participate at the meeting; it does, however, give the public the right to be present at the meeting to witness all aspects of the decision making process. However, other laws may require public participation.
- Certain types of meetings are exempt, but exemptions are narrowly construed. Exemptions include:
 - Settlement discussions between attorneys for a public agency and the board are exempt, subject to conditions.
 - Collective bargaining discussions between a chief executive and the board are exempt.
 - Liability claims evaluation meetings of a self-insured agency are exempt.

Violations of the Sunshine Law can result in:

- Invalidation of the action found to have been taken in violation of the law, including an award of attorney fees to the party proving the violation.
- A fine in an amount not to exceed \$500 or a criminal penalty (i.e. jail time), if a person is found to have knowingly violated the law.

FREQUENTLY ASKED QUESTIONS

- **What is the Sunshine Law?**

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two (2) or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements, with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.

- **What are the requirements of the Sunshine law?**

The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.

- **What agencies are covered under the Sunshine Law?**

The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.

- **Are federal agencies covered by the Sunshine Law?**

Federal agencies operating in the state do not come under Florida's Sunshine law.

- **Does the Sunshine Law apply to the Legislature?**

Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.

- **Does the Sunshine Law apply to members-elect?**

Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.

- **What qualifies as a meeting?**

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the

public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

- **Can a public agency hold closed meetings?**

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

- **Does the law require that a public meeting be audio taped?**

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.

- **Can a city restrict a citizen's right to speak at a meeting?**

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than everyone present.

- **Can private citizens videotape a public meeting?**

A public board may not prohibit a citizen from videotaping a public meeting through the use of non-disruptive video recording devices.

- **Can a board vote by secret ballot?**

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.

- **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

- **What is a public record?**

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

- **Can I request public documents over the telephone and do I have to tell why I want them?**

Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.

- **How much can an agency charge for public documents?**

The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.

- **Does an agency have to explain why it denies access to public records?**

A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.

- **When does a document sent to a public agency become a public document?**

As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.

- **Are public employee personnel records considered public records?**

The rule on personnel records is the same as for other public documents. Unless the Legislature has specifically exempted an agency's personnel records or authorized the agency to adopt rules limiting public access to the records, personnel records are open to public inspection. There are, however, numerous statutory exemptions that apply to personnel records.

- **Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?**

No. To allow the maker or sender of documents to dictate the circumstances under

which documents are deemed confidential would permit private parties instead of the Legislature to determine which public records are public and which are not.

- **Are arrest records public documents?**

Arrest reports prepared by a law enforcement agency after the arrest of a subject are generally considered to be open for public inspection. At the same time, however, certain information such as the identity of a sexual battery victim is exempt.

- **Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?**

The Sunshine Law provides for a right of access to inspect and copy existing public records. It does not mandate that the custodian give out information from the records nor does it mandate that an agency create new records to accommodate a request for information.

- **What agency can prosecute violators?**

The local state attorney has the statutory authority to prosecute alleged criminal violations of the open meetings and public records law. Certain civil remedies are also available.

- **What is the difference between the Sunshine Amendment and the Sunshine Law?**

The Sunshine Amendment was added to Florida's Constitution in 1976 and provides for full and public disclosure of the financial interests of all public officers, candidates and employees. The Sunshine Law provides for open meetings for governmental boards.

- **How can I find out more about the open meetings and public records laws?**

Probably the most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office. The manual is updated each year and is available for purchase through the First Amendment Foundation in Tallahassee. For information on obtaining a copy, contact the **First Amendment Foundation at (850) 224-4555**.

Source: <https://myfloridalegal.com/>

TAB 4



BY-LAWS

The provisions of this document constitute the By-Laws of WorkNet Pinellas, Inc., a Florida not-for-profit corporation, which shall be utilized to govern the management and operation of WorkNet Pinellas, Inc. for all purposes.

ARTICLE I – NAME, SERVICE AREA, AND OFFICE LOCATION

SECTION I – Name

The name of the organization shall be WorkNet Pinellas, Inc. doing business as and hereinafter referred to as CareerSource Pinellas.

SECTION 2 – Service Area

CareerSource Pinellas, serving as the Local Area Workforce Development Board by CareerSource Florida, Inc., the State of Florida Workforce Development Board, shall primarily serve the employers and residents of Pinellas County, Florida. Other geographical areas may be served as determined by the CareerSource Pinellas Board of Directors.

SECTION 3 – Office Location

The official office location and mailing address shall be as determined by the Executive Committee of CareerSource Pinellas.

ARTICLE II – PURPOSE AND USE OF FUNDS

SECTION I – Purpose

The purposes for which CareerSource Pinellas is formed, and its business goals and objectives are as follows:

- A. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of customers, both employers and job seekers alike.
- B. To administer workforce programs and act as a fiscal agent and administrative entity as defined by the Federal Workforce Innovation and

Opportunity Act (WIOA), authorized by the State of Florida, the U.S. Department of Labor, and in agreement with the Pinellas County Board of County Commissioners serving as the Chief Elected Official (CEO).

- C. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the community.
- D. To place special emphasis on service to welfare recipients, economically disadvantaged adults and youth, dislocated workers, and individuals and employers needing workforce development services as identified in the CareerSource Pinellas strategic plan.

SECTION 2 – Use of Funds

CareerSource Pinellas shall direct the receipt and expenditure of funds in accordance with the approved local plans and budget, and all applicable Federal, State or Local Laws. This shall be done in ways that will most effectively satisfy the labor demand needs of the residents and business community to enhance the economic well-being of the area.

ARTICLE III - BOARD MEMBERSHIP

SECTION I – Governing Body

CareerSource Pinellas shall be governed by a Board of Directors, to be appointed as provided herein.

SECTION 2 – Authority and Responsibilities of the Board

The authorities and responsibilities of the Board shall include all authorities and responsibilities delegated to it by applicable federal, state and local laws, regulations, policies and mandates, and shall include:

- A. Establishing and adopting policy for governance, administration and operation of the CareerSource Pinellas Board of Directors;
- B. Developing, ratifying and submitting or amending the local workforce plan pursuant to Public Law No. 113-128 WIOA and the provisions of Florida Statute 445.007 subject to the approval of the Pinellas County Board of County Commissioners;
- C. Coordinating agreements with the Pinellas County Board of County Commissioners that are necessary to designate the fiscal agent and administrative entity;
- D. Oversight of programs;
- E. Oversight of administrative costs;
- F. Oversight of performance outcomes;
- G. Identifying and selecting providers of training services, intensive

- services, youth providers and One-Stop Operators as necessary and applicable;
- H. Developing a budget, subject to the approval of the Pinellas County Board of County Commissioners, for purposes of carrying out the duties of the Board under applicable state and federal law;
- I. Oversight of the budget;
- J. Negotiating and reaching agreement on local performance measures;
- K. Coordinating the workforce investment activities with economic development strategies and developing other employer linkages with such activities; and
- L. Developing the Regional Targeted Occupations List.

SECTION 3 – Authority of Individual Board Members

Board members have authority over the affairs of CareerSource Pinellas only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is taken when carrying out specific instructions by the Board of Directors of CareerSource Pinellas.

SECTION 4 - Categories of Board Membership

All the members of the Board of Directors of CareerSource Pinellas shall be appointed by the Pinellas County Board of County Commissioners in accordance with Federal and State legislation, regulations and policies and shall be made from the following categories:

- A. Representatives of business. These individuals shall constitute a majority of the membership of the Board, and shall be individuals; who are owners, chief executive officers, or other individuals with optimum policymaking or hiring authority, provide employment opportunities that include high-quality, work relevant training and development in in-demand industry sectors or occupations, and are nominated for these seats by local business, professional and trade organizations.
- B. Not less than 20 percent shall be representatives; of local labor organizations nominated by local labor federations, member of a local labor organization or a training director from a joint labor-management apprenticeship program, or if no joint program exists an individual from an apprenticeship program, **MAY** include community based organizations that have demonstrated experience and expertise in addressing employment needs of individuals with barriers, including organizations that serve veterans or individuals with disabilities, and out of school youth,
- C. Representatives of education and training shall include; providers administering adult education and literacy activities under WIOA title II, institutions of higher education providing workforce investment activities (including community colleges), **MAY** include local educational agencies and community based organizations with expertise in education and training

- of individuals with barriers to employment.
- D. Representatives of governmental, and economic and community development entities; economic and community development entities, State Employment office/Wagner-Peyser Act 29 U.S.C. 720 et seq, WIOA title I of rehabilitation act of 1973, **MAY** include agencies representing transportation, housing, public assistance, and philanthropic organizations. Representatives of entities or individuals as the chief elected official determine to be appropriate.
 - E. All representatives must have optimum policymaking authority
 - F. An individual may be appointed as a representative of more than one agency if the individual meets all criteria for such representation. If an individual represents more than one membership area, he or she must be appropriately nominated by the organization or entity he or she will represent and must have optimum policymaking authority within each agency represented. This shall be determined by the Pinellas County Board of County Commissioners.
 - G. A representative with “optimum policymaking authority” is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
 - H. Nominees shall represent the urban and suburban nature of Pinellas County as well as the demographic, ethnic, and gender characteristics reflective of the County.
 - I. The Chairman of the Pinellas County Board of County Commissioners or his/her designee from the Board of County Commissioners, shall fill one of the mandatory seats on the Board as appropriate and as established by Federal and State legislation, regulations and/or policies.

SECTION 5 – Appointment of Board Members

- A. Members of the CareerSource Pinellas Board of Directors shall be appointed by the Pinellas County Board of County Commissioners subject to the provisions of WIOA and its regulations, and pursuant to the Florida Workforce Innovation Act and policies established by the Governor for the State of Florida. The maximum number of Board members and the categories of membership shall conform to Federal and State legislation, regulations and policies.
- B. The CareerSource Pinellas Board may make recommendations regarding nominations to the Pinellas County Board of County Commissioners. Such nominations shall be in accordance with the nomination process set forth in the governing statutes. Appointments to the Board shall be at the discretion of the Pinellas County Board of County Commissioners.
- C. Members of the Board shall serve at the pleasure of the Pinellas County Board of County Commissioners.

ARTICLE IV – BOARD OF DIRECTORS

SECTION I – Terms of Membership

- A. Members of the Board shall serve for fixed and staggered terms of two years with the exceptions described within these By-Laws.
- B. In accordance with the federal law and Florida State law, whenever a mandatory seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, their term of office shall not expire except and unless the federal or state statute is amended to exclude the position.
- C. If a member resigns prior to the expiration date of his/her term in office, nominations for filling the vacancy shall be made to the Pinellas County Board of County Commissioners in the same manner as is described within these By-Laws. Upon appointment, the new member shall serve the unexpired term of the member whose vacancy he/she is filling.
- D. The Chairman of the Pinellas County Board of County Commissioners, or his or her designee, is not subject to the Board membership term limits specified herein.

SECTION 2 – Resignation

A member may resign his or her membership on the CareerSource Pinellas Board at any time by submitting a resignation in writing to the Chair or President & CEO. In the case of the resignation of the Chair, a resignation shall be submitted in writing to the Chair Elect or President & CEO. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation by the Chair.

Three (3) consecutive absences from regularly scheduled meetings of the CareerSource Pinellas Board without an excuse approved by the Chair shall constitute a de facto resignation of the Board member. Three (3) consecutive absences from regularly scheduled committee meetings of CareerSource Pinellas, without an excuse approved by the committee chair, shall constitute a de facto resignation of the committee member from that committee. De facto resignation from a committee will not impact the individuals' membership on the Board or membership on other committees.

SECTION 3 – Revocation of Membership

The Executive Committee may, by a two-thirds affirmative vote at a meeting where a quorum has been established, recommend revocation of membership to the Pinellas County Board of County Commissioners for the following reasons:

- A. Should a Board member cease to represent the category to which they were appointed to fill on the Board through change in status;
- B. Disability, illness or inability to perform their duties on the Board; or
- C. Unethical or illegal practices or actions.

SECTION 4 – Notification of Vacancies

The Chair of the Board will notify the Board of County Commissioners when vacancies occur through written correspondence with the Commissioner assigned to serve on the board of directors and will annually submit written notification of all vacancies at the beginning of each fiscal year.

ARTICLE V - BOARD OFFICERS

The Officers of CareerSource Pinellas shall consist of a Chair, a Chair Elect, a Vice Chair, a Secretary and a Treasurer. The Chairman of the Pinellas County Board of County Commissioners, or his/her designee from the Board of County Commissioners, shall occupy the Vice Chair position.

SECTION 1- Election of Officers

The Chair, Chair Elect, Treasurer, and Secretary of the CareerSource Pinellas Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the CareerSource Pinellas Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.
- C. The CareerSource Pinellas Chair, Chair Elect and Treasurer shall be selected from among the representatives of the private sector Board members.

SECTION 2 – Duties of Officers

- A. Duties of the Chair shall include:
 - Presiding at all meetings of the CareerSource Pinellas Board of Directors;
 - Serving as chair of the Executive Committee;
 - Making all committee chair appointments;
 - Calling special meetings of the Board;
 - Establishing Ad-Hoc Committees as deemed necessary to conduct the business of the Board and make appointments thereto;
 - Serving as a member of the Executive Committee;
 - Serving as a member of the Audit Committee: and
 - Performing all duties incident to the office of Chair.

- B. Duties of the Chair Elect shall include:
 - Presiding over meetings in the absence of the Chair;
 - Serving as a member of the Executive Committee; and
 - Performing all duties incident to the office of Chair in the absence of the Chair.

- C. Duties of the Treasurer shall include:
 - Serving as a member of the Executive Committee;
 - Serving as a member of the Audit Committee;
 - Serving as Chair of the Finance Committee; and
 - Making a report on the financial status at each regular meeting of the Board.

- D. Duties of the Secretary shall include:
 - Serving as a member of the Executive Committee;
 - Signing all bank resolutions; and
 - Reviewing all Board minutes prior to official adoption by the Board of Directors.

- E. Duties of the Vice Chair shall include:
 - Presiding over meetings in the absence of the Chair and the Chair Elect;
 - Serving on the Audit Committee; and
 - Ensuring compliance with the inter-local agreement.

SECTION 3 – Terms of Office

The term of office for the Chair, Chair Elect, Secretary and Treasurer of CareerSource Pinellas shall be for one (1) year, from July 1 through June 30.

CareerSource Pinellas Officers may serve two consecutive terms of one year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two consecutive terms, the Officer shall then step down from their position for a minimum of one year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

The Vice Chair is not subject to the Officer term limits specified herein.

SECTION 4 – Vacancy in One of the Officer Positions

If a vacancy in any office but the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting. If the office of Chair becomes vacant, the Chair Elect will assume the office of Chair.

ARTICLE VI – COMMITTEES

SECTION 1 – Standing Committees

The Standing Committees of CareerSource Pinellas shall be the Executive Committee, the One Stop Committee, the Workforce Solutions Committee, the Finance Committee, and the Audit Committee. In addition, there may be such ad hoc committees as determined necessary by the Chair.

Other than those committees required by law, CareerSource Pinellas may vote to expand or combine Committees as appropriate for the efficient operation of the business of CareerSource Pinellas.

SECTION 2 – Terms of the Executive Committee members and Committee Chairs

CareerSource Pinellas Executive Committee Members and Committee Chairs may serve in those positions for two consecutive terms, if re-elected or re-appointed and shall then step down from their position for a minimum of a year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

SECTION 3 – General Committee Membership

- A. A committee member, with the exception of an Executive Committee member, may designate an alternate in writing who shall have the powers, including voting, of the committee member when that alternate attends committee meetings in lieu of the committee member. No member or delegate may vote through proxy.
- B. CareerSource Board members shall comprise a majority of each committee.
- C. The Chair of any standing committee with the exception of the Executive Committee, at his/ her discretion, may appoint board and non-board members to serve on the committee.
- D. Non-board committee members shall serve for a two-year term from their appointment date. Terms are renewable for additional two-year periods at the discretion of the committee chairperson.

SECTION 4 – Executive Committee Membership, Duties and Responsibilities

CareerSource Pinellas shall have an Executive Committee consisting of the Officers, the Chairs of the Standing Committees, Past Chair, and up to five at-large members appointed by the Chairperson.

The Executive Committee shall have and exercise the authority of the Board of Directors in the governance of the affairs of CareerSource Pinellas with the exception of adopting, repealing, or amending these By-Laws. Delegation of this authority to the Executive Committee shall not relieve the Board of Directors or any individual Director of any responsibility imposed on it, or him or her, by the Bylaws or by any applicable law.

Duties of the Executive Committee shall also include, but are not limited to:

- Reviewing qualifications of individuals nominated to serve on the Board of Directors and forwarding nominations with recommendations and rationale for appointment or non-appointment to the Board of Directors for action. If approved by the Board, the nominations shall be submitted to the Pinellas County Board of County Commissioners for its consideration; and
- Planning, conducting and/or recommending Board Member development or in-service activities.
- Approving the early termination of a previously selected Audit firm, before the natural end date of the firm's contract.

SECTION 5 – One Stop Committee Membership, Duties and Responsibilities

The One Stop Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the One Stop Committee Chair. The One Stop Committee shall be responsible for:

- Providing assistance with planning, operational and other issues relating to the one-stop delivery system;
- Providing assistance with planning, operational, and other issues relating to the provision of services to youth;
- Providing assistance with planning, operational and other issues relating to the provision of services to individuals with disabilities;
- Reviewing the plans and services of other agencies and one-stop partners with the intent to improve coordination of services;
- Reviewing customer survey feedback to ensure customer input is made part of the plan of service;
- Reviewing the enrollment and training of individuals under the Workforce Investment Act;
- Reviewing the services delivered to welfare transition customers;
- Reviewing services and programs delivered to recognized target groups;
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee's annual strategic plan; and
- Planning for future changes and improvements to the one-stop system.

SECTION 6 – Workforce Solutions Committee Membership, Duties and Responsibilities

The Workforce Solutions Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Workforce Solutions Committee Chair. The Workforce Solutions Committee shall be responsible for:

- Reviewing and approving the services and programs delivered to employers;
- Reviewing and approving training vendor applications and other actions pertaining to training vendors;
- Reviewing periodic training vendor performance reports;
- Reviewing the region's activities related to targeted industries;
- Creating and maintaining the regional targeted occupations list; and
- Reviewing and approving the Board's partnerships with economic development organizations and other business associations in accordance with the committee's annual strategic plan.

SECTION 7 – Finance Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight responsibilities regarding the fiscal affairs of the Agency. The Committee's responsibilities shall include, but are not limited to:

- Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;
- Reviewing and approving all subsequent modifications to the budget;
- Reviewing the annual audit and accompanying management letters with agency responses;
- Providing oversight through review of monitoring reports;
- Reviewing the agency's periodic financial statements and report on the organizations financial status at each meeting of the Executive Committee; and
- Serving on procurement review panels at the request of the President and CEO and/or CFO.

SECTION 8 – Audit Committee Membership, Duties and Responsibilities

The Audit Committee shall consist of the County Commissioner serving as the Vice-Chair on the CareerSource Pinellas Board of Directors, two members appointed by the Board of County Commissioners, the Chair of the CareerSource Pinellas Board of Directors, and the CareerSource Pinellas Treasurer .. No staff member of either the County or CSPIN shall serve on the Audit Committee, but may serve as staff to the Committee. CSPIN's Finance Director shall serve as primary staff to the Audit Committee.. The Audit Committee shall be responsible for:

- Arranging and procuring the annual audit of any and all programs operated by CareerSource Pinellas in compliance with OMB Circular A-133, including the selection of an audit firm and approving annual audit plans
- Reviewing reports on the monitoring of activities, operations and expenditures under

- the programs operated by CareerSource Pinellas; and
- Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Pinellas programs or county staff as determined by the Audit Committee.

SECTION 11 – Ad-Hoc Nominating Committee Duties and Responsibilities

The Chair of CareerSource Pinellas shall appoint the Chair and members of the ad-hoc Nominating Committee from among the membership of the Board. The responsibilities of The Nominating Committee shall include:

- Meeting prior to the fourth quarterly or annual board meeting to select a slate of Officers to be presented to the CareerSource Pinellas Board at the annual meeting; and
- Reviewing Board members' length of service and recommending renewal of membership to the Executive Committee as appropriate.

SECTION 12 – Science Center Committee Membership, Duties and Responsibilities

The Science Center Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the Science Center Committee Chair. The Science Center Committee shall be responsible for:

- Providing assistance with planning, operational and other issues relating to the Science Center of Pinellas
- Providing assistance with planning, operational, and other issues relating to the provision of STEM programs;
- Reviewing services delivered to individuals enrolled in employability skills programs
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee's annual strategic plan; and
- Providing oversight of STEIC Information Technology education programs

SECTION 13 – Compensation Committee Membership, Duties and Responsibilities

The Compensation Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Compensation Committee Chair. The Compensation Committee shall be responsible for:

- Reviewing and evaluating employee performance review process
- Reviewing and evaluating employees benefits program and implement necessary changes
- Evaluating and approving training policies to ensure that employees meet the necessary requirements under the Workforce Investment and Opportunity Act
- Providing assistance with planning, operational and other issues relating to the provision of fair labor practices in the workplace

ARTICLE VII - MEETINGS

SECTION 1 – Notice, Minutes, etc.

- A. Regular meetings of CareerSource Pinellas Board and Committees of the Board shall be held at a place to be determined by the members, at such times and as often as they may deem necessary.
- B. The President & CEO or his/her designee shall send written notice of each Board and Committee meeting to the members at such times and as often as they may deem necessary.
- C. The public shall be informed of Board and Committee meetings through notice(s), which shall state the purpose of the meeting, the time and the place. Special meeting notices shall state the purpose of the meeting and whether it has been called by the Chair or by petition.
- D. All Board and Committee meetings shall be subject to the Sunshine and Open Meeting Laws of the State of Florida.
- E. The CareerSource Board may allow one or more members to participate in Board and Committee meetings by telephone or other types of communications technology provided that access be given to the public at such meetings through the use of such devices as a speaker telephone that would allow the absent member or members to participate in discussions to be heard by other board members and the public to hear discussions taking place during the meeting.
- F. Special meetings of members may be called at any time by the CareerSource Pinellas Chair or by a petition signed by not less than twenty-five percent (25%) of the membership of CareerSource Pinellas, setting forth the reason for calling such a meeting.
- G. CareerSource Pinellas committees shall meet at the call of the Committee Chair, the Committee Vice Chair or the CareerSource Pinellas Board Chair.
- H. Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

SECTION 2 – Limitation on Participation

Participation in Board meetings and Executive Committee meetings shall be limited to members of the Board, Committees and staff with the following exceptions:

- A. Regularly scheduled agenda items that call for reports or participation by non- members.
- B. A time shall be set on the agenda for the receipt of public comment.

SECTION 3 – Parliamentary Procedures

When parliamentary procedures are not covered by these by-laws, Robert's Rules of Order, Revised, shall prevail.

ARTICLE VIII – QUORUM AND VOTING

SECTION 1 – Quorum

- A. A quorum of the Board shall consist of one-third (33%) of the Board membership.
- B. A quorum of the Executive Committee shall consist of one-third (33%) of the Executive Committee members.
- C. Except for the Executive Committee, the number of Committee Members present for a committee meeting shall constitute a quorum for the purpose of conducting the business of the Committee.
- D. Board members participating by telephone or other types of communications technology will be included as part of the quorum as a quorum does not have to be physically present to conduct business.

SECTION 2 – Voting and Related Party Contracts

- A. Any action that may be taken by the CareerSource Pinellas Board of Directors or a committee of the Board shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the members in attendance at a meeting where a quorum has been established.
- B. Each member of the CareerSource Pinellas Board of Directors shall have one (1) vote when present at a meeting of the Board, whether in person or by phone or other type of communication technology. Members may not vote by proxy.
- C. Voting privileges of non-board members selected to serve on a committee are limited to that committee.
- D. A member of the Board who is present, either in person or by other communication means, at a meeting of the Board or a committee of the Board at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent is declared and entered in the minutes of the meeting
- E. When an issue presents a possible conflict of interest to a member, said member shall disclose the conflict of interest and shall abstain from voting on said issue. A conflict of interest is any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents, or any matter which would financially benefit such member or any organization such member represents.
- F. Contracts awarded to members of the CareerSource Pinellas Board of

Directors shall require a 2/3 affirmative vote of the quorum in attendance at the Board meeting.

- G. A Board member acting as presiding Officer at a meeting of the Board or a Committee of the Board held pursuant to these By-Laws shall be entitled to vote on the same basis as if not acting as the presiding Officer.
- H. Any item considered, voted on and approved by a committee of the CareerSource Board of Directors, excluding approval of meeting minutes and adjournment of meeting, shall be brought forth to the Executive Committee for consideration at its next meeting.

SECTION 3 – Consent Agenda

As soon as practicable following a meeting of the Executive Committee, minutes of the meeting shall be transmitted to Members of the Board of Directors. Any Board Member shall have five (5) days from receipt of the minutes within which to request that an action of the Executive Committee be brought before the full Board. If no such request is made, the action of the Executive Committee shall stand.

ARTICLE IX - AMENDMENTS

These By-laws may be amended or replaced by an affirmative vote of two-thirds of the membership of the CareerSource Pinellas Board, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than five (5) days prior to the meeting at which such amendment or repeal is acted upon.

ARTICLE X - GENERAL PROVISIONS

Nothing in these By-laws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations or the units of the local elected officials or governments party to the consortium agreement.

ARTICLE XI - INDEMNIFICATION

SECTION I – Indemnification of Board Members

CareerSource Pinellas, Inc. shall indemnify any CareerSource Pinellas Board member, staff person, Officer, or former CareerSource Pinellas Board member, staff person, or Officer for expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been a CareerSource Pinellas Board member, staff person, or Officer, except in relation to matters in which he or she was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his or her CareerSource Pinellas duties.

SECTION 2 – Rights to Indemnification

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

SECTION 3 – Indemnification Insurance

CareerSource Pinellas and the Pinellas County Board of County Commissioners shall have the power to purchase and maintain insurance sufficient to meet this Article's indemnification requirements.

ARTICLE XII - ENACTMENT PROVISION

These By-laws shall become effective after approval by a two-thirds vote of the membership after due notice to the membership. Reasonable notice shall be given prior to the meeting at which these By-laws are enacted.

These amended By-Laws were adopted as of this 6/21/2017.

TAB 5

LOCAL WORKFORCE DEVELOPMENT BOARD 14 (LWDB) MEMBERSHIP

No.	F. Name	L. Name	Areas of Representation	Nominating Organization	Gender	Race	Period of Appointment
1	Vivian	Amadeo	Business	Tampa Bay Beaches Chamber of Commerce	Female	Hispanic	6/30/2020
2	William	Apple	Business	Refrigeration and AC Contractors Association	Male	White	6/30/2020
3	Jody	Armstrong	Workforce	CEO	Female	White	6/30/2020
4	Robert	Arnold	Business	Largo Mid-Pinellas Chamber of Commerce	Male	White	6/30/2019
5	Justin	Bean	Business	St Petersburg Chamber of Commerce	Male	White	6/30/2020
6	Candida	Duff	Business	Pinellas Economic Development Council	Female	Other	6/30/2019
7	James	England	Business	Central Pinellas Chamber of Commerce	Male	White	6/30/2020
8	Celeste	Fernandez	GRO-Public Assistance	FL Department of Children and Families	Female	White/Hispanic	6/30/2018
9	David	Fetkenher	Business	Upper Tampa Bay Manufacturing Association	Male	White	6/30/2018
10	David	Fries	Business	Tampa Bay Technology Forum	Male	White	6/30/2019
11	Jack	Geller	Business	Greater Largo Chamber of Commerce	Male	White	6/30/2019
12	Patricia	Gerard	GRED	Pinellas County Economic Development	Female	White	N/A
13	Michael	Gliner	Business	Pinellas Economic Development Council	Male	White	6/30/2019
14	Barclay	Harless	Business	St Petersburg Chamber of Commerce	Male	White	6/30/2019
15	Andrea	Henning	OS Partner- ETPC	St Petersburg College President- Dr. Williams	Female	White	6/30/2019
16	John	Howell	GRVRD	DOE-Vocational Rehabilitation	Male	White	6/30/2019
17	Mark	Hunt	OS Partner- ETPA	Dr. Grego- PCS Superintendent	Male	White	6/30/2020
18	Michael	Jalazo	Workforce	Self	Male	White	6/30/2019
19	Jack	Jarrell	WOLO	West Coast Federation of Labor	Male	White	6/30/2018
20	Carolyn	King	Workforce-OSY	Pinellas Opportunity Council	Female	Black	6/30/2019
21	Samuel	Kolapo	Workforce- JobCorps	Odle Management	Male	Black	6/30/2019
22	Adrian	LaTrace	Business	Florida Medical Manufacturers Consortium	Male	White	6/30/2019
23	William	Law	Other	Self	Male	White	6/30/2020
24	Karla	Leavelle	Business	Manufacturing Extension Partnership	Female	White	6/30/2019
25	Russell	Leggette	WOJ	Joint Apprenticeship Training Council	Male	White	6/30/2018
26	Kim	Marston	Business	Suncoast League of Cities	Male	White	6/30/2019
27	Kay	McKenzie	Business	Central Pinellas Chamber of Commerce	Female	White	6/30/2020
28	Michael	Meidel	GRED	Pinellas County Economic Development	Male	White	6/30/2019
29	Ronald	Morgan	Workforce	Self	Male	Native American	6/30/2020

30	Debbie	Passerini	Business	Goodwill-Suncoast	Female	White	6/30/2019
31	Rebecca	Sarlo	ETPA	Self	Female	White	6/30/2020
32	Chad	Simpson	Business	St Petersburg Chamber of Commerce	Male	White	6/30/2020
33	Scott	Wagman	Business	St Petersburg Chamber of Commerce	Male	White	6/30/2020
34	Zachary	White	Workforce	Self	Male	White	6/30/2019
35	Kenneth	Williams	Workforce	Teamsters Local Union 79	Male	White	6/30/2020
36	Glenn	Willocks	Business	Tampa Bay Beaches Chamber of Commerce	Male	White	6/30/2020

AREA(S) OF REPRESENTATION CODES

BU – Business

WOLO – Workforce-Labor Organization

WOJ – Workforce-Joint labor-management Apprenticeship Program

WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)

WOV – Workforce-Community-based Organizations representing Veterans (optional)

WOY – Workforce-Community-based Organizations representing Youth (optional)

ETPA – Education and Training Provider-Adult Education and Literacy

ETPC – Education and Training Provider-Institution of Higher Education

ETPO – Education and Training Provider-Other Providers (optional)

GRED – Government Representative-Economic Development

GRES – Government Representative-Employment Service

GRVRD – Government Representative-Vocational Rehabilitation

GRO – Government Representative-Other (optional)

OTHER – Other (please specific group/program being represented) (optional)

DEMOGRAPHICS CODES

GENDER CODES

M – Male

F – Female

RACE/ETHNIC CODES

W – White (not Hispanic)

B – Black/African American (not Hispanic)

W/H – White and Hispanic

B/H – Black and Hispanic

O – Other

OTHER CODES

D – Disabled individual

OI – Older individual

V – Veteran



2018 – 2019 Committee Assignments – “Draft”

Executive Committee

- | | |
|---|----------------------------------|
| 1. Jack Geller (Board Chairman) | 7. (Science Center Chair) |
| 2. Karla Leavelle (Chair-Elect/ Compensation Chair) | 8. John Howell (One Stop Chair) |
| 3. David Fetkenher (Treasurer/ Finance Chair/Audit) | 9. Barclay Harless (At Large) |
| 4. Commissioner Patricia Gerard (Vice Chair) | 10. Scott Wagman (At Large) |
| 5. Michael Meidel (Board Secretary) | 11. Robert Arnold (At Large) |
| 6. Michael Gliner (Workforce Solutions Chair) | |

Finance Committee

1. **David Fetkenher (Chair)**
2. Jack Geller
3. Karla Leavelle
4. Barclay Harless
5. Dr. William Law
6. Adrian LaTrace

Audit Committee

1. **David Fetkenher (Chair)**
2. County Appointee
3. Comm. Patricia Gerard
4. Jack Geller
5. County Appointee

Compensation Committee

1. **Karla Leavelle (Chair)**
2. Jack Geller
3. Dr. Robert Arnold
4. Michael Gliner
- 5.
- 6.
- 7.
- 8.

One-Stop Consortium

- | | |
|-------------------------------|--------------------|
| 1. John Howell (Chair) | 9. Gloria Campbell |
| 2. Celeste Fernandez | 10. Samuel Kolapo |
| 3. Russell Leggette | 11. Candida Duff |
| 4. Carolyn King | 12. |
| 5. Jack Jarrell | 13. |
| 6. Andrea Henning | 14. |
| 7. Mark Hunt | 15. |
| 8. Debbie Passerini | 16. |

Workforce Solutions Committee

- | | |
|----------------------------------|---------------------|
| 1. Michael Gliner (Chair) | 10. Candida Duff |
| 2. Jason Krupp | 11. Adrian La Trace |
| 3. David Fries | 12. Chad Simpson |
| 4. Kim Marston | 13. Zachary White |
| 5. Mark Hunt | 14. Michael Jalazo |
| 6. Diane Hufford | 15. Dr. William Law |
| 7. Rob Wolf | 16. |
| 8. Andrea Henning | 17. |
| 9. Jody Armstrong | 18. |

Science Center Committee

- | | |
|-------------------|-------------------------|
| 1. (Chair) | 10. Chad Simpson |
| 2. David Fries | 11. Bill Apple |
| 3. John Kearney | 12. Kim Marston |
| 4. Shri Goyal | 13. Dr. Michael Laverty |
| 5. Lenne Nicklaus | 14. Jim Sampey |
| 6. Samuel Kolapo | 15. |
| 7. Michael Jalazo | 16. |
| 8. Jody Armstrong | 17. |
| 9. Adrian LaTrace | 18. |

Workforce Acronyms

Acronym	Complete Name	Definition
AD	Adult - customer under WIOA	An individual 18 years or older, authorized to work in US, requesting services under WIOA. Priority must be given to low-income, those receiving public assistance, individuals who are basic skills deficient and veterans.
ADA	Americans with Disabilities Act	Federal law that prohibits discrimination based on disability.
AWAP	Average Wage at Placement	The average hourly wage rate of all individuals who entered employment working at least 20 hours per week.
BLS	Bureau of Labor Statistics	Unit of the US Dept. of Labor; collects, processes, analyzes, and disseminates essential data to the public, Congress, Fed. Agencies, state/local gov't, businesses, labor reps.
CAP	Corrective Action Plan	Plan for making improvements to an organization's processes or an individual's performance to eliminate causes of nonconformities/undesirable situations.
CBO	Community Based Organization	An organization that has as its mission to bring about improvement in the social well being of individuals, groups, and neighborhoods.
CFR	Code of Federal Regulations	Rules published in the Federal Register by the executive departments and agencies of the federal government.
CSPIN	CareerSource Pinellas	Local workforce investment agency delivering services in Pinellas County - designated by Florida's governor.
CSTB	CareerSource Tampa Bay	Local workforce investment agency delivering services in Hillsborough County - designated by Florida's governor.
DCF	Department of Children and Families	A Department within the agencies of the State of Florida charged with providing for the care, safety, and protection of children in an environment that fosters healthy social, emotional, intellectual, and physical development.
DEO	Department of Economic Opportunity	A Department with the agencies of the State of Florida that assists the governor in advancing economic development by administering state and federal programs to help visitors, citizens, businesses, and communities.
DOE	U.S. Department of Education	A Department within the federal government that is responsible for collecting education data from school districts, state and community colleges, universities, and independent post-secondary institutions to track student performance over time.
DOE*	U.S. Department of Energy	A Department within the federal government whose mission is to advance energy technology and promote related innovation in the US.
DVOP	Disabled Veterans' Outreach Program	A federal program that through a state DEO employee located in one of our local one-stop centers, provides intensive services to meet the employment needs of disabled veterans and other eligible veterans with emphasis on those who are economically, educationally disadvantaged. The employee must be a disabled veteran to hold this position.
DW	Dislocated Worker - customer under WIOA	An individual who has been terminated/laid off because of economic conditions or plant closure, a displaced homemaker, spouse of a member of Armed Forces due to change in duty.
EEO	Equal Employment Opportunity	A federal law that prohibits specific types of job discrimination in certain workplaces.
EF / EFM	Employ Florida - previously called Employ Florida Marketplace	Statewide database that provides information to employers and individuals seeking work in Florida, including job searches, resume assistance, training, and labor market information.

ETA	Employment and Training Administration under USDOL	A unit within a Department of the federal government that provides guidance on training, employment, labor market information, and income maintenance services.
ETP	Eligible Training Provider	A local workforce board approved training vendor that delivers occupational training designed to assist individuals receiving Workforce Investment Opportunity Act (WIOA) services with obtaining the skills needed to obtain a job.
ETPL	Eligible Training Provider List	A list of all board approved training vendors.
EWT	Employed Worker Training	A program offered through CareerSource to strengthen/upgrade the professional skills of a company's workforce at little/no cost to the company.
FLSA	Fair Labor Standards Act	A federal law which sets standards for minimum wage and overtime pay.
FTE	Full Time Equivalent	Represents one employee who works on a full-time basis.
FY	Fiscal Year	A fiscal year (or financial year, or sometimes budget year) is the period used by entities for accounting and budget purposes and financial reporting, the dates of which may vary between entities.
GAO	General Accounting Office	An independent auditing and accounting agency that assists Congress and government departments and agencies and settles claims for the federal government.
GED	General Education Development (diploma)	High school equivalency completion.
IFB	Invitation for Bid	A formal solicitations instrument that "invites" contractors or vendors to submit a bid (cost) on a specific project to be realized or product or service to be furnished.
ISY	In-school Youth	A 14-21 yr. old attending school who, under WIOA, must also be low income with at least one economic or education deficiency.
ITA	Individual Training Account	Similar to a scholarship or purchase order and ITA is given to an eligible participant under WIOA or, here locally, the Welfare Transition program, so that individual can enroll into a training program offered by an approved training vendor to obtain the skills for a demand job. Used to pay for tuition and required books and training materials.
IWT	Incumbent Worker Training	A state level employer incentive program operated by CareerSource Florida that provides grant funding for continuing education and training of incumbent employees at existing Florida businesses. Expanding into local areas under WIOA.
LMI	Labor Market Information	Quantitative data and analysis related to employment and the workforce.
LVER	Local Veterans' Employment Representative	A state DEO staff located within our local board's one-stop centers who conducts outreach to employers and engages in advocacy efforts with hiring executives to increase employment opportunities for veterans.
LWIA / LWDA	Local Workforce Investment Area / Local Workforce Development Area	The area of the state, designated by the Governor, that is governed by a volunteer board of directors who are each appointed by the Chief Elected Officials that oversee and administer the Workforce Innovation and Opportunity Act (WIOA).
MIS	Management Information System	A computerized information-processing system designed to support the activities of company or organizational management.
MMR	Monthly Management Report	A monthly snapshot of the performance data for a region state defined goals.

MOU	Memorandum of Understanding	A formal agreement between 2 or more parties; used with the WIOA to describe the services the partners will provide to the One-Stop system.
MSA	Metropolitan Statistical Area	A geographical region with a relatively high population density and close economic ties throughout the area.
MSFW	Migrant and Seasonal Farmworker	A low-income individual who has been primarily employed in seasonal agricultural or fish farming labor that is characterized by travel to a job site such that the individual is unable to return to a permanent place of residence within the same day, that faces chronic unemployment or underemployment, and faces multiple barriers to economic self-sufficiency.
NAWB	National Association of Workforce Boards	A national association that connects workforce development professionals, board members, and policy makers with knowledge, training, and tools to ensure that state/local workforce development meet employers' needs.
NEG	National Emergency Grant	Discretionary federal grants which provide funds to assist workers affected by major economic dislocations.
NFA (NOFA)	Notice of Fund Availability	(1) A notice that an agency will issue a procurement informing interested parties when and where further information may be obtained or (2) a notice of funding that has been made available to the local region by, in most circumstances, DEO.
OIG	Office of the Inspector General	A government department that is charged with fighting waste, fraud, and abuse in state and federal programs
OJT	On the Job Training	A program offered by CareerSource that reimburses an employer for the extraordinary cost of training that the employer provides to a newly hired WIOA eligible individual.
OMB	Office of Management and Budget	Business division of the Exec. Office of the President of the U.S. that administers U.S. federal budget and oversees the performance of federal agencies.
OST	Occupational Skills Training	Training for occupations in demand in our local economy.
OSY	Out-of-school Youth	A 16-24 yr. old youth not attending school and for purposes of WIOA enrollment, has another approved barrier to employment.
PTT	Professional Talent of Tampa Bay	A local networking group established by CareerSource Pinellas and CareerSource Tampa Bay that assists experienced individuals in discovering the wide range of employment/networking resources available through our organizations.
PWE	Paid Work Experience	A career preparation activity in which individual are placed at a worksite doing real work for pay.
PY	Program Year	The annual period that begins on July 1 and ends on June 30 the next year. For purposes of WIOA, annual performance is measured for the PY during this period of time.
QRT	Quick Response Training	A state level program administered by CareerSource Florida with an application process designed as a collaborative effort between businesses requesting training and the local economic development organization.
Q or QTR	Quarter or Quarter to Date	Three months of time that begins under WIOA on July 1 (Quarter 1), October 1 (Quarter 2), January 1 (Quarter 3) and April 1 (Quarter 4) and lasts 3 months - a quarter of a year. QTD information is useful for analyzing expenses or comparing performance data.
RFP	Request for Proposal	A formal procurement that solicits proposal(s) by an agency or company interested in buying a commodity, service, or asset. Usually used when the company or agency knows it has a need but doesn't know how to meet the need or solve the problem.

RESEA	Reemployment services and Eligibility Assessment (here in Florida)- also known as Unemployment Insurance and Unemployment Compensation	A joint state-federal program that provides cash benefits to eligible workers. Unemployment insurance payments (benefits) are intended to provide temporary financial assistance to unemployed workers who are unemployed through no fault of their own.
RFQ	Request for Quote	A Request for Quote (RFQ) is a formal procurement commonly used when an agency or company knows what it wants but needs information on how vendors would meet its requirements and/or how much it will cost.
SNAP	Supplemental Nutrition Assistance Program	A federal program, formerly known as food stamps, that provides funding to income-based eligible candidates to purchase food.
STEM	Science, Technology, Engineering and Math	STEM is a curriculum based on the idea of educating students in four specific disciplines — science, technology, engineering and mathematics — in an interdisciplinary and applied approach. In addition to subject-specific learning, STEM aims to foster inquiring minds, logical reasoning, and collaboration skills.
TAA	Trade Adjustment Assistance Act	A federal program that provides funding to train US workers who have lost their jobs as a result of foreign trade. This training should lead to a path of employment and opportunity.
TANF	Temporary Assistance for Needy Families	A federally-funded program run by states that provides limited cash assistance to extremely low-income parents and their children. Also known as welfare or cash assistance. Here in Florida, the maximum amount that can be received is \$364/month for a family of four.
TEGL**	Training and Employment Guidance Letter	Official guidelines issued by the USDOL to establish operational and financial policies under WIOA.
TOL	Targeted Occupation List	A board approved list of occupations for which WIOA-eligible individuals and, locally, Welfare Transition participants, may receive training assistance.
TTW	Ticket to Work	A program run through the Social Security Administration available to people ages 18-64, that have a disability and receive Security Disability Insurance/Supplemental Security Income benefits who wish to enter the workforce. The program pays for the cost of training and books and materials.
UI / UC / RESEA	Unemployment Insurance - also known as Unemployment Compensation as well as Reemployment services and Eligibility Assessment (here in Florida)	A joint state-federal program that provides cash benefits to eligible workers. Unemployment insurance payments (benefits) are intended to provide temporary financial assistance to unemployed workers who are unemployed through no fault of their own.
USDOL	United States Department of Labor, also shown as DOL	A Department within the federal government that is responsible for fostering, promoting, developing the welfare of the wage earners, job seekers, and retirees of the U.S. and to improve working conditions as well as advance opportunities for profitable employment and assure work-related benefits and rights.
VR	Vocational Rehabilitation	A Department within the State of Florida government that works to enable persons with functional, psychological, developmental, cognitive and emotional impairments or health disabilities to overcome barriers to accessing, maintaining or returning to employment or other useful occupation.

WARN	Worker Adjustment and Retraining Notification (Act)	U.S. labor law which protects employees, their families, communities by requiring most employers (100+ employees) to provide 60 days notice before shutting down.
WIA	Workforce Investment Act of 1998, replaced by WIOA	A federal law that provided workforce investment activities to increase employment, retention, earnings and increase occupational skill to help to improve the quality of the workforce, reduce welfare dependency, enhance productivity/competitiveness.
WIOA	Workforce Innovation and Opportunity Act	A federal law designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.
YTD	Year to Date	Year to date (YTD) refers to the period beginning the first day of the current program year up to the most current date. YTD information is useful for analyzing expenses or comparing performance data.
YTTB	Young Talent Tampa Bay	Brand name for WIOA Youth program provided by CareerSource Tampa Bay and CareerSource Pinellas



-DRAFT-

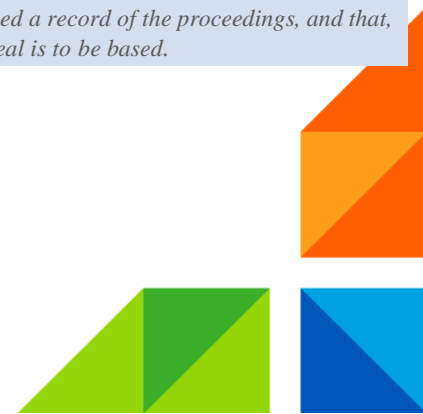
2018 – 2019 Schedule of Board & Committee Meetings

	July 2018	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	Mar. 2019	Apr. 2019	May 2019	June 2019
Board of Directors 11:45 a.m. – 12:45 p.m.	18	* (as needed)	19	17		12			20			19
Executive Committee 11:00 a.m. – 12:00 p.m.		1	5		7	5		6	6		1	5
Finance Committee 9:00 a.m. – 10:00 a.m.	24	28		23	27		29	26		23	28	
One-Stop 9:00 a.m. – 10:00 a.m.		23			15			21			23	
Workforce Solutions 2:30 p.m. – 3:30 p.m.		7			13			12			14	
Science Center 11:00 a.m. – 12:00 p.m.		31			30			22			31	
Audit Committee (as needed)		TBD										
Compensation Committee (as needed)		TBD										

All meetings are at CareerSource Pinellas office located at EpiCenter, 13805 58th St N. Clearwater, FL. All Board & Committee meetings will be conducted in accordance with the *Florida Sunshine Law*. If you are a person with disability who requires assistance to attend any of CareerSource Pinellas meetings, please contact Luna Clarke at 727-608-2445 or ljeanpierre@careersourcepinellas.com.

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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TAB 6

WORKNET PINELLAS, INC.

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

June 27, 2018



Powell & Jones
Certified Public Accountants

Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

1359 S.W. Main Blvd.
Lake City, Florida 32025
386 / 755-4200
Fax: 386 / 719-5504
admin@powellandjonescpa.com

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

June 22, 2018

To the Board of Directors and
Management of WorkNet Pinellas, Inc.

We have performed the procedures enumerated below, which were agreed to by the Management of WorkNet Pinellas, Inc. (CareerSource Pinellas) solely to assist you in determining whether CareerSource Pinellas staff are complying with established internal control policies and procedures, as well as applicable federal and state, laws and regulations. CareerSource Pinellas is responsible for the establishment and maintenance of effective internal controls over financial reporting and the safeguarding of assets. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and the associated findings are as follows:

OUR PROCEDURES AND FINDINGS

1. Benefit Stipends

Overview

CareerSource Pinellas offers health and welfare benefits through the "WorkNet Pinellas Employee Benefit Plan", a cafeteria plan under IRS Code Section 125 to eligible employees that are regularly scheduled to work 30 or more hours per week. Eligibility for these benefits begins the first of the month following the completion of a 30-day waiting period. CareerSource Pinellas provides employees with a percentage of their salary approved by the Board to purchase health and welfare benefits. Currently, the Organization provides a benefit stipend equal to 28 percent of the employee's eligible earnings. ADP, the payroll provider, automatically calculates the 28 percent for each bi-weekly payroll period and adds the benefit to each employee's biweekly pay. Any portion of the stipend not used for health benefits is added to the employee's taxable earnings.

Our Procedures

We obtained the following documents:

- Excerpt from employee handbook describing the benefit stipend.
- Form 5500, "Annual Return/Report of Employee Benefit Plan" filed for the cafeteria plan for 2016.
- Pay period dates for the fiscal years ending June 30, 2017 and 2018.
- Salary reconciliation reports for the pay periods selected by our auditors to be tested.
- Documentation of approved annual salaries of the employees selected by the auditors.

Using the above resources, we performed the following procedures:

- A sample of (15) employees was selected including (10) highly paid employees and (5) other employees.
- We reviewed the annual salary report for each employee selected to confirm that the benefit stipend was calculated correctly.
- We examined the cafeteria plan health benefits selected by the employee to verify that FICA and Medicare taxes were calculated correctly, and then compared our calculations to the ADP calculations.

Findings

We had no reportable findings or exceptions associated with the benefit stipend program based upon the sample selected.

2. Non-elective Contributions (NEC) to Pension Plan Overview

CareerSource Pinellas offers employee access to WorkNet Pinellas, Inc. 401(k) Plan retirement plan. Employees are eligible to enroll after completing six months of employment. CareerSource Pinellas currently makes payments of 5 percent of their eligible earnings on a bi-weekly payroll basis. ADP automatically calculates the 5 percent for each bi-weekly payroll period and deposits the contributions to the retirement plan.

Our Procedures

We obtained the following documents:

- Excerpt from employee handbook describing the retirement plan contributions.
- Pay period dates for the fiscal year-ending June 30, 2017 and 2018.

- Salary reconciliation reports for the pay periods selected by our auditors to be tested
- Documentation of approved annual salaries of the employees selected by the auditors.
- Selected employees' 401(k) individual accounts reflecting deposit of the NEC.

Using the above resources, we performed the following procedures:

- A sample of (15) employees was selected including (10) highly paid employees and (5) other employees.
- We recalculated the bi-weekly gross pay to confirm that the calculated NEC and then compared our calculations to the ADP calculations.
- We reviewed the employees' individual 401(k) accounts to confirm that the calculated NEC was deposited in their account.

Our Findings

We had no reportable findings or exceptions associated with the Non-elective Contribution program based upon the sample selected.

3. Business Services Incentive Pay

Description

The Business Services department of CareerSource Pinellas established an incentive program for its employee recruiters and account executives beginning July 1, 2016. Each participating employee in this program was given an incentive grid relative to his or her position with an attached copy of the guidelines for the program.

The incentive grid is a chart that gives the employees a name and description of the areas in which their performance will be measured, the overall weight given to each area, and both the maximum monthly and annual amount that they are able to earn by achieving their established goals. Incentives are generally related to success in job placements with participating employers.

In the original program employees could earn up to \$1,000 per month with a maximum of \$12,000 per year. Monthly payments were calculated based upon the percentages achieved in various established performance categories which ranged from four to six depending on job type. However, if an employee failed to achieve 70 percent of his or her overall monthly goal, he or she was not eligible for any incentive pay for the month, and the performance report indicating the subpar performance would serve as official documentation of an incident.

Effective August 1, 2017, there were changes to the guidelines governing this program. As a part of the changes, there was an increase in the amount that could be earned, rising from \$1,000 to \$1,400 per month. In addition, there was an update in the scaling system

so that each employee received the performance incentive earned whether or not the 70 percent achievement was attained.

Under these programs, the Director of Business Services exercised the prerogative to approve an incentive payment higher than the amount calculated as earned including those achieving less than the 70 percent performance standard, if it was deemed appropriate by the Director.

Review Process

This incentive-based program utilizes a multi-level accountability system that begins with the employees tracking their own progress with regards to their own personalized goals. They then record the backup for each of their goals on a form provided to them at the end of the month. These forms are then given to their supervisor who electronically submits them for review by the internal Business Services incentives review team (review team). The review team reviews the employee reports, comparing the numbers recorded by the employees to those in the specific systems that track their performance attributes making alterations to the employee reports where necessary. The forms are returned to the employees, giving them the opportunity to contest any changes made by the review team, and then are returned to the review team to produce a summary report for submission to the Director of Business Services. The Director, with the review team present, reviews the reports and makes adjustments that are deemed proper. This information is then passed on to the Chief Executive Officer, who makes final approval prior to disbursement of the incentive pay in the employees' next paycheck.

Our Procedure

To test this process we were given:

- Specialized incentive grids for each position,
- The monthly reports filled out by the employees showing how much of each goal was achieved each month
- The summary report filled out by the review team,
- The approval summaries that were reviewed by the Director of Business Services (along with adjustments) and
- The overall report viewed by the CEO. We were also given a summary of the payments made that came from ADP, the payroll service provider for CareerSource Pinellas.

Using these resources we reviewed the reports to ensure that they properly followed the process outlined above.

We selected a sample of 25 employees and tested them on the following attributes:

- We compared the employee reports to the summary reports provided by the review team to ensure that the amounts that they recorded agreed with what was reviewed by the Director of Business Services.

- We reviewed and recalculated employee incentive disbursement totals recorded in ADP to ensure the employee did not receive more than the monthly or yearly allowance per program guidelines.
- We compared the Incentive grid to the review team's summary sheets to ensure uniformity of performance indicators and their given weights.
- We discussed the recording and approval process with the review team to better our understanding of how to verify the information provided.
- We noticed that many of the approved incentive disbursements differed from the calculated amounts, so we looked at all of the months' payments prior to the change in policy and created a schedule to track consistent application of the guidelines pertaining to the 70 percent requirement. We noted when payments were applied according to the guidelines and when the calculated amounts were overridden by the Director of Business Services instead of giving the calculated stipend.

Our Findings

We found that under the original program guidelines the amount being earned per the records of the employee and the review team was regularly being raised to meet the minimum 70 percent achievement rate necessary to receive the minimum payment. There was no documentation to support these overrides. When we asked the review team, they also were unable to provide any documentation for the changes. For the thirteen months of this program there were 48 instances or approximately 65 percent of those who did not achieve the 70 percent performance level, where their performance was adjusted to qualify for the incentive payment. However, from the time that there was a revision to the guidelines any increase in pay was documented on the summary report given to the Director of Business Services by a brief explanation for its justification.

4. Part-Time Payroll Coordinator

Overview

The Payroll Coordinator of CareerSource Pinellas was a part-time position eligible for limited benefits. It required approximately 20 hours per each bi-weekly pay period. The position was filled by Valerie Luebke; who was paid \$50 per hour per her contract. She also received a stipend that was based on the score that she received on her annual performance evaluation. Her employment began August, 2016 and ended in May, 2018.

Objective

We were asked to use the provided back up information to verify Ms. Luebke's various sources of pay over the period that extended from the beginning of January, 2017 until her separation in May, 2018. Her pay information is displayed in an excel document that was generated through ADP, the Organization's payroll services provider.

Our Procedures

Per the report provided from ADP, Ms. Luebke received two sources of income during the review period: an hourly wage of \$50 and a performance based stipend.

To test the overall wages received, we requested Ms. Luebke's 2017 Form W-2 to verify that the totals recorded agreed with the amounts reported as having been paid her during 2017. Because there is not a W-2 yet for 2018, we were given a journal report to agree with the numbers reported by ADP.

We found that the amounts recorded as paid on her 2017 Form W-2 and the journal report for wages paid in to her in 2018 agreed with the ADP reports.

To verify that the amounts paid per period were consistent with her hourly wage, we were given both her offer letter, that showed her pay to be \$50 per hour, and four timesheets that were from pay periods that were randomly selected by us. We calculated the hours indicated on the time sheets by the \$50 hourly wage to arrive at the amount that she should have earned.

All amounts paid in the tested periods agreed with our calculated numbers.

To test her performance based stipend, we were given her 2017 performance evaluation and a document that allowed us to calculate what should have been paid based on her evaluation score so that we could compare it to what she actually received.

The amount that she received agreed with the numbers that we calculated.

Our Findings

There were no reportable findings associated with Ms. Luebke's compensation.

5. Ed Peachey Compensation

Overview

Ed Peachey was the President and Chief Executive Officer of both CareerSource Tampa Bay and CareerSource Pinellas. Per his contract he was paid a yearly salary of \$209,400 which consisted of a base salary of \$174,500 and a 20 percent bonus of \$34,900 for serving as the President and CEO of both workforce boards. He also received compensation in the form of yearly PTO payouts and a performance evaluation stipend that was tied to the score that he received on his annual performance evaluation. Once his employment with the Organizations was terminated, he was due a payout of the remaining balance of his PTO. Prior to his termination, the Board of CareerSource Tampa Bay voted to discontinue payment of his salary resulting in him receiving a 50 percent reduction of his previous salary for the final month of his employment. His employment ended on April 9, 2018.

For the calendar years 2017 and 2018, Mr. Peachey earned the following compensation:

Description	2017	2018
Regular earnings	\$ 209,400.10	\$ 37,488.48
PTO payouts	20,134.63	30,201.94
Benefits stipend	48,859.92	9,161.25
Performance evaluation stipend	10,470.01	-
Termination PTO payout	-	26,228.56
	<u>\$ 288,864.66</u>	<u>\$ 103,080.23</u>
Amount paid by CS Pinellas	<u>\$ 131,481.27</u>	<u>\$ 53,683.36</u>

Objective

We were asked to use the provided back up to verify his various sources of earnings over the period that extended from the beginning of Calendar Year 2017 until his termination. His pay information is displayed in an excel document that was generated through ADP, the Organization's payroll services provider.

Our Procedures

Per the report provided by ADP, Mr. Peachey received multiple sources of income during the review period: a yearly salary with a benefit stipend proportional to the base portion of his yearly salary, annual optional PTO payouts, a performance based stipend, and a payout of the remainder of his PTO balance at his hourly wage rate at the time of his separation.

To test overall compensation received, we requested Mr. Peachey's 2017 Form W-2 to verify that totals recorded agreed with the amount reported as having been paid in 2017. Because there is currently not a Form W-2 for 2018, we were given a journal report to agree with the numbers reported by ADP.

We found that the amounts recorded as paid on his Form W-2 and the journal report for wages paid in 2018 agreed with the ADP comparable reports.

To verify his salary, we received the most recent Employee Action Form (EAF) pertaining to salary adjustment and divided the amount reported on the EAF by 26 (bi-weekly periods). This computed his salary by period.

We found that his salary per the EAF agreed with the ADP reports.

The employee benefit stipend was proportional to each employee's base salary. Mr. Peachey had a salary that consisted of his annual base pay of \$174,500 and a 20 percent bonus worth \$34,900 for "being the president of two workforce boards. The incentive was only tied to the base portion of \$174,500, and per a Memo for Record from Alice Cobb, Special Projects Director, the stipend was \$2,035.83 per pay period.

We found that the amounts reported in the memo and ADP were consistent with our calculations as to the correct amount.

Early in 2018, the Board of CareerSource Tampa Bay voted to suspend payment of Mr. Peachey's salary. This was consistent with that which was reported in the ADP reports.

For the two PTO payouts, we obtained both the 2017 and 2018 payout requests to ensure the amount that he requested multiplied by his hourly rate was reflected in ADP. We also received his leave balances before and after both payouts to ensure that proper PTO adjustment had occurred.

We found that per the leave balance reports, the proper reduction of leave time occurred from one period to the next as the amount deducted agreed with that which was requested.

We received Mr. Peachey's ending leave balance prior to termination and multiplied that by his final pay rate to ensure that the amount that he received for PTO upon leaving agreed with what was reported in ADP.

We found that the amount paid was consistent with ADP and was supported by the back-up documentation provided.

To test Mr. Peachey's performance evaluation stipend, we obtained his performance evaluation and compared the tiered system that they use to determine the percentage of the salary received as a bonus to calculate the amount that was due. He scored in the highest tier and earned 5 percent of his yearly salary. We calculated 5 percent of his salary at the time of the bonus and compared that to the reported amount in ADP.

We found that our calculation of the amount due to him through the stipend was consistent with what was paid and reported in ADP.

Our Findings

There were no reportable findings with regards to Mr. Peachey's compensation.

6. Haley Loeun Compensation

Overview

Haley Loeun was the Director of Business Services for CareerSource Pinellas and Tampa Bay. Her salary was allocated to each Organization based upon her timesheet and approximately 23 percent was allocated to CareerSource Pinellas during the review period. Per her contract, she had a yearly salary of \$130,000, which was within the established pay range for her position. She also received compensation in the forms of annual PTO payments and performance evaluation stipends. Once her employment with CareerSource Pinellas ended, she was due a payout of the remaining balance of her PTO. Her employment ended March 1, 2018.

For calendar years 2017 and 2018, Ms. Loeun received the following total compensation:

<u>Description</u>	<u>2017</u>	<u>2018</u>
Regular earnings	\$ 126,384.62	\$ 25,000.00
PTO payouts	11,634.62	13,500.00
Benefits stipend	35,303.38	7,583.35
Performance evaluation stipend	6,500.00	-
Termination PTO payout	-	7,000.00
	<u>\$ 179,822.62</u>	<u>\$ 53,083.35</u>
 Amount paid by CS Pinellas	 <u>\$ 40,808.15</u>	 <u>\$ 6,109.38</u>

Objective

We were asked to use the provided back up information to verify the correctness of the various sources of pay over the period that extended from the beginning of 2017 until she was terminated. Her pay information is displayed in an excel document that was generated through ADP, the Organization's payroll services provider.

Audit Procedures

Per the report provided from ADP, Ms. Loeun received multiple sources of income during the audited period: a yearly salary with a benefits stipend proportional to her salary, annual optional PTO payouts, a performance based stipend, and a payout of the remainder of her PTO balance at her hourly wage rate at the time of her termination.

To test overall wages received, we requested Ms. Loeun's 2017 Form W-2 to verify that totals recorded agreed with the amount reported as having been paid in CY 2017. Because there is currently not a W-2 for CY 2018, we were given a journal report to agree with the numbers reported in ADP.

We found that the amounts recorded as paid on her W-2 statement and the journal report for wages paid in 2018 agreed with the report from ADP.

To verify her salary, we received the most recent Employee Action Forms (EAF) pertaining to her salary adjustments and divided the amount reported on the EAF by 26 biweekly periods. . This computed her salary per pay period.

We found that her salary per the EAF agreed with ADP.

The employee benefit stipend of 28 percent was proportional to each employee's base salary . In March of 2017, Ms. Loeun received a raise that increased her pay from \$110,000 to \$130,000 annually. The incentive was based only her salary at the time of payment.

We found that the amounts reported in ADP were consistent with our calculations of Ms. Loeun's approved compensation.

For the two PTO payouts, we received both the 2017 and 2018 payout requests to ensure the amounts that she requested multiplied by her hourly rate was correctly reflected in ADP. We also received her leave balances before and after both payouts to ensure that proper PTO adjustment had occurred.

We found that per the leave balance reports, that the proper reduction of leave time occurred from one period to the next and the amount deducted agreed with that which was requested.

For her final payout of PTO, we divided the termination leave compensation per ADP by her final pay rate to estimate the number of hours for which she should have been compensated as of her final day of employment. Our calculation showed that she would have had 112 hours of PTO at her termination date. Based on her balance as of February 2, 2018 of 96 hours which we received in a leave balance report provided to us, her final day on March 2, 2018 which was two pay periods later, and the accrual of eight hours per

period, we found that the balance of 112 hours (96 + 16 = 112) was correct and she was paid in agreement with what was reported in ADP.

To test Ms. Loeun's performance evaluation stipend, we obtained her performance evaluation and compared the tiered system that was used to determine the percentage of the salary received as a bonus to calculate the amount that was due. She scored in the highest tier and earned 5 percent of her yearly salary . We calculated 5 percent of her salary at the time of the bonus and compared that to the reported amount in ADP.

We found that our calculation of what was due to her from the stipend was consistent with what was paid and reported in the ADP reports.

Findings

There were no reportable findings with regards to Ms. Loeun's compensation.

7. Supportive Service Cards

Overview

CareerSource Pinellas utilizes supportive service cards (Visa cash cards and gas cards) as components of providing eligible supportive services to its eligible participants. This practice is specifically authorized in federal regulations relating to the Workforce Innovation and Opportunity Act (WIOA), Welfare Transition, and other grant-funded training programs. Such programs are also widely used by other Workforce Boards in Florida and across the country.

Objective

We were asked to review the policies and procedures in place relating to the receipt, distribution, issuance, monitoring and storage of the supportive service cards and to verify compliance with the written procedures regarding these cards.

Our Procedures

We obtained the written CareerSource Pinellas policies relating to the administration of the supportive services card program. We reviewed these policies and procedures for compliance with the Welfare Transition and WIOA requirements regarding the utilization of supportive service cards. We also reviewed the established procedures relating to internal controls over this process.

We selected a sample of the cards issued to participants consisting of 35 payments over the three-year period. We requested backup documentation relating to these participants to verify that the cards issued were in compliance with the policies of CareerSource Pinellas and the federal regulations.

We also selected a sample of monthly inventory reconciliations and reviewed the amounts and documentation for the monthly inventories.

Our Findings

Based upon our procedures we found the following:

- The documentation maintained for supportive services cards issued to participants in our sample was adequate to support eligibility for the cards.
- The policies and procedures relating to the accountability and custody of the cards are detailed and comprehensive and are substantially complied with in practice.
- Since the cards are essentially cash, the practice of mailing cards to participants increases the possibility that the cards could be misappropriated. We recommend that the Organization consider requiring the cards to be picked up by the individual recipients to the greatest extent possible.

8. Training Provider Contracts

Overview

From year to year, employers of some Board members will provide training services to CareerSource Pinellas participants generally as selected by the individual participants. The Board has an approval procedure for such related party contracts which includes annual maximum amounts to be paid the providers for each classification of training.

Objective

Our objective was to verify that the actual amounts provided to these related party training providers did not exceed the approved amounts for each of the fiscal years ending June 30, 2015, 2016 and 2017.

Documents Provided Us

For each of the three fiscal years we were provided with the listing of Board approved related party maximum amounts of training to be provided for each of the training categories.

Our Procedures

From each of the listings we selected various contract provider amounts to be verified for a total of twenty-eight individual amounts from the three years. For each of these we requested a vendor report of actual expenditures made to the training providers.

We then verified whether the actual expenditures exceeded the Board approved amounts.

Our Findings

We found that none of the selected contract payment totals exceeded the maximum Board authorized amounts for the fiscal year.

9. Visa Cards for Staff and Others

Overview

From time to time, the Organization issues Visa cash cards to employees and other persons for various recognition purposes. These cards are issued from the CareerSource Pinellas inventory of unissued Visa cards, and charged as an expense to the appropriate funding classification.

Objective

Our objective in this area was to review the procedures for distributing Visa cards to staff and other persons. Specifically, were Visa cards that would not be eligible for grant-allowed activities properly charged to unrestricted funding sources? Further, should the cash value of Visa cards issued to employees have been included with their taxable compensation on their Forms W-2?

Our Procedures

We obtained a detail listing of Visa cards issued to employees and other persons for the calendar years 2014, 2015, 2016, 2017 and 2018 to the date of our review. A summary of the amounts of cards issued is as follows:

<u>Year</u>	<u>Cards Issued</u>	<u>Total Value</u>
2014	11	\$ 550
2015	69	5,475
2016	181	10,775
2017	197	12,630
2018	28	3,565
	<u>486</u>	<u>\$ 32,995</u>
Average card value		<u>\$ 68</u>

The issued cards were classified for the following purposes:

Employees:

CFK Teacher Orientation	\$ 875
Cigna Wellness Challenge	10,175
Diabetes Walk Raffle	3,650
Employee Recognition	150
Scholarship Drive	5,375
Science Center Teacher Orientation	325
Success Story Winner	2,500
Tobacco Free FL contest	925
TTW Incentive	1,000
Total	<u>24,975</u>

Other Persons:

Americorps Volunteer Hardship	350
Focus Group	375
Guest speaker - Board Meeting	75
Non Employee	6,145
One-Stop Presenters	775
Youth Economic Opportunity Meeting	300
Total	<u>8,020</u>
Total Value	<u>\$ 32,995</u>

From our review we found that all cards issued were charged to unrestricted (non-grant) funds except for the "Success Story Winner", which was charged to the Outreach Cost Pool, which constitutes non-eligible charge to this cost pool. We selected a sample of the cards for the purpose of verifying that the value of the cash was charged to unrestricted (non-grant) funds.

Our Findings

From our procedure we determined the following:

The value of the Visa cards issued during the period were properly charged to unrestricted funds, except for the "Success Story Winner" cards which were charged to the grant-funded "Outreach Cost Pool" which is also an allowable activity for this pool.

According to Internal Revenue Regulations gift cards that are redeemable for merchandise or have an equivalent cash value of any amount are taxable to employees. Thus, the cards issued to employees should have been included on the employees' Forms W-2.

10. On-the-Job Training (OJT) Program

Overview

The On-the-Job Training Program (OJT) is a federally funded program sponsored by and administered by CareerSource Pinellas. It is designed to assist businesses with the training and employment needs of their workforce so that the business and employee can maintain a competitive edge in the marketplace.

OJT training assistance is open to all Pinellas County businesses meeting specific guidelines. All training assistance awards are based on eligibility and available funding. The employer hires the referred customer, provides occupational training, and in exchange, the employee is reimbursed the extraordinary cost of training. High Skill/High Wage opportunities are preferred.

This program is administered by the Business Services Department of CareerSource Pinellas.

Objective

We were asked to review the procedures for approving, paying and maintaining OJT participants.

Our Procedures

We obtained and reviewed the written procedures regarding the OJT program and noted the specific forms and authorizations required. We selected a sample of 32 OJT participants and requested full documentation as required by the written procedures. We also reviewed the specific payments made for reasonableness and overall compliance with the objectives of this program.

Our Findings

Based upon our review of the sample of selected OJT participants, we found that this program was generally being administered in compliance with applicable federal regulations and the written procedures of CareerSource Pinellas.

11. Summer Camp Scholarship Drive

Overview

For several years CareerSource Pinellas has held a Summer Camp Scholarship Drive among employees in support of providing scholarships for youth to attend the various summer programs offered at the Science Center which is owned and operated by WorkNet Pinellas, Inc. Various incentives were available to employees based upon amounts of funds raised by the campaigns. Incentives included paid time off, gift cards and a 50-inch HDTV.

Objectives

Our objectives in this review were as follows:

- Verify that all gift cards awarded to employees were properly charged to Organization unrestricted (non-grant) funds and not grant-related funds.
- Determine whether the gift cards and merchandise awarded employees were includible in compensation for IRS wage reporting.
- Determine if any of the time off awarded employees created charges to grant-related cost pools, which would constitute ineligible grant expenditures.

Our Procedures

We obtained a listing of the following documents regarding the Summer Camp Scholarship drives:

- Contest rules and incentive award levels.
- A listing of the value of gift cards awarded employees from to contests.
- A listing of employee awards of paid time off with corresponding monetary calculation.

From this information we determined that Visa gift cards totaling \$5,375 were awarded to employees over the approximate three-year period. These gift cards were not charged to grant funds, but were charged to corporate unrestricted funds. The value of these gift cards were not included in the employees' taxable income for Form W-2 purposes.

Relating to the contests, employees were awarded 738 hours in "paid days off" which was valued at \$24,994.80 during 2016 and 2017. Of this total, \$4,295.65 related to non-exempt employees and \$20,699.15 applied to employees in the exempt classification. All awarded leave was added to the individual employee leave balances.

Our Findings

In accordance with applicable Internal Revenue Service regulations, the value of the Visa gift cards awarded employees should have been included in employee taxable compensation for each of the applicable years. Also, the value of the television set should have been included in the recipient employee's taxable compensation for the year of award.

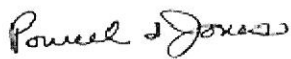
Due to the fact that the additional leave awarded employees was not segregated in the employee leave records, it is possible that the \$4,295.65 in leave awarded non-exempt employees was charged to grants. However, since the extra leave was recorded as "Paid Days Off" which expire each year end, it is likely that the amounts awarded the exempt employees totaling \$24,954,80 did not constitute charges to grants. This is because these employees are not paid for time worked in excess of 40 hours per week and generally these employees consistently work in excess of 40 hours per week.

If this practice is continued in the future, we recommend that this type of leave be segregated in the employee leave records to assure that none is improperly charged to grants.

CONCLUSION

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on compliance with established internal control policies and procedures, as well as applicable federal and state laws and regulations. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors and Management of WorkNet Pinellas, Inc., and is not intended to be, and should not be, used by anyone other than these specified parties. We do acknowledge that this report is a public record via Florida Law.



POWELL & JONES
Certified Public Accountants
June 27, 2018



DEPARTMENT OF ECONOMIC OPPORTUNITY
CareerSource Pinellas (CSPIN)
LWDB 14 Exit Summary
January 29-February 5, 2018

WELFARE TRANSITION (WT) PROGRAM

Management Review and Operational Process Review Tool

A review of CSPIN’s management and operational practices did not reveal any major process issues. Local operating policies and procedures (LOPs) are in place to guide and administer the Welfare Transition Program.

CSPIN maintains an oversight and quality assurance process that examines programmatic operations and practices. Copies of local monitoring procedures and reports were provided to DEO monitors to support the LWDB’s monitoring activities.

Participant Case File Review

A total of 42 participant case files were reviewed.

2017-2018 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue	Observation	Recommendation
WELFARE TRANSITION/ TANF	1. There were several instances where the IRP did not include all three required elements (employment goals, assigned weekly activities, and services provided to participants). Additionally, participants were assigned to more than 40 hours per week in work activities	<u>45 CFR 261.11, TANF State Plan. Memorandum dated October 22, 2014- Initial Assessments (IAs), Individual Responsibility Plans (IRPs) and Alternative Requirement Plans (ARPs), entered in One Stop Service Tracking (OSST) System.</u>	NA	N/A	N	Y	Y	LWDB staff should be reminded that an IRP must be updated to include all required elements anytime changes occur with the participant and/or they have met with program staff and were assigned to a work activity. Additionally, a participant may not be required to work more than 40 hours per week.

	2. Documentation to support JPR hours was not retained in a couple of participant case files.	<u>F.S. 445.010, 45CFR 260.61-62,45CFR 262, and Florida's Work Verification Plan.</u>	Y	Y	N/A	N/A	N/A	The LWDB must ensure that documentation or other forms of allowable verification as described in the approved Work Verification Plan are retained in the participant case file.
	3. There was an instance where employment documentation in a participant case file, verifying the rate of pay, did not match the information in OSST per the Work Verification Plan.	<u>445.010 (f) F.S.</u>	N/A	N/A	Y	Y	N/A	LWDB staff must ensure that documentation entered into the OSST system matches the employment verification form/telephone verification form and is retained in the participant's case file according to the Florida Work Verification Plan.
	4. A medical deferral was entered in the OSST system without supporting case file documentation.	<u>414.065 F.S., FG 05-051, FAC 65A-4.206</u>	N	Y	N/A	N/A	N/A	The LWDB must ensure that medical documentation is maintained in a participant's case file if a medical deferral is entered in OSST.
	5. There was an instance where the Community Service Worksite Agreement was missing from the participant's case file.	<u>F.S. 445.010, 45CFR 260.61-62,45CFR 262, and Florida's Work Verification Plan.</u>	N	Y	N/A	N/A	N/A	LWDB staff must ensure that the Community Service Worksite Agreement is completed and available for monitoring purposes.

	<p>6. The following issues were identified for the pre-penalty and sanction process:</p> <ul style="list-style-type: none"> • There were instances where participants were not notified of what (s)he was required to do prior to initiating the pre-penalty. • In one instance, the participant was not allowed three working days to provide good cause for a second failure within 30 days. • Pre-penalties and sanctions are not being requested in the system in a timely manner. 	<p><u>45 CFR 261.14, 414.065 (F.S.), 65A-4.205, FG 03-037.</u></p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>N/A</p>	<p>Y</p>	<p>LWDB staff must ensure that participants are notified of their program requirements and that participants are allowed three working days to provide good cause for a second failure within 30 days. Additionally, the LWDB staff should be reminded that the pre-penalty process must be initiated at the time the failure occurred and that program participants should not be given extra time to comply with program requirements. If the participant begins complying with work requirements, the pre-penalty should be ended in the system within the 10-day counseling period. If the participant fails to meet program requirements, a sanction should be requested.</p>
<p>Totals</p>			<p>1</p>	<p>4</p>	<p>1</p>	<p>2</p>	<p>2</p>	

NON-CUSTODIAL PARENT EMPLOYMENT PROGRAM (NCPEP)

Participant Case File Review

The sample size consisted of 14 participant case files.

The NCPEP case files were reviewed to verify if participant eligibility was appropriately determined and that program enrollment dates in the system were entered on or after the eligibility determination dates. It should be noted that CSPIN is the custodian of NCPEP records for Regions 14, 15, and 16. Therefore, a sample of NCPEP files from each of the regions was included as part of CSPINs' monitoring review.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

TANF SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Participant Case File Review

The sample size consisted of 10 participant case files.

The SYEP is a subsidized summer employment program designed for low-income youth. The team reviewed the SYEP case files to verify if participant eligibility was appropriately determined and that program enrollment dates in the system were entered on or after the eligibility determination dates.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Management Review and Operational Process Review Tool

A review of the LWDB operating processes and practices revealed that LOPs are in place to administer and manage SNAP, including a process for increasing caseload size and establishing performance benchmarks for actively engaging participants in SNAP services and activities.

Participant Case File Review

A total of 47 participant case files were reviewed.

2017-2018 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue	Observation	Recommendation
Supplemental Nutrition Assistance Program	1. Multiple case files did not have documentation to support JPR hours entered into OSST.	<u>7 CFR 273.7 (d)(4)(ii), (e)(1), (m) (3) (v) (A) and the SNAP State Plan.</u>	N	Y	N/A	N/A	N/A	Program staff must ensure that they accurately count and verify hours before entering any information in OSST and that documents

								used to support the hours are maintained in the participant case files.
	2. Sanctions were not requested for two participants who did not complete their required tasks.	State Plan; 7 CFR 273.7	Y	Y	N/A	N/A	N/A	Staff should routinely investigate that participants complete all scheduled tasks such as JPR hours or attend appointments. If all of the tasks are not completed a sanction should be requested thru DCF in a timely fashion.
Totals			1	2	0	0	0	

OCR

Customers are asked to provide demographic information thru the kiosk system when they first enter the Career Centers. Additionally, the kiosk screen includes all of the necessary demographic questions (race, age, disability, sex, veteran status, etc.). Customers are also advised that the information requested is voluntary and will be kept confidential. No issues were observed.

Financial Disclosure

In reviewing the Financial Process Tool, it appears that all of the board members have filed their Financial Form 1F with the appropriate entity. No issues were observed.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

ADULT AND DISLOCATED WORKER PROGRAM

Management Review and Operational Process Review Tool

A review of CSPIN's local operating processes and practices revealed that CSPIN has policies and procedures in place for conducting their local Workforce Innovation and Opportunity Act programs. Copies were provided of the local monitoring tools, schedules, and reports and procedures for monitoring activities.

Participant Case File Review

A total of 25 (18 Adults and seven Dislocated Workers) participant case files were reviewed.

2017-2018 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue	Observation	Recommendation
Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program	1. In more than a few instances, follow-ups were not conducted timely.	<u>20 CFR 677.175, WIOA sec.116 TEGL, and Follow-up Memorandum 3/23/07, Master Cooperative Agreement</u>	N/A	N/A	Y	Y	N/A	Staff should ensure that quarterly follow-ups are conducted at the required intervals and entered timely by the due date indicated in the follow-up table.
Totals			0	0	1	1	0	

Additional Participant Case File Review

A total of 25 (23 non-WIOA and two WIOA participant) additional case files were reviewed. The review determined that the files were associated with a special grant funded by the Florida Legislature – Advanced Manufacturing Skill Development.

The following items were observed during the review of the 23 non-WIOA – Advanced Manufacturing Skill Development program.

- No specific policies and procedures were provided to determine and/or guide program operations.
- Assigned non-WIOA activity codes and modified WIOA forms were recorded in EF and maintained in the individual files.
- In several instances, the “Actual Begin Date” for non-WIOA service codes entered in EF precedes the system generated staff “Create Date”.
- CSPIN staff appear to utilize the EF case note function to inform employers of incentives to using CSPIN’s On the Job Training, (OJT) and Paid Work Experience, (PWE) programs.
- In several instances, quarterly follow-ups were not conducted after exits.
- In several instances, individuals did not receive a 921 Pre-Vocational training activity.
- In several files, a supportive service was issued before the supportive service activity date, and the individual’s application date; an OJT documentation indicates the occupational code for OJT activity as "janitors, cleaners, except maids and housekeeping cleaners”, but the participant was trained as an "electrical journeyman"; an individual’s timesheet and proof of pay to support their engagement in the work experience activity is missing from the file; a supportive service activity was entered into EF, but there was no documentation in the file to support the activity.

The CSPIN should develop LOPs for all funded programs to ensure compliance with its approved plan, and all federal and state rules, regulations, policies and applicable grant conditions. It should be noted that the monitor did not review all facets of the special grant and further review may be necessary.

WIOA YOUTH PROGRAM

Management Review and Operational Process Review Tool

It appears that administrative policies and procedures are in place to govern general program operations and practices. Copies were provided of the local monitoring tools, schedules, and reports for monitoring activities.

Participant Case File Review

A total of 22 participant case files were reviewed.

2017-2018 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue	Observation	Recommendation
Workforce Innovation and Opportunity Act (WIOA) Youth Program	1. In several instances, the type of credential recorded as attained does not meet the definition of an industry-recognized certificate or certification.	<u>Federal Data Validation Requirements TEGL 10-16, WIOA, sec. 3(52).</u>	N	Y	N/A	N/A	N/A	The LWDB must ensure that credentials earned as a result of completed work experience activities are issued by a professional, industry, or employer organization. Certificates awarded by workforce development boards are not included in the definition of a credential attainment.
	2. In several instances, participants were placed in work experience activities without being provided with the mandatory academic component of the activity.	<u>20 CFR 681.600.</u>	N	Y	N/A	N/A	N/A	The LWDB must ensure that work experience activities include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Additionally, the both components may occur inside or outside the work site.

	3. In one instance, follow-up was not conducted timely.	<u>WIA Resource Guide, TEGL 17-05, and Follow-up Memorandum 3/23/07, Master Cooperative Agreement.</u>	N/A	N/A	Y	Y	N/A	Staff should ensure that quarterly follow-ups are conducted at the required intervals and entered timely by the due date indicated in the follow-up table.
Totals			0	2	1	1	0	

TRADE ADJUSTMENT ASSISTANCE (TAA)

Management Review and Operational Process Review Tool

The TAA Program appears to be managed in accordance with prescribed standards and the LWDB’s approved State Plan includes the required provision of services to trade affected workers.

Participant Case File Review

A total of ten participant case files were reviewed.

General Comment

During the review of participant case files, in five instances CSPIN staff did not record the Rapid Response activity in the State MIS under Wagner-Peyser. Additionally, in a single instance a participant file was missing attendance sheets. During the review, CSPIN staff entered the appropriate activity in the MIS, and all missing documents were located and placed in the participant’s file. Going forward, the local TAA coordinator should ensure all activities are properly recorded in the State MIS.

2017-2018 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Other Noncompliance Issue	Observation	Recommendation
Trade Adjustment Assistance (TAA)	1. In a single instance, staff recorded a TR0 and placed the	<u>TAPR Reporting Requirements, Correspondence - TAA</u>	N/A	Y	N/A	N/A	N/A	Documentation in the file indicate staff advised the worker of the steps for applying for the program.

	worker in TAA participation prior to checking to see if the customer established a claim in CONNECT. The TRA Application cannot be processed and a determination made without a TRA claim.	<u>Participant Tracking in EFM dated July 26, 2007 TAA</u>							However, staff should ensure the reemployment assistance claims history in CONNECT reflect a TRA application was received. Furthermore, if the customer does not follow thru with establishing a claim and submission of the TRA application, the TRO entry would not be completed. To resolve this issue, CSPIN staff should request an OPC for deletion of the first service through the DEO state administration.
Totals			0	1	0	0	0	0	

WAGNER-PEYSER (WP) PROGRAM

Management Review and Operational Process Review

A review of the LWDB's local operating processes and practices revealed that the LWDB has policies and procedures in place for conducting their local Wagner-Peyser program. Internal monitoring was conducted at scheduled intervals using the DEO tools available.

Participant Case File Review

A total of 110 (60 job seekers, 40 job orders, and 10 RESEA) case files were reviewed.

2017-2018 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation
Wagner – Peyser (WP)	1. An I-9 form and 516INS were not processed according to federal requirements. Section 1	<u>Immigration Reform and Control Act of</u>	N	Y	N/A	N/A	N/A	Staff must ensure that appropriate procedures are followed when conducting the Employment

<p>was not available, Section 2 was missing the expiration date of the driver's license, and the 516INS was missing the job order number.</p>	<p><u>1986; 8 CFR 274a.6; I-9 Employer Handbook; and DEO FG 071.</u></p>						<p>Eligibility Verification process (Form I-9). Form I-9s must be completed according to instructions.</p>
<p>2. Counseling codes (200 or 201) entered in Employ Florida for a job seeker had no documentation to support the counseling service(s).</p> <p>Note: LWDB staff identified and voided the services for three counseling codes after receipt of samples. One code was voided more than 15 months from when code was recorded.</p>	<p><u>Federal Definition of Counseling/UI Handbook-NO. 401-ETA/9048/DEO-FG00-016.</u></p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Staff must provide supporting documentation which reflects the counseling service provided and identify the problems being addressed such as occupational choice, change or adjustment. A plan to remedy the situation must also be documented.</p>
<p>3. The wage rate listed on a job order in Employ Florida was listed as \$8.05/hour, which did not meet the Florida Minimum Wage (\$8.10 as of 1/1/2017) rate at the time the job order was open.</p>	<p><u>Fair Labor Standards Act/FL Statutes - Title XXXI Labor Section 448.01.</u></p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Staff must ensure that job orders are in compliance with the all requirements, including the Florida Minimum Wage rate (\$8.10/hr. prior to January 1, 2018 and \$8.25/hr. thereafter). It is unlawful for an employer to pay an employee less than minimum wage.</p>
<p>4. Staff-assisted service codes were entered on several job seeker's activity/service plan in Employ Florida that appeared to not meet the definition of the service provided due to lack of supporting documentation. The entry of the codes at regular intervals appeared to limit job seekers from exiting the system.</p>	<p><u>20 CFR 651.10; TEGL 17-05; and DEO FG 03-035;</u></p>	<p>N</p>	<p>Y</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>The LWDB must ensure the correct and proper use by staff of Employ Florida service codes as defined in the Employ Florida service code manual. Additionally, staff-assisted services should have documented case notes that support the services provided, particularly if the service is the only reportable service that extends job seeker participation.</p>
<p>5. Multiple job orders contained staff-referred applicants that did not meet the minimum job qualifications specified in the job order.</p>	<p><u>20 CFR 651.10 and DEO FG 03-035.</u></p>	<p>N/A</p>	<p>N/A</p>	<p>Y</p>	<p>Y</p>	<p>N/A</p>	<p>The LWDB must remind staff that prior to referring a job seeker to a job, the job order must be adequately reviewed by staff to ensure that the job seeker meets</p>

	Note: The LWDB entered standard language on each placement case note entered on the job order. In summary, the statement indicated that the employer reserved the right to hire job seekers referred regardless of the job seekers' qualifications or resume listed in Employ Florida, or the minimum job order qualifications.							the minimum job qualifications as specified on the job order. Additionally, staff need to encourage job seekers to complete applications to help better match their skills, education, and strengths to the correct job orders.
	6. A job order a few employers listed as a private employment agency did not have the phrase "Position offered by a no-fee agency" in the job description.	<u>Wagner-Peyser Act of 1933 as amended Sec 13 (b) (1).</u>	N/A	N/A	N	Y	N/A	The LWDB must ensure that employers who are listed as private employment agencies include the phrase "Position offered by a no-fee agency."
	7. None of the career centers met the required five MSFW equity ratio indicators during the review period.	<u>20 CFR 653 and DEO FG 03-040.</u>	N/A	N/A	N/A	Y	N/A	All career centers with MSFW clients must meet all five of the MSFW equity ratio indicators (referrals to employment and supportive services, staff assisted services, job development contacts and career guidance). Additionally, non-significant career centers must meet one of three minimum service level indicators (job placement, placement at \$.50 above min. wage, or placements in long term non-agricultural jobs).
Common Issue WP/RESEA	8. A few job seekers' EDPs did not contain all required information.	<u>UI Handbook-NO. 401-ETA 9048; 20 CFR 651.10; 443.1317(1)(b) and 443.091 FS; FL Administrative Rule 73B-11.028; 20 CFR Part 1010; and State Veterans Program Plan of Service.</u>	N/A	N/A	Y	Y	N/A	EDPs must contain specific short and long-term occupational goals and steps to achieve these goals. The plans are to be conducted jointly with the customer to address their specific needs. Documentation must be kept on-site in electronic or hard (paper) copy form for all EDPs.

RESEA	9. The Red Flag Report showed an RESEA participant who had a schedule date more than seven days old.	<u>Employ Florida Tip; DEO FG 065; CSF Admin Policy 068.</u>	N/A	N/A	N	Y	N/A	Participants in RESEA are required to complete several activities within a specified time frame. Red and Yellow Flag reports were developed to assist LWDBs with tracking RESEA attendance results. The Red Flag Report should be monitored on a daily basis to ensure there are no drop-offs.
Totals			0	4	2	5	0	

CAREER CENTER CREDENTIALING

A Career Center Credentialing review was conducted to determine compliance with program guidance. The methodology for conducting the review included self-certification by the LWDB that the following credentialing requirements had been met for the review period at each of the career center locations in the LWDA (posters, signage and resource room verification). All other administrative requirements and records (listing of front-line staff, continuing education hours attained, complaint system information, etc.) were reviewed remotely by the monitor.

The monitor also reviewed the administrative documents provided to determine whether all “front-line” staff members had completed their required Tier I Certification courses and the 15 hours of continuing education courses in related subjects. As part of the credentialing process, the monitor also reviewed the LWDB’s complaint system to ensure that a system is in place to process any Wagner-Peyser complaints received.

2017-2018 Monitoring Results								
Workforce Program	Issue	Applicable Reference	Prior Year Finding	Current Year Finding	Prior Year ONI	Current Year ONI	Observation	Recommendation
Credentialing	1. One front line staff member did not complete the Tier 1 Certification within the required six month period.	<u>DEO Credentialing Guidance Paper FG 02-032.</u>	N/A	N/A	N	Y	N/A	During the review period, the LWDB was required to ensure that all front-line staff complete the Tier I Certification within six months of their start date. New guidance now instructs that Tier 1 Certification must be completed within 12 months from start-date. The LWDB must also maintain documentation on file of the Tier I Certifications completed by staff.
Totals			0	0	0	1	0	

MANAGEMENT INFORMATION SYSTEMS (MIS)

The Inspector General's (IG) office has conducted a full information security audit of the LWDB, with a final report published in January 2017. The IG continues to work with the LWDB in completing the follow-up to the review. However, review staff conducted the following actions to support answers provided on the Combined Process Management tool completed by the LWDB.

The LWDB appears to have policies and procedures in place to ensure that individuals who are no longer employed in the LWDB are promptly removed from having access to the MIS. The LWDB provided an up-to-date listing of all MIS users during the review period who have had their status revoked. The monitor matched the names of terminated users on the LWDB's list with user staff accounts maintained by DEO's Internal Security unit to determine whether any of those individuals still had access to the system and/or if their privileges had been revoked. No problems were observed as all individuals listed were duly terminated and no longer had access to the systems. According to the LWDB, a review of all staff access to systems is performed whenever a change in personnel is performed. Additionally, the MIS security forms are maintained electronically or in hard (paper) copy form in a secure location.

The review did not reveal any Findings, Other Noncompliance Issues or Observations.