

**Executive Committee
 Agenda**

- I. **Welcome and Introductions**Jack Geller, Chair
- II. **Roll Call**
- III. **Chair’s Report**..... Jack Geller
- IV. **Action/Discussion Items**
 - Executive Committee*.....*Jack Geller (Jennifer Brackney)*
 - 1. Approval of Minutes – September 5, 2018 EC Meeting.....Page 2
 - Workforce Solutions Committee*..... *Michael Gliner (Jennifer Brackney)*
 - 2. Approval of Training Vendor: American Red Cross.....Page 7
 - Finance Committee*.....*David Fetkenher (Steve Meier)*
 - 3. PY 18-19: Budget Modification 2.....Page 8
 - Compensation Committee*.....*Karla Leavelle (Jennifer Brackney)*
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 - Science Center Committee*.....*Russell Leggette (Jennifer Brackney)*
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- V. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)
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- VII. **Committee Reports**
 - 1. Ad Hoc Review Committee Michael Meidel
 - 2. Compensation Committee.....Karla Leavelle (Jennifer Brackney)
 - 3. Finance CommitteeDavid Fetkenher (Steve Meier)
 - 4. Workforce Solutions Committee Michael Gliner (Jennifer Brackney)
 - 5. One- Stop Committee..... John Howell (Don Shepherd)
 - 6. Science Center Committee Russell Leggette (Don Shepherd)
- VIII. **CEO’s Report** Jennifer Brackney
- IX. **Public Comments**
In accordance with the Sunshine Law, all meetings of WorkNet Pinellas, Inc. and its committees are open to the public. Members of the public who wish to comment must submit a public comment card to the recorder prior to the designated Public Comment segment.
- X. **Open Discussion**
- XI. **Adjournment**



**CareerSource Pinellas
Minutes of Executive Committee Meeting
09/05/2018**

Date: September 5, 2018 at 11:00am
Location: 13805 58th Street North

Call to Order

Chairman Geller called the meeting to order at 11:00am.
There was a quorum present with the following Executive Committee members participating.

Committee Members in attendance

David Fetkenher, Jack Geller, Comm. Patricia Gerard, Barclay Harless, John Howell (phone), Karla Leavelle, Russell Leggette, Michael Meidel, Scott Wagman.

Committee Members not in attendance

Michael Ginter

Staff Present

Jennifer Brackney, Don Shepherd, Deborah Budaj, Luna Clarke, April Torregiante, Steven Blakey.

Board Counsel: Charles Harris – Trenam Law

Guest (s): Whitney Creech - Office of Comm. Gerard

Chair's Report

1. The Chairman report was distributed at the meeting as the Newsletter handout.
2. Moving forward, the Consent Agenda of previous items discussed by the Executive Committee will be presented at every board meeting for approval. There will no longer be a 5-day deadline to approve the actions taken by the Executive Committee. Alternatively, any Board Member shall have the ability to request that an action be brought forth for discussion at the meeting. If no such request is made, the actions shall stand.

Action Items

1. Approval of Minutes

The minutes of the August 1, 2018 Executive Committee meeting were presented for approval.

Motion: Commissioner Gerard

Second: Michael Meidel

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

2. MOU Amendment: CareerSource Pinellas and the Florida Department of Education, Division of Vocational Rehabilitation

The Workforce Innovation and Opportunity Act of 2014 relies heavily on the One-Stop delivery system to coordinate resources and to prevent duplication and ensure effective and efficient delivery of workforce services in Pinellas County. This Memorandum of Understanding (MOU) establishes joint processes and procedures that enable Partner integration into the One-Stop Delivery System resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities in Pinellas County. The Infrastructure Funding Agreement (IFA) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop customer delivery system. Both parties to this IFA agree that joint funding is a necessary foundation for an integrated service delivery system. The proposed MOU amendment is required in order to establish a term date for the MOU between CareerSource Pinellas and the Florida Department of Education, Division of Vocational Rehabilitation of June 30, 2020, where previously there was an automatic one-year renewal term. This MOU was originally approved by the CareerSource Pinellas board

in June 2016 and the Board of County Commissioners on February 7, 2017. The attached IFA contains the following adjustments from the previously approved IFA:

1. Section VI (page 4 of 7) – added the following language: “Payment will be made in a single payment during the final quarter of each program year this IFA is in effect.”

2. Section XIV Governance removed, which previously stated:

“The accountability and responsibility for the One-Stop career center system’s organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CareerSource’s Grievance/Complaint and Hearing/Appeal Procedures QA-010.”

3. Section XV, Payment Methodology (page 6 of 7), added to the IFA calling for an invoice to be issued in the final quarter for the entire sum.

Motion: Commissioner Gerard

Second: Barclay Harless

The Executive Committee recommends approval of the amended MOU and IFA. Subsequently, it will be forwarded to the Pinellas Board of County Commissioners for final approval. The motion carried. Mr. John Howell abstained from voting, as a representative of the FL Department of Education, Division of Vocational Rehab.

3. Communication with Pinellas County Inspector General

Background: At the August 1, 2018 Executive Committee meeting, an action item was presented, requesting to engage the services of Powell & Jones CPAs to review the incentives given to Business Services staff, during a 13-month period, from July 1, 2016 to August 1, 2017. The Executive Committee recommended tabling this item until a determination and/or quote is received from the Pinellas County Inspector General (Clerk of the Court), regarding whether to engage in an expanded review and how much it would cost for their office to conduct a review of the Business Services Incentives

Outcome: As requested, management communicated with the Pinellas County Inspector General regarding the matter. Inspector Collazo’s answer reads in part: *“The [Powell & Jones] report cited above contains sufficient evidence to form an opinion, and auditing another sample may not provide additional benefit, considering the engagement cost and action already taken by management. However, should the CareerSource Pinellas Board want us to perform a limited scope audit, we would require signing a memorandum of understanding, and request access to the entire work product of Powell & Jones. Due to our current workload, the earliest date we could start the engagement is September 24, 2018.”*

The full memo from the Pinellas County Inspector General was attached.

The previously tabled action item of August 1, 2018 is deemed “dead” for lack of a motion. It was also suggested that the board enlist the assistance of the office of the Pinellas County Inspector General in the future to conduct the organization’s internal controls audit. The item will be presented to the Audit Committee for further discussion, and a recommendation (if any) will come from them.

4. Request for Proposals: One-Stop Operator

A Request for Proposals for One Stop Operator was issued on July 3, 2018 to solicit proposals from companies to provide services required of a One-Stop Operator. The One-Stop Operator will coordinate the service delivery of participating one-stop partners and service providers within the career centers. This RFP was publicized via multiple avenues, including notices in the Tampa Times and to interested bidders. The proposals were due on August 9, 2018. Two proposals were received, respectively from Complete Technology Solutions and Kaiser Group d/b/a Dynamic Workforce Solutions. Both proposals met the submission requirements. A selection committee consisted of staff members met on August 14th to discuss their independent evaluations. The scores received are listed below:

Proposers	Total Score (Max. points 500)
Kaiser Group d/b/a Dynamic Workforce Solutions	441
Complete Technologies Solutions	412

Motion: Barclay Harless
Second: Commissioner Gerard

Members discussed that the One-Stop Operator should be able to manage the internal monitoring process of the company, as a third party. It was also suggested that the Operator presents any monitoring report directly to the Board of Directors.

The Executive Committee recommends approval to enter into contract negotiations with Kaiser Group d/b/a Dynamic Workforce Solutions for One-Stop Operator Services. The motion carried unanimously.

5. Annual Financial Audit For the Fiscal Year Ended June 30, 2018

The audit firm of Powell & Jones, CPAs has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2018. A copy of the audit report is enclosed. Representatives from the firm presented the results to the Audit Committee on August 28, 2018 and will be present at the Board meeting of September 18, 2018 to answer any questions.

Motion: Barclay Harless/ David Fetkenher
Second: Karla Leavelle

The Executive Committee recommends approval of the Annual Financial Audit for the fiscal year ended June 30, 2018. This motion carried unanimously.

6. Feasibility of selling the Science Center property

At the August 31, 2018 Science Center Committee meeting, members discussed the feasibility of selling the Science Center property. Members discussed the various services provided to customers at the Science Center location and had a preliminary discussion on whether or not to keep or sell the property. After a thorough discussion, the Science Center Committee members recommended to conduct an appraisal of the Science Center loan through the current financial institution serving as the note-holder. This appraisal would be for the purpose of determining possible options to refinance the property.

Members further discussed whether there are any benefits for the organization to keep the science center. If not, there is the open option to sell the property. Several training programs and classes take place at the facility, if we were to sell the property, a new location would be needed to house those programs. The Science Center committee is entrusted with making a decision on the future of the property and recommending a course of action to the board. Members suggested that management attend to the safety issues that can be addressed at this time. Those issues are related to the roofing, the air conditioning filters, and the electrical panels. A follow-up will be done to contact an expert on mold abatement. Staff to contact the financial institution (Hancock-Whitney) and let them know of our intention to perform an appraisal for the purpose of possible refinancing.

Motion: Commissioner Gerard
Second: David Fetkenher

The Executive Committee recommends approval to conduct an appraisal of the Science Center through the current financial institution serving as the note-holder. This appraisal would be for the purpose of determining possible options to refinance the property. This motion carried unanimously.

Other Administrative Matters

There are none.

Information Items

1. Transition Update & Timeline

WorkNet Pinellas, Inc. voted to approve a transition deadline of September 1st 2018 as requested by CareerSource Tampa Bay. As a result, WorkNet Pinellas, Inc. sent WARN layoff notices to all CareerSource Tampa Bay staff and shared services staff that WorkNet Pinellas, Inc. would no longer employ these employees as of August 31, 2018. Those employees affected received a WARN layoff

notice as required by law on June 29, 2018. Both organizations worked to ensure the 133 employees who received a WARN Notice were aware of and could apply for available positions. As part of the staffing plan, CSPIN offered employment letters to 13 shared staff, including MIS, Finance and Business Services. All accepted the letter of employment, except for the four Finance staff: Director of Finance, Senior Accountant, Accountant and Finance Specialist. As a result, we immediately secured an interim CFO consultant, Deborah Budaj to ensure strong fiscal operations. A search committee is underway to hire a Chief Executive Officer (CEO) and Chief Financial Officer (CFO). We have been committed to creating two separate organizations, each focused on meeting the needs of their respective community. This transition has not impacted the continuity of services to businesses or job seekers. We are excited about the opportunities ahead to improve and enhance our teams' focus on meeting the unique needs of the businesses in our individual communities and collaborating as necessary to achieve shared goals for the larger economic region. We recognize that times of transition are stressful for staff, even as we look forward to building stronger organizations. Each local workforce development board, working in partnership with the county commissions of Pinellas and Hillsborough counties, are building organizations dedicated to accountability, integrity and transparency as well as exemplary customer service that improves lives. Again, the vital day-to-day work supporting businesses in Pinellas and Hillsborough counties with their recruiting, hiring and training needs and residents with career guidance and placement assistance has not been interrupted during this transition. We are committed to continuing to work together to support each organization as we move forward. We wish to thank our staff for their patience and hard work as we complete a smooth and successful transition.

Committee Reports

CEO Search Committee: The search Committee met this morning at 9:30am. They discussed the qualifications of the candidates that were presented for consideration. Four candidates were selected to be interviewed further. The Committee will be conducting Skype interviews of the candidates on September 12, 2018, here at the Epicenter. The CFO candidates will be screened by the current Interim Executive Director, the interim CFO and the Board Treasurer.

Audit Committee: The audit firm of Powell & Jones, CPAs has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2018. This item was discussed at the 08-28-18 Audit Committee meeting, and also presented at this Executive Committee meeting. Mr. Powell will be present at the September Board meeting to answer any questions.

Compensation Committee Report: The Compensation Committee is scheduled to meet immediately after this Executive meeting. The committee will discuss compensation for the Business Services team.

Workforce Solutions Committee: The Workforce Solutions Committee met on August 7th. Members discussed the performance of the various training vendors, as well as the Targeted Occupations List for the 18-19 Program Year. The chair of the committee has called for a meeting to be held on September 11th, to discuss ways to improve our outreach to customers, address brand marketing and discuss ways to cater to the workforce needs of the region.

One-Stop Committee: The One Stop Committee met on August 23rd. At that meeting, the committee approved the recommendation to select Kaiser Group as the new one-stop operator. Kaiser Group received the higher scores of the two submissions that were received for that proposal. This item was also presented at this meeting. The DEO reporting for quarter 4 shows Pinellas with a total of 18,404 placements reported for program year 2017-2018 through year end. The average ranking for the Pinellas region for the program year was 4th in the state of Florida.

Science Center Committee: The Science Center Committee met on 08/31/18. During the meeting, members discussed the feasibility of selling the property and after much discussion, recommended that an appraisal of the loan be made, for the purpose of refinancing the property. CSPIN hired a building inspector to assess the current structural condition of the Science Center of Pinellas. The property inspection was conducted by National Property Inspections and the full report is available on our website.

Summer Camp 2018: Summer Camp ended on August 10, 2018 at the Science Center. Over 500 youth were served during the 12-weeks of camp this year. Several community-based organizations helped us

enrich our camp program: St. Pete Astronomy Club, Suncoast Herpetology Society, St. Petersburg Forensic Science Department, WFLA Meteorology team, Florida Fish and Wildlife Conservation Commission, South Pasadena Fire Department, St. Pete Fire and Rescue, as well as a baker, a music producer and an exterminator.

Public Comments

There were none.

Open Discussion

The September board meeting has been re-scheduled to September 18, 2018 at 11:45 a.m., due to the Yom Kippur holiday.

Adjournment

The meeting adjourned at approximately 12:15 pm.



Action Item 2 – Approval of Training Vendor
American Red Cross – Nurse Assistant Program (ID# 5153)
 818 4th Street North, St. Petersburg, FL 33701

The American Red Cross has a license from the Commission for Independent Education (CIE). Staff conducted a site visit on Thursday, 11.8.2018. CIE coordinates the gathering and analysis of student performance data with FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Nursing Assistant Certificate	Included	\$1,566	\$1,566	124 hours	93%	\$11	95%

- Training facility open for 4.5 years
- Total enrollments for prior year: 72
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other institutions that offer the same type of training.

Recommendation: The Workforce Solutions Committee is recommending approval of The American Red Cross as a training vendor for LWDB 14.



Action Item 3

Program Year 2018 – 2019 Budget Modification No. 2

Information:

Total budgeted revenue has increased from \$12,331,578 to \$13,093,764 for an overall increase of \$762,186. This is due to the following:

Workforce Innovation and Opportunity Act (WIOA) Programs:

Increase in WIOA Dislocated Worker Program of \$429,285
Decrease in Community-Based Sector Strategies of \$5,460

Employment Services Programs:

Increase in Wagner-Peyser for PY 2017 of \$130,820
Increase in Wagner-Peyser for PY 2018 of \$113,361
Increase in Veterans Employment Program of \$63,396
Increase in Trade Adjustment Assistance (TAA) of \$7,800

Direct Grants and Special Programs:

Increase in Able Trust grant of \$43,543
Decrease in Re-employment Services Eligibility Assessment (RESEA) of \$20,559

Recommendation

The Finance Committee is recommending approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.

**CareerSource Pinellas
PY 2018-2019 Budget
Modification #2**

BUDGET

Program:	Approved Budget	Approved Modification #1	Approved Modified Budget	Proposed Modification #2	Modified Budget
WIOA Adult	1,719,865	159,974	1,879,839	-	1,879,839
WIOA Youth	1,567,146	259,028	1,826,174	-	1,826,174
WIOA Dislocated Worker	2,323,141	118,185	2,441,326	429,285	2,870,611
WIOA Supplemental	-	148,624	148,624	-	148,624
WIOA Community Based Sector Strategies	-	36,210	36,210	(5,460)	30,750
WIOA Sector Strategies Career Ready	135,000	119,699	254,699	-	254,699
WIOA Sector Strategies IT Training	138,000	85,031	223,031	-	223,031
WIOA Sector Strategies Construction	30,000	21,376	51,376	-	51,376
WIOA Govenors Challenge	333,334	(333,334)	-	-	-
WIOA Govenors Challenge-Hurricane Maria	10,000	10,844	20,844	-	20,844
Subtotal WIOA	6,256,486	625,637	6,882,123	423,825	7,305,948
Wagner Peyser	597,688	4,763	602,451	244,181	846,632
Wagner Peyser Coop Outreach	42,000	-	42,000	-	42,000
Veterans Programs	150,000	-	150,000	63,396	213,396
SNAP	550,000	-	550,000	-	550,000
TAA	275,000	62,925	337,925	7,800	345,725
Unemployment Services	55,000	-	55,000	-	55,000
	-	-	-	-	-
Subtotal DEO	1,669,688	67,688	1,737,376	315,377	2,052,753
Welfare Transition Program	2,248,158	-	2,248,158	-	2,248,158
Subtotal WTP	2,248,158	-	2,248,158	-	2,248,158
Re-Employment & Eligibility Assessments	400,000	-	400,000	(20,559)	379,441
NEG - Hurricane Maria	75,000	50,000	125,000	-	125,000
USDOL Youthbuild 2016	325,000	24,728	349,728	-	349,728
JWB Youth Innovators	65,000	(807)	64,193	-	64,193
Able Trust - Ability Initiative Grant	85,000	-	85,000	43,543	128,543
Americorps	25,000	-	25,000	-	25,000
Science Center	415,000	-	415,000	-	415,000
Subtotal Direct Programs	1,390,000	73,921	1,463,921	22,984	1,486,905
Total Combined	11,564,332	767,246	12,331,578	762,186	13,093,764



Action Item 4

Annual Performance Evaluation Stipend

Background

An annual performance evaluation is completed for each staff on a calendar year basis and is based on the employee's performance during the entire year. The evaluation procedure in place establishes a cost of living adjustment as the basis for any salary increase or one time performance stipend that may be awarded as a result of the performance evaluation.

The Board has established in the past that staff may be provided a cost of living adjustment after taking into consideration the economic conditions in the area and the overall organization budget. The Consumer Price Index (CPI) has been the tool used by the Board for determining these economic conditions.

Below is the CPI information from the Bureau of Labor Statistics website for the Tampa Bay area through the second half of 2017:

"The Consumer Price Index for All Urban Consumers (CPI-U) in the Tampa-St. Petersburg-Clearwater area rose 2.2 percent from the second half of 2016 to the second half of 2017, the U.S. Bureau of Labor Statistics reported today. Regional Commissioner Janet S. Rankin noted that the all items less food and energy index was up 2.0 percent compared to its second half 2016 level as price increases were noted for several categories, most notably shelter. Food prices increased 2.4 percent over the year and energy prices advanced 5.1 percent."

For the past three years, after reviewing the CPI and the organization budget, management has recommended, and the Board has approved, a performance stipend payable in one lump sum in lieu of base salary increases.

Recommendation

The Compensation Committee is recommending that in lieu of base salary increases, staff be provided a performance stipend, payable in one lump sum following the completion of all annual performance evaluations around mid-December. The range for the one-time stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation.



Action Item 5

Employee Health Benefits and Stipend

Background

In 2013, the Board of Directors approved for WorkNet Pinellas to (1) create a cafeteria style plan that offers full time employees the flexibility to select the benefits that best meet their needs and (2) provide a 28% benefit stipend for each employee to use to select from the various benefit options offered in the plan, including health insurance. It is the employee's choice whether to select a benefit or not and, if a benefit is selected, the level of coverage desired, including family coverage. If the cost of benefits selected exceeds the 28% stipend, the remaining premium cost is deducted from the employee's paycheck. In accordance with IRS guidelines, WorkNet Pinellas must include the entire 28% benefit stipend as wages on the employee's W-2.

In addition to the increasing cost of health insurance coverage which impacts affordability under the ACA, providing a benefit stipend which must be included in the gross wages figure and not separately identified on the W-2 does not give WorkNet the ability to prove that it pays the cost of health insurance as is required under the ACA. Because of these two factors, WorkNet is now facing the possibility of significant fines as we cannot document and report that we offered health insurance coverage that meets the IRS definition of affordability.

On Dec. 16, 2015 the IRS issued Notice 2015-87, which provides lengthy and complex guidance on how various provisions of the Affordable Care Act (ACA) apply to employer-provided health coverage. The Notice provides new guidance on the "employer mandate" rules (aka employer shared responsibility or "play-or-pay") and on employer flex credits.

Included within this IRS notice was the clarification that employer flex credits (such as our benefit stipend) to a cafeteria plan that may be used either for health coverage, for other types of benefits (such as life insurance or dental care) or may be cashed out do NOT count toward the employee's share of the premium for employer-provided coverage, thus they do NOT reduce the dollar amount of the required contribution.

As a result of this IRS notice, we have determined that our current benefit stipend arrangement does not meet the affordability requirement under Section 4980(b) of the Affordable Care Act thus creating potential exposure to fines/penalties from the IRS.

IRS Notice 2015-87 also notes that since regulatory guidance has been less than clear on the above types of payments, transition relief will apply for plan years 2015 and 2016 for flex credit arrangements that were adopted no later than December 16, 2015. This transition relief states that all flex credits for plan years 2015 and 2016 will count toward reducing the employee's required contribution, even if they may be used for non-health benefits or taken as cash.

Staff met with the benefits consultant, Arthur Gallagher & Company, several times to discuss the benefit stipend and process, how the benefit stipend (employer flex credits) is impacted by the ACA, and potential options to bring the organization into compliance with the ACA.

An action was presented to the Compensation Committee on June 1, 2016 recommending that effective July 1, 2016, WorkNet Pinellas should begin directly paying for the lowest cost minimal

coverage health insurance (currently at \$5,175/year) for all full time eligible employees and reduce the 28% benefit stipend by the cost of that health insurance coverage. If an employee waives this offer of health insurance coverage, they will not be compensated for the cost of the coverage. It would also be necessary to conduct an open enrollment in June as a result of this qualified change.

The Compensation Committee recommended and approved the following motion. *“The compensation committee recommends to continue communicating with subject matter experts to prepare and alleviate any potential financial ramifications presented under the current IRS reporting regulations, prepare a one page explanation with matrix for the board, send a notice to all eligible staff notifying them of this situation and requiring them to advise us if they are receiving a health insurance premium tax credit/subsidy, creation of an Affordable Care Act Policy and to revisit this issue prior to benefit open enrollment in late fall 2016.”* (See attachments)

Attachments for reference

- CareerSource Pinellas and CareerSource Tampa Bay 2016 Staff Memo detailing the Affordable Care Act and CareerSource insurance coverage
- Affordable Care Act – Statement of Coverage
- 2019 Medical Coverage Current & Renewal for CareerSource Pinellas

Recommendation:

Based on counsel review, the Compensation Committee recommends that current benefit stipend of 28% is divided into two parts, as follows, to fit within the IRS guidance regarding ACA’s applicable “affordability” limits on employee payments for healthcare:

Part 1 – Cost of Basic Health Coverage for Employee

Part 1 would be the EXACT COST, for a single employee, of the basic (bronze level) coverage that CareerSource offers its employees. This basic coverage must meet all the ACA requirements applicable to CareerSource, including its being “minimum essential coverage” and its having “minimum value.” Employees would be offered Part 1 on an all or nothing basis. Those who elected the coverage would get the coverage, and those who waived it would get the dollar amount that the coverage would have cost, but ONLY if they demonstrated proof that they had actual alternative coverage.

Part 2 – Balance of 28% of Compensation Amount

Part 2 for a participant would be 28% of that participant’s compensation minus the amount of Part 1. The dollar amount resulting from this formula would need to be computed for each participant. The participant can use the Part 2 amount for anything other than Basic Health Coverage – dental, vision, the upgrade cost for the Platinum Health coverage, coverage for the participant’s spouse and/or children, a health FSA, whatever the cafeteria plan offers. Since Part 1 fully covers the cost of the Basic coverage, which is the only coverage to which the affordability rules apply, there should be no concern about fitting Part 2 to the affordability rules.

All the above must operate under CareerSource’s Section 125 cafeteria plan. The operation of these choices must be clearly set forth in CareerSource’s cafeteria plan documents. Also, if there is a “wrap” plan for your health plans, it must be clearly set forth in those documents. It seems likely that amendments may be needed to both documents to make these choices clear.



Issuance Date: May 2016
Effective Date: Immediately upon issuance
To: All CareerSource staff
Subject: Affordable Care Act

PURPOSE:

The purpose of this policy is to establish CareerSource Pinellas and CareerSource Tampa Bay's procedures on managing the employer mandate under the Affordable Care Act (ACA).

Note, even though all CareerSource Pinellas and CareerSource Tampa Bay staff are employed by WorkNet Pinellas, throughout this policy those employees shall be referred to as staff of CareerSource.

BACKGROUND:

Under the Affordable Care Act (ACA) employers must offer minimum essential health insurance coverage that is affordable and provides minimum value to 95% of their full-time employees or the employer is subject to significant fines from the IRS. These fines are levied by the IRS if a single employee receives a premium tax credit or subsidy for their health insurance they purchased on the open marketplace. This is known as the employer mandate and it applies to employers with 50 or more full-time employees. Currently WorkNet Pinellas, the employer of record for all regular CareerSource Pinellas and CareerSource Tampa Bay staff, has more than 240 full-time regular employees so this organization is subject to this employer mandate.

On July 24, 2015, CareerSource employees were provided the USDOL model employee notice on the Affordable Care Act. Included in that notice was the following information:

- "If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan."
- The coverage offered by WorkNet Pinellas "meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages."

For 2015 and 2016, WorkNet Pinellas' lowest-cost health insurance plan, called the Bronze plan, was one of the options offered to every full time regular (not temporary) employee. This Bronze plan meets all of the ACA requirements. Specifically,

- The Cigna Bronze health insurance plan, as well as the other Cigna health insurance plans offered by WorkNet Pinellas, meets the minimum essential coverage requirements;
- The Cigna Bronze health insurance plan, as well as the other Cigna health insurance plans offered by WorkNet Pinellas, meets the minimum value requirements of health insurance coverage; and
- The Cigna Bronze health insurance plan offered by WorkNet Pinellas meets the ACA's affordability requirements. WorkNet Pinellas provides every full time regular employee a 28% benefit stipend to pay for health insurance coverage as well as other benefits

offered. In every case this benefit stipend is enough to pay for 100% of the cost of the Bronze health insurance plan offered to all full time regular WorkNet Pinellas employees.

Due to the fact that WorkNet Pinellas offered every full time regular employee a health insurance plan that meets these Affordable Care Act requirements, employees are not eligible for a health insurance premium tax credit or subsidy through the marketplace. If a full time regular employee declined the health insurance coverage offered by WorkNet Pinellas and received a health insurance premium tax credit or subsidy through the marketplace while working at WorkNet Pinellas, the employee is at risk of receiving a tax penalty from the IRS and WorkNet Pinellas will be fined by the IRS.

POLICY:

It is the policy of CareerSource that this organization will continue to comply with the Affordable Car Act, including managing the employer mandate provisions of the Act, to the extent possible and practical.

APPLICABILITY:

This policy applies to all full time regular (not temporary) CareerSource staff.

RESULTS OF FAILURE TO COMPLY WITH POLICY:

Failure of any full time regular (not temporary) CareerSource staff to comply with this policy may result in disciplinary action in accordance with the Personnel Handbook.

KEY DEFINITIONS:

- Full-time: employees who regularly work 30 or more hours per week are considered full-time.
- Minimum essential coverage: employer sponsored major medical health insurance coverage that is not limited to a certain type of care such as only vision coverage, only dental coverage, etc.
- Minimum Value: a health plan provides minimum value if it pays at least 60% of the cost of covered services (considering deductibles, co-pays, and coinsurance).
- Affordable: If an employee's share of the premium for employer-provided coverage would cost the employee less than 9.66% (2016 level) of that employee's annual household income; the coverage is considered affordable for that employee. The affordability test applies to the lowest-cost employee-only option available to the employee.

DETAILS:

Following are details and processes/procedures that pertain to this policy and are incorporated into this policy.

- Human Resources shall be responsible, in consultation with the President and CEO and the contracted Benefits Consultant, to ensure that this organization stays in compliance with the Affordable Car Act, including managing the employer mandate provisions of the Act, to the extent possible and practical.

- Detailed information of the health coverage benefit offered by WorkNet Pinellas is to be found in the plan documents, which are the governing documents in the event of inconsistency between them and this policy or the employee handbook. Copies of plan documents may be found under “Resources” in the ADP portal.
- Human Resources shall
 - a. Ensure that all health insurance coverage solicited from the market and selected meets the Affordable Care Act requirements of minimum essential coverage and minimum value and at least one of the plans meets the ACA affordability requirements.
 - b. Ensure that 100% of full time regular employees are offered health insurance coverage at the point when they become eligible for benefits. This coverage shall meet the ACA requirements for minimum essential coverage and minimum value and at least one of the plans offered meets the ACA affordability requirements.
 - c. Issue and track receipt of an ACA quarterly notice to all full time regular employees which they shall be required to sign to acknowledge receipt and understanding of the notice, attest that each has health insurance, and attest that he/she is not receiving a tax credit or subsidy. See attached initial notice.
 - d. Issue all employee informational notices received on the ACA to all full time regular employees in a timely manner.

ACTION STEPS REQUIRED:

Following are the action steps that must be taken by each full time regular (not temporary) CareerSource employee.

1. Each individual must review this policy directive. If the individual has a question about anything contained herein, it is his/her responsibility to immediately bring the question to the attention of the individual named under “Inquiries” below.
2. It is the responsibility of each individual to immediately report any breach of this policy to the attention of the person named under “Inquiries” below.
3. Each supervisor, manager, and director is responsible for informing employees of this policy.
4. If an employee received or is receiving a tax subsidy or credit for health insurance that the employee applied for through the open marketplace while working as a CareerSource full time regular employee, the employee should immediately seek assistance from his/her personal tax advisor as the employee may be subject to a tax penalty.
5. If an employee received or is receiving a tax subsidy or credit for health insurance through the open marketplace while working as a WorkNet Pinellas full time regular employee, the employee must immediately notify the Special Projects Director in charge of HR. This Director will gather information from the employee so WorkNet Pinellas can attempt to protect the company from the IRS fine that will result from the employee receiving this tax subsidy or credit.
6. Each full time regular employee is required to respond to the HR quarterly ACA notice.

POLICY AMENDMENTS OR REVOCATION:

Notwithstanding any of the foregoing, CareerSource reserves the right to revise or revoke this policy at any time.

This policy is written to establish local procedures and is not intended to supersede any applicable laws or regulations. Failure by CareerSource to adhere strictly to the steps outlined within this policy shall not be construed as a violation of any rights or administrative procedures.

INQUIRIES:

Any question about this policy should be directed to the Special Projects Director in charge of Human Resources.

AFFORDABLE CARE ACT – Statement of Coverage

Overview

Under the Affordable Care Act (ACA) employers, such as WorkNet Pinellas, must offer minimum essential health insurance coverage that is affordable and provides minimum value to 95% of their full-time employees or the employer is subject to significant fines from the IRS. This is known as the employer mandate and it applies to employers with 50 or more full-time employees. Currently WorkNet Pinellas has more than 200 full-time regular employees so we are subject to this employer mandate.

Key Definitions within the ACA

- **Full-time:** employees who regularly work 30 or more hours per week are considered full-time.
- **Minimum essential coverage:** employer sponsored major medical health insurance coverage that is *not limited* to a certain type of care such as only vision coverage, only dental coverage, etc.
- **Minimum Value:** a health plan provides minimum value if it pays at least 60% of the cost of covered services (considering deductibles, co-pays, and coinsurance).
- **Affordable:** In 2016, if an employee's share of the premium for employer-provided coverage would cost the employee less than 9.66% of that employee's annual household income; the coverage is considered affordable for that employee. The affordability test applies to the lowest-cost employee-only option available to the employee.

Statement of Coverage

For 2015 and 2016, WorkNet Pinellas' lowest-cost health insurance plan, called the Bronze plan, was one of the options offered to every full time regular (not temporary) employee. This Bronze plan meets all of the ACA requirements identified above. Specifically,

- The Cigna Bronze health insurance plan, as well as the other Cigna health insurance plans offered by WorkNet Pinellas, meets the minimum essential coverage requirements;
- The Cigna Bronze health insurance plan, as well as the other Cigna health insurance plans offered by WorkNet Pinellas, meets the minimum value requirements of health insurance coverage; and
- The Cigna Bronze health insurance plan offered by WorkNet Pinellas meets the ACA's affordability requirements. WorkNet Pinellas provides every full time regular employee a 28% benefit stipend to pay for this coverage as well as other benefits offered. In every case, this 28% benefit stipend is enough to pay for 100% of the cost of the Bronze health insurance plan offered to all full time regular WorkNet Pinellas employees.

Potential Impact

Due to the fact that WorkNet Pinellas offered every full time regular employee a health insurance plan that meets the Affordable Care Act requirements, employees are not eligible for a health insurance premium tax credit or subsidy through the open marketplace. If a full time regular employee declined the health insurance coverage offered by WorkNet Pinellas and received a health insurance tax credit or subsidy through the open marketplace while working at WorkNet Pinellas, the employee is at risk of receiving a tax penalty and WorkNet Pinellas will be fined by the IRS.

Next Steps

The following steps must be taken by every full time regular (not temporary) WorkNet Pinellas employee:

7. If you received or you are receiving a tax subsidy or credit for health insurance that you applied for through the open marketplace while working as a WorkNet Pinellas full time regular employee, you should immediately seek assistance from your personal tax advisor. As a reminder, as part of our Life Assistance Program, every employee is entitled to a 30 minute no-charge, completely confidential telephone conversation with a professional counselor, including financial planning services.
8. If you received or you are receiving a tax subsidy or credit for health insurance through the open marketplace while working as a WorkNet Pinellas full time regular employee, you must immediately notify Alice Cobb in HR. She will gather information from you so WorkNet Pinellas can attempt to protect the company from the IRS fine that will result from you receiving this tax subsidy or credit. If you do not notify Alice Cobb within 10 business days of receipt of this notice and WorkNet Pinellas is notified by the IRS or the open marketplace that you are receiving a tax subsidy or credit, you will be subject to disciplinary action in accordance with our personnel handbook.

By my signature below I confirm and acknowledge my receipt and understanding of this notice and I attest that I have health insurance and I am not receiving a tax credit or subsidy.

Staff Signature: _____

Date: ____/____/____

Staff Printed Name: _____

AFFORDABLE CARE ACT – Statement of Coverage

Overview

Effective January 1, 2017, WorkNet Pinellas was required by federal law to provide all benefit eligible employees with employee-only health insurance coverage. ***An employee can no longer waive health insurance coverage unless the employee meets one of the waivers shown below.***

If you can document that you have health insurance as a result of one of the IRS approved waivers, WorkNet Pinellas will be allowed to waive the federal Affordable Care Act (ACA) requirement and you will not have to participate in one of our health insurance plans. Those IRS approved waivers include the following:

- If you have health insurance coverage through your spouse's employer sponsored medical plan,
- If you have health insurance coverage through a medical plan offered by a company from which your spouse or you have retired,
- If you have health insurance coverage through a government sponsored program including Medicare, Medicaid, Tricare, CHIP or Veterans Health Care (including CHAMPVA and the VA Spina Bifida program),
- If you have health insurance coverage through your parent's employer sponsored medical plan and you are age 26 or younger.

If you are a benefit eligible employee and you meet and provide appropriate documentation of one of the IRS waivers identified above, we will continue to provide you access to the cafeteria plan of benefits. Your benefit stipend can continue to be used to purchase some or all of these other benefits from the cafeteria plan (such as vision, dental, short term disability, etc.) or your benefit stipend or any remaining benefit stipend can be paid to you as additional wages in your paycheck.

Next Steps

The following steps must be taken by every benefit eligible employee who wishes to claim one of the IRS approved waivers to the employer mandate under ACA and thus eliminate their requirement to choose one of the WorkNet offered health insurance plans.

9. Select the IRS approved waiver for which you qualify and you wish to claim by placing an "x" in the appropriate box:
 - I have health insurance coverage through my spouse's employer sponsored medical plan.
 - I have health insurance coverage through a medical plan offered by a company from which my spouse or I have retired.
 - I have health insurance coverage through a government sponsored program. Name of program: _____
 - I have health insurance coverage through my parent's employer sponsored medical plan and I am and will be age 26 or younger on January 1, 2017.
10. Answer the following questions:
 - a) Will your health insurance coverage under this IRS approved waiver be in effect on January 1, 2018 and remain in effect throughout 2018? Yes No
 - b) Have you attached documentation that clearly shows your name, the effective date of the insurance, the name of the insurance carrier, the policy number/group number, and the fact that this insurance is for health coverage?
 Yes No
 - c) Will you notify HR immediately if this insurance coverage should change during 2018? Yes No

By my signature below I confirm and acknowledge my receipt and understanding of this Statement of Coverage and I attest that I have answered these questions accurately and provided true and correct documentation supporting my claim for a waiver. I also authorize WorkNet Pinellas to contact the insurance company shown on the attached documentation and I authorize the insurance company to release specific and limited information to confirm my medical insurance coverage and dates of coverage.

Staff Signature: _____

Date: ____/____/____

Staff Printed Name: _____

2019 Medical Coverage Current & Renewal for CareerSource Pinellas

Carrier Name	Cigna - Final Negotiated Renewal							
Effective Date	January 1, 2019							
Plan Name & Type	OAP Net Only Gold		OAP HDHP		OAP Bronze		OAP Silver	
Network Access	In-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	
PCP Election	No		No		No		No	
Specialists	Open Access		Open Access		Open Access		Open Access	
Calendar Year Deductible (CYD)	Embedded							
Individual	\$500	\$6,350	\$10,000	\$5,000	\$10,000	\$2,000	\$4,000	
Family	\$1,000	\$12,700	\$20,000	\$10,000	\$20,000	\$4,000	\$8,000	
Coinsurance (member pays)	20%	0%	20%	30%	50%	20%	40%	
Annual Out of Pocket	CYD, Copay, Coins & Rx							
Includes (CYD, Copay, Coins or RX)	CYD, Copay, Coins & Rx		CYD, Copay, Coins & Rx		CYD, Copay, Coins & Rx		CYD, Copay, Coins & Rx	
Individual	\$3,000	\$6,350	\$12,700	\$6,350	\$15,000	\$5,000	\$10,000	
Family	\$6,000	\$12,700	\$25,400	\$12,700	\$30,000	\$10,000	\$20,000	
Professional Services								
PCP Office Visit	\$20	No charge after CYD	20% after CYD	\$50	50% after CYD	\$40	40% after CYD	
Specialists Office Visit	\$35	No charge after CYD	20% after CYD	\$70	50% after CYD	\$60	40% after CYD	
Physician Services at Hospital	20% after CYD	No charge after CYD	20% after CYD	30% after CYD	50% after CYD	20% after CYD	40% after CYD	
Preventative Care Visits	No charge	No charge	Limited Benefits	No charge	Limited Benefits	No charge	Limited Benefits	
Hospital / Facility Services								
In-Patient Hospitalization	20% after CYD	No charge after CYD	20% after CYD	30% after CYD	50% after CYD	20% after CYD	40% after CYD	
Out-Patient Hospital	20% after CYD	No charge after CYD	20% after CYD	30% after CYD	50% after CYD	20% after CYD	40% after CYD	
Surgical Facility	20% after CYD	No charge after CYD	20% after CYD	30% after CYD	50% after CYD	20% after CYD	40% after CYD	
Urgent Care Center	\$50	No charge after CYD	20% after CYD	\$75	50% after CYD	\$75	40% after CYD	
Emergency Care (waived if admitted)	\$100	No charge after CYD		\$200		\$200		
In-Patient Mental Health / Substance Abuse	20% after CYD	No charge after CYD	20% after CYD	30% after CYD	50% after CYD	20% after CYD	40% after CYD	
Out-Patient Mental Health / Substance Abuse	\$35	No charge after CYD	20% after CYD	\$70	50% after CYD	\$60	40% after CYD	
Diagnostic Services								
Laboratory	No charge	No charge after CYD	20% after CYD	No charge	50% after CYD	No charge	40% after CYD	
X-Ray	No charge	No charge after CYD	20% after CYD	No charge	50% after CYD	No charge	40% after CYD	
MRI, MRA, CT & PET Scans	\$100	No charge after CYD	20% after CYD	30% after CYD	50% after CYD	20% after CYD	40% after CYD	
Pharmacy								
Tier 1	\$15	No charge after CYD	50% after CYD	\$20	40%	\$15	40%	
Tier 2	\$35	No charge after CYD		\$40		\$35		
Tier 3	\$50	No charge after CYD		\$70		\$60		
Specialty Drugs	Applicable copay	No charge after CYD		Applicable copay		Applicable copay		
Mail Order Drugs	3 X Retail less \$10	No charge after CYD		3 X Retail less \$10		3 X Retail less \$10		
Mix								
Employee	18	7		7		8		
Employee + Spouse	1	0		0		0		
Employee + Child(ren)	0	0		1		0		
Family	0	0		0		0		
Rates								
Employee	\$842.80	\$524.99		\$692.23		\$743.46		
Employee + Spouse	\$2,013.46	\$1,254.21		\$1,653.73		\$1,776.10		
Employee + Child(ren)	\$1,593.75	\$992.77		\$1,309.01		\$1,405.86		
Family	\$2,549.47	\$1,588.12		\$2,094.00		\$2,248.93		
Monthly Total	\$17,183.86	\$3,674.93		\$6,154.62		\$5,947.68		
Annual Total	\$206,206.32	\$44,099.16		\$73,855.44		\$71,372.16		
% Over / Under Current Each Plan	4.9%	4.9%		4.9%		4.9%		
Combined Monthly Total	\$32,961.09							
Combined Annual Total	\$395,533.08							
% Over / Under Current Rates	4.9%							
Annual Premium Increase / Decrease	\$18,339.12							
Notes								

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2019 Dental Coverage Current & Renewal for CareerSource Pinellas

Carrier Name	Cigna - Renewal			
Effective Date	January 1, 2019			
Plan Name & Type	DPPO Low		DPPO High	
Network Access	In-Network	Out-of-Network	In-Network	Out-of-Network
Benefit Maximum / Calendar Year	\$1,000		\$1,500	
Individual Deductible	\$50		\$25	
Family Deductible	\$150		\$75	
Dental Description	No charge	No charge	No charge	No charge
Preventative Services	20% after CYD	30% after CYD	20% after CYD	30% after CYD
Basic Services	50% after CYD	60% after CYD	50% after CYD	60% after CYD
Major Services	No charge	No charge	No charge	No charge
Procedures	No charge	No charge	No charge	No charge
Routine Office Visits - 9430	No charge	No charge	No charge	No charge
Teeth Cleaning - 1110	No charge	No charge	No charge	No charge
Full Mouth / Panoramic x-rays - 0330	20% after CYD	30% after CYD	20% after CYD	30% after CYD
Amalgam Fillings - 2140	20% after CYD	30% after CYD	20% after CYD	30% after CYD
Extraction - simple per tooth - 7140	20% after CYD	30% after CYD	20% after CYD	30% after CYD
Endodontics - 3330	20% after CYD	30% after CYD	20% after CYD	30% after CYD
Periodontal scaling - 4341	20% after CYD	30% after CYD	20% after CYD	30% after CYD
Full or partial dentures - 5110	50% after CYD	60% after CYD	50% after CYD	60% after CYD
Crowns - 2752	50% after CYD	60% after CYD	50% after CYD	60% after CYD
Orthodontia	Child Only			
Benefit	Not covered		50%	60%
Lifetime Maximum			\$1,500	\$1,500
Participation	Remain current			
Reimbursement UCR or MAC	Negotiated Fee	90th UCR	Negotiated Fee	90th UCR
Waiting period - Late Entrants	50% coverage on major & ortho for 12 months			
Rate Guarantee	12 months			
Mix	24		12	
Employee	1		2	
Employee + Spouse	3		2	
Employee + Child	1		1	
Family				
Rates	\$25.04		\$35.04	
Employee	\$56.03		\$78.40	
Employee + Spouse	\$50.07		\$75.01	
Employee + Child	\$82.27		\$122.51	
Family	\$889.47		\$849.81	
Monthly Total	\$10,673.64		\$10,197.72	
Annual Total	0.0%		0.0%	
% Over / Under Current Each Plan	\$1,739.28			
Combined Monthly Total	\$20,871.36			
Combined Annual Total	0.0%			
% Over / Under Current Rates	\$0.00			
Annual Premium Increase / Decrease				
Notes:				

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2019 Vision Coverage Current & Renewal for CareerSource Pinellas

Carrier Name	Cigna - Renewal	
Effective Date	January 1, 2019	
Plan Name & Type	Vision	
Network Access	In-Network	Out-of-Network
Eye Care Wellness Copay	\$5	--
Eye Exam	No charge after copay	Reimbursed up to \$45
Frequency	12 Months	
Materials Copay	\$10	--
Lenses	No charge after copay	Reimbursed up to \$32
Single Vision	No charge after copay	Reimbursed up to \$55
Bifocals	No charge after copay	Reimbursed up to \$65
Trifocals	No charge after copay	Reimbursed up to \$65
Frequency	12 Months	
Frames	\$150 retail allowance + 20% off additional	Reimbursed up to \$83
Selected Frames	12 Months	
Frequency	12 Months	
Contacts Copay	In lieu of any other eyewear benefits	
Elective	\$150 retail allowance	Reimbursed up to \$120
Medically Necessary Contacts	Covered in full	Reimbursed up to \$210
Frequency	12 Months	
Value Added Discounts	Min. 20% savings	--
Eyewear	12 Months	
Lasik	Discounts available	--
Participation	Remain current	
Rate Guarantee	12 months	
Mix	Employee	33
Employee	Employee + Spouse	6
Employee + Spouse	Employee + Child(ren)	5
Employee + Child(ren)	Family	2
Family	Rates	
Employee	Employee	\$7.78
Employee + Spouse	Employee + Spouse	\$14.97
Employee + Child(ren)	Employee + Child(ren)	\$15.80
Family	Family	\$24.20
Monthly Total	\$473.96	
Annual Total	\$5,687.52	
% Over / Under Current Rates	0.0%	
Annual Premium Increase / Decrease	\$0.00	
Notes		

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2019 Basic Life with AD&D Coverage Current for CareerSource Pinellas

Carrier Name	Cigna - Current
Effective Date	January 1, 2019
Class Description	All Full-Time Employees
Basic Life with Accidental Death & Dismemberment Benefit	1x Salary
Maximum Benefit	\$200,000
Guarantee Issue	\$200,000
Reduction Formula	
At Age 65	65%
At Age 70	42%
At Age 75	27%
At Age 80	--
At Age 85	--
Waiver of Premium	Included
Rate Guarantee	12 months remainig
Premium	
Active Employee Volume	\$9,891,550
Life Rate Per \$1,000	\$0.100
AD & D Rate	\$0.020
Total rate	\$0.120
Monthly Total	\$1,186.99
Annual Total	\$14,243.83
% Over / Under Current Rates	--
Annual Premium Increase / Decrease	--
Notes	

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2019 Supplemental Life Coverage Current for CareerSource Pinellas

Carrier Name	Cigna - Current																										
Effective Date	January 1, 2019																										
Class Description	Employees	Spouse	Child(ren)																								
Supplemental Life Benefit	\$20,000 up to the lesser of 5x salary or \$300,000	Not to exceed 50% of employee amount or \$50,000, terms at age 70	Birth to 6 months - \$250, 6 months to 26: \$5,000 max																								
Guarantee Issue	\$50,000	\$25,000	\$5,000																								
Increments of Coverage	\$10,000	\$5,000	\$5,000																								
Accidental Death & Dismemberment	Not included																										
Age Reduction Formula	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">At Age 65</td> <td style="width: 20%; text-align: center;">65%</td> <td style="width: 10%; border-left: 1px solid black;"></td> <td style="width: 15%; text-align: center;">N / A</td> </tr> <tr> <td style="text-align: center;">At Age 70</td> <td style="text-align: center;">42%</td> <td style="border-left: 1px solid black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">At Age 75</td> <td style="text-align: center;">27%</td> <td style="border-left: 1px solid black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">At Age 80</td> <td style="text-align: center;">--</td> <td style="border-left: 1px solid black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">At Age 85</td> <td style="text-align: center;">--</td> <td style="border-left: 1px solid black;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Portability</td> <td colspan="3" style="text-align: center;">Included. Rates may change.</td> </tr> </table>			At Age 65	65%		N / A	At Age 70	42%			At Age 75	27%			At Age 80	--			At Age 85	--			Portability	Included. Rates may change.		
At Age 65	65%		N / A																								
At Age 70	42%																										
At Age 75	27%																										
At Age 80	--																										
At Age 85	--																										
Portability	Included. Rates may change.																										
Participation	Current																										
Rate Guarantee	12 months remaining																										
Premium - per \$1000	Non-Smoker	Smoker	Child(ren)																								
0 - 19	\$0.100	\$0.170																									
20 - 24	\$0.100	\$0.170																									
25 - 29	\$0.100	\$0.170																									
30 - 34	\$0.130	\$0.230																									
35 - 39	\$0.150	\$0.300																									
40 - 44	\$0.200	\$0.410																									
45 - 49	\$0.320	\$0.700																									
50 - 54	\$0.500	\$1.110	\$0.900																								
55 - 59	\$0.850	\$1.880																									
60 - 64	\$1.430	\$2.620																									
65 - 69	\$2.320	\$4.160																									
70 - 74	\$3.350	\$5.180																									
75 - 79	\$6.270	\$8.690																									
80 - 84	\$10.640	\$13.270																									
85+	\$17.760	\$19.690																									
AD & D Rate (per \$1,000)	N / A	N / A	N / A																								
Notes:																											

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

2019 Short Term Disability Coverage Current for CareerSource Pinellas

Carrier Name	Cigna - Current
Effective Date	January 1, 2019
Class Description	All Full-Time Employees
Elimination Period	
Accident	0 days
Illness	7 days
Benefit Begins	1st day / 7th day
Benefits	
Percentage	60%
Maximum Weekly	\$1,000
Minimum Weekly	\$25
Benefit Duration	12 weeks Illness, 13 weeks Accident
Pre-existing conditions	3 / 12
Participation	Current
Rate Guarantee	12 months remaining
Premium	
Active Employee Volume	\$77,402
Rate per \$10 of benefit	\$0.470
Monthly Total	\$3,637.89
Annual Total	\$43,654.73
% Over / Under Current Rates	--
Annual Premium Increase / Decrease	--
Notes:	

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2019 Long Term Disability Coverage Current for CareerSource Pinellas

Carrier Name	Cigna - Current
Effective Date	January 1, 2019
Class Description	All Full-Time Employees
Benefit Percentage	60%
Maximum Benefit	\$5,000
Benefits	
Elimination Period	90 days
Earnings Test	80% / 60%
Own Occupation	24 months
Zero Day Residual	Included
Max Payment Period	SSNRA
Mental & Nervous	24 months lifetime
Drug & Alcohol	24 months lifetime
Survivor Income	3 months
Minimum Benefit	Greater of \$100 or 10%
Pre-ex	3 / 12
Return to Work Incentive	24 months
Trial Work Days	Unlimited
Participation	Current
Rate Guarantee	12 months remaining
Premium	
Active Employee Volume	\$454,487
Rate per \$100 of payroll	\$0.430
Monthly Total	\$1,954.29
Annual Total	\$23,451.53
% Over / Under Current Rates	--
Annual Premium Increase / Decrease	--
Notes	



Action Item 6

Recommendations from the Science Center Committee

Background:

Loan: Effective December 12, 2014, a business loan was obtained for the principal amount of \$700,000 with an interest at a rate of 4.650% per annum based on a year of 360 days. The proceeds of the loan were used to pay-off the remaining principal and interest of the mortgage payable existing at June 30, 2014. The payment terms require 59 regular payments of \$4,511 each and one irregular payment of \$585,710. The final payment will be due on December 10, 2019, and will be for all principal and all accrued interest not yet paid.

As of December 1, 2018, the current balance on the Science Center property is \$611,477. The current note-holding financial institution has offered the option to refinance for 15 years, at a 4% fixed rate. In addition, there is an equipment debt of \$44,926.

Update Information:

Programs: The Science Center location offers services to customers in various capacities, including a general resource room in which job-seekers have access to computers to conduct searches. The center also offers special services such as Veterans Services, Welfare Transition Program, SNAP assistance and much more. Additionally, the center hosts the various CareerREADY programs, such as soldering, construction, mechatronics and robotics, as well as hospitality certifications. The Science Center is also a credentialed post-secondary Technical Training Center that specializes in preparation for the CompTIA Cyber security. The center also offers several services to youth, including STEM camps, STEME extension trips to Pinellas County Schools, Tampa Bay YouthBuild and WIOA Youth.

Inspection: At the approval of the Board, the Science Center was inspected on August 29, 2018 by National Property Inspections and several points were identified as concerns including electrical, roofing and HVAC. Many of these issues are being addressed as a result. Pinellas County Electric has conducted the electrical repairs recommended by the inspectors. Staff has cleared the debris on the roof and roof repairs have been done to address the leaking areas. Johnson Controls has replaced the HVAC air filters and the expansion valves were quoted at \$10,000. Staff is currently completing the plumbing work necessary to repair any leaks. In addition, there are several outstanding fire inspection issues that need to be addressed. Pest Control is also being addressed at the Tyrone location. Orkin is the contracted provider and service was started on October 23, 2018.

Appraisal: At the approval of the Board, an appraisal of the Science Center of Pinellas property located in St. Petersburg, FL, was conducted in September 2018 by Tod Marr & Associates, LLC (Real Estate Appraisers & Consultants) with a final report submitted on October 5, 2018. The conclusion of the appraisal is as follows: "Based on the available market data and following analysis, our opinion of the as is market value of the fee simple interest of the subject, as of the effective date of September 28, 2018, is estimated at \$3,150,000".

Covenant: The Science Center Asset Purchase Agreement restricts how proceeds from the sale of the property can be spent. The document stipulates the following:

4.3 Post Closing Covenants. *Buyer covenants and agrees that in the event Buyer determines to sell the Real Property post-closing due to continuing operating losses related to the Business, Buyer shall place excess funds remaining after the satisfaction of all obligations and liabilities related to the Business, including any reserve set aside to satisfy unknown liability as determined by Buyer, into a trust account to support STEM education.*

Discussion:

Science Center Committee: On November 29, 2018, Science Center Committee members debated the future of the Science Center property, and whether CSPIN should continue to own the building. One suggestion was to convert the building into a community center, taking into account its attractions, such as the White Gardens, Planetarium, 600-gallon Touch Tank and Iguana Sanctuary. Were the location to be sold, there is also an opportunity for CareerSource Pinellas to serve the population in other areas of Pinellas County.

The Committee further discussed the services provided to customers at the Science Center location, and how they fit into the mission of the organization. Members who have served on the committee over the years made the case that training programs were added at the location at the directive of state officials, because many disadvantaged job-seekers did not have access to formal educational institutions. At this time, Department of Economic Opportunity (DEO) would like to see a continued focus on sector strategy training programs. However, the preference seems to be for vendors to provide the training, rather than training being done in-house. It was noted that case management and wrap-around services would continue for students enrolled in training.

As a result, Cybersecurity will transition to SPC in January 2019. Certain pre-vocational programs, such as soldering and mechatronics classes present an opportunity to partner with local training providers and colleges, to teach students accordingly. Other programs such as MOS certifications and other services offered in the resource room could re-locate to another center and continue to be provided to customers.

It was also noted that several field trips have been reserved by Pinellas County Schools, to bring students on STEMe field trips, and that those obligations should be met. However, the STEM camps would continue through the end of the calendar year (December 2018).

Recommendation:

After thoroughly discussing the matter, the Science Center Committee presents the following recommendations to the Board of Directors:

1. STEMe activities continue until the end of the program year (June 2019) or until the Science Center building is sold.
2. CareerSource Pinellas endeavors to sell the Science Center property.



Information Item 1 - Eligible Training Provider Policy

At the request of the Board of Directors on September 18, 2018, staff was charged with conducting research and providing a report of the best practices of other workforce boards regarding the policy and criteria used to approve training providers. At this meeting, the Board voted unanimously to table Southern Technical College as a training vendor in order for the requested research to be compiled and reviewed by the Board.

CareerSource Florida Administrative Policy No. 90: WIOA Eligible Training Providers List allows for additional criteria to be established by the local workforce development board.

Following is an excerpt taken from this policy:

“Per WIOA Section 122(b)(3), a Local Board, through local policy, may establish additional criteria and required information for program eligibility within its Local Area. This may include setting required levels of performance as criteria for training providers (and their programs) to become or remain eligible to provide training services programs in that Local Board’s particular Local Area.”

Following are the results of the findings on eligible training provider policies and best practices:

Local Workforce Development Board	Criteria	Training Duration	Individual Training Account Cap	Performance Measures LWDB Participants
CareerSource Pinellas	<ul style="list-style-type: none"> CSF Minimum Criteria In business in Florida for minimum of 2 years 	Up to 2 years	\$5,000 per PY Max \$10,000 lifetime	Maintain 80% Entered Employment Rate
CareerSource Heartland	<ul style="list-style-type: none"> CSF Minimum Criteria Priority of ITA given to Vocational and Technical programs – not more than 12 consecutive months Minimum entry level wage rate of \$14 per hour 	Maximum 12 months	Lifetime threshold \$5,000 in targeted occupations; \$4,000 in non-targeted occupations	85% completion rate; Minimum 85% entered employment rate
CareerSource Escarosa	<ul style="list-style-type: none"> CSF criteria Accepts new training provider applications during the months of March and October only Limit new training providers to a max of 5 customer enrollments the first fiscal year until performance is established New training providers must provide a minimum of 3 letters of commitment from employers in the Region specifying the working relationship with the training provider for placement opportunities upon completion of training 	Pending Board Verification	Pending Board Verification	80% completion and placement rate

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CareerSource Polk	<ul style="list-style-type: none"> • CSF criteria 	Pending Board Verification	Employs a Tier System establishing thresholds per training program using in demand occupations and the average entry wage. The higher the entry level wage, the higher the max investment between \$5,000-\$7,500	75% pass rate for state licensure; 80% placement rate for program completers
CareerSource Florida Baseline	<ul style="list-style-type: none"> • CSF minimum criteria for initial eligibility: <ul style="list-style-type: none"> ○ Provider must be licensed, certified or authorized under FL law to provide training services ○ Provide detailed description of each training services program ○ Info on cost of attendance ○ If training program leads to an industry recognized credential ○ Can the credential be stacked as part of a career pathway? ○ Has training provider developed the training in partnership with a business or industry? ○ Identify the in-demand industry sectors and occupations best fitting the training program ○ Describe the pre-reqs or skills required prior to beginning the training ○ Verify the training program is listed on the RTOL 	Determined by Local Policy	Determined by Local Policy	CSF does not impose state-wide minimum performance targets as eligibility criteria for training programs to remain on either the State or Local ETPL. Performance information for each program will be posted on the ETPL to help consumers make an informed decision.

- Training providers' accreditation data from CIE and COE are given for a 5-year cycle, with an annual update report. All training providers currently accredited by the two entities should be able to provide their accreditation information, as this information is kept annually. The most recent FETPIP data available is from year 2016.
- Staff will gather accreditation information from current training providers and provide at the next committee meeting.
- The accreditation data obtained from CIE and COE will be used as a benchmark to evaluate whether or not an institution should be considered for approval by the LWDB as a training provider.



Information Item 2

National Association of Workforce Boards (NAWB) Forum

Information:

NAWB represents approximately 550 Workforce Development Boards and their 12,000+ business members that coordinate and leverage workforce strategies with education and economic development stakeholders within their local communities, to ensure that state and local workforce development and job training programs meet the needs of employers. These investments in workforce development create a comprehensive system to provide America with a highly skilled workforce that competes in the global economy.

NAWB is the only association that advocates for Workforce Development Boards. They work closely with policy makers in Washington, DC to inform national strategy as it relates to WDBs and their partners in education, economic development, labor and business.

The Association hosts an annual forum in Washington D.C. that brings together leaders of business, labor, education, policymakers and other workforce stakeholders from across the country. The 2019 forum will be held in March, as follows:

2019 Forum

March 23 – 26, 2019

The Washington Hilton: 1919 Connecticut Avenue, Washington DC

Applicable costs:

Forum Registration: \$800 thru Nov 9th

\$925 after Nov 10th

Hotel: \$317/night (plus applicable fees & taxes)

Airline: \$300 - \$400 (estimate)

In anticipation of the high attendance, 8 registrations have been pre-filled for LWDB 14. In the past, board members have been invited to attend this conference as well as leadership staff.

Registration, hotel and flight costs will be incurred by CSPIN.

**CareerSource Pinellas
Financial Report Summary
10/31/2018**

Description	Begin Date	End Date	Grant/Program Award Amount	Proposed Modication #2	Current Yr Expenditures to date	Remaining CY Budget	CY Expenditure Rate
Workforce Innovation & Opportunity Act							
WIOA Adult 17	7/1/17	6/30/19	1,567,483	255,129	255,128	1	100.00%
WIOA Adult 18	7/1/18	6/30/20	1,624,709	1,624,709	176,153	1,448,556	10.84%
WIOA Dislocated Worker 17	7/1/17	6/30/19	2,011,296	1,047,616	724,556	323,060	69.16%
WIOA Dislocated Worker 18	7/1/18	6/30/20	1,825,041	1,822,995	-	1,822,995	0.00%
WIOA Youth 17	4/1/17	6/30/19	2,249,518	535,904	300,339	235,565	56.04%
WIOA Youth 18	4/1/18	6/30/20	1,290,271	1,290,271	-	1,290,271	0.00%
WIOA Community Based Sector Strategy Training Init	4/1/17	12/31/18	36,210	30,750	14,523	16,227	47.23%
WIOA Community Based Sector Strategy Career READY	9/1/17	6/30/19	275,935	254,699	62,522	192,177	24.55%
WIOA Community Based Sector Strategy IT Training	7/1/17	6/30/19	318,285	223,031	25,753	197,278	11.55%
WIOA Community Based Sector Strategy Construction	7/1/17	6/30/19	147,125	51,376	10,881	40,495	21.18%
WIOA Governor's Challenge - Hurricane Maria	1/1/18	12/31/18	21,280	20,844	-	20,844	0.00%
WIOA Supplemental	7/1/18	12/31/19	148,624	148,624	-	148,624	0.00%
Total Workforce Innovation & Opportunity Act			11,515,777	7,305,948	1,569,856	5,736,092	21.49%
Employment Services							
Wagner Peyser 17	7/1/17	9/30/18	725,827	150,583	150,583	-	100.00%
Wagner Peyser 18	7/1/18	9/30/19	696,049	696,049	58,654	637,395	8.43%
Wagner Peyser Coop Outreach	7/1/18	6/30/19	42,000	42,000	-	42,000	0.00%
Disabled Veterans Outreach Program PY17	10/1/17	9/30/18	130,062	53,253	34,732	18,521	65.22%
Disabled Veterans Outreach Program PY18	10/1/18	9/30/19	150,313	90,188	-	90,188	0.00%
Local Veterans Employment Program PY17	10/1/17	9/30/18	50,000	21,393	11,123	10,270	51.99%
Local Veterans Employment Program PY18	10/1/18	9/30/19	80,938	48,563	-	48,563	0.00%
Supplemental Nutrition Assistance Program PY17	10/1/17	9/30/18	547,394	199,595	162,175	37,420	81.25%
Supplemental Nutrition Assistance Program PY18	10/1/18	9/30/19	620,405	350,404	-	350,404	0.00%
Unemployment Compensation/REA PY17	10/1/17	9/30/18	44,800	13,177	13,177	-	100.00%
Unemployment Compensation/REA PY18	10/1/18	9/30/18	45,711	41,823	1,905	39,918	4.55%
TAA PY17 Training	10/1/17	9/30/18	253,841	114,177	83,313	30,864	72.97%
TAA PY18 Training	10/1/18	6/30/19	30,864	131,250	30,864	100,386	23.52%
TAA PY17 Case Management	10/1/17	9/30/18	2,939	40,703	714	39,989	1.76%
TAA PY18 Case Management	10/1/18	6/30/19	39,989	26,250	-	26,250	0.00%
TAA PY17 Administration	10/1/17	9/30/18	33,121	15,845	9,187	6,658	57.98%
TAA PY18 Administration	10/1/18	6/30/19	17,500	17,500	-	17,500	0.00%
Total Employer Services			3,511,752	2,052,754	556,428	1,496,326	27.11%
Welfare Transition							
Welfare Transition Program Jul-Sep	7/1/18	11/30/18	562,039	562,039	562,039	-	100.00%
Welfare Transition Program Oct- June	10/1/18	6/30/19	1,686,119	1,686,119	200,316	1,485,803	11.88%
Total Welfare Transition			2,248,158	2,248,158	762,355	1,485,803	33.91%
Direct Services							
Reemployment & Eligibility Assessments PY18	1/1/18	12/31/18	289,143	129,441	91,711	37,730	70.85%
Reemployment & Eligibility Assessments PY19	1/1/19	12/31/19	500,000	250,000	-	250,000	0.00%
NEG Hurricane Maria	10/1/17	9/30/19	125,000	125,000	-	125,000	0.00%
DOL- Youthbuild 2016	10/17/16	2/16/20	1,175,000	349,728	130,470	219,257	37.31%
Americorp	8/1/17	7/31/18	302,495	25,000	6,844	18,156	27.38%
Able Trust	8/17/16	8/17/19	260,500	128,543	13,240	115,303	10.30%
JWB Youth Innovators - 2018	10/1/17	9/30/18	36,724	24,193	1,719	22,474	7.10%
JWB Youth Innovators - 2019	10/1/18	9/30/19	40,000	40,000	-	40,000	0.00%
Science Center/STEMe	7/1/18	6/30/19	415,000	415,000	129,761	285,239	31.27%
Total Direct Services			3,143,862	1,486,904	373,745	1,113,159	25.14%
Grand Total			\$ 20,419,549	\$ 13,093,764	\$ 3,262,385	\$ 9,831,379	15.98%