

**CareerSource Pinellas  
Board of Directors Minutes**

Date: Wednesday, January 15, 2020 at 11:45 A.M.  
Location: Pinellas Technical College, 901 34<sup>th</sup> St. S, Rm G-8, St. Petersburg, FL.

**Call to Order**

Chairwoman Leavelle called the meeting to order at 11:45 a.m. and welcomed all participants. There was a quorum present with the following board members.

**Board Members in attendance**

Vivian Amadeo (phone), William Apple (phone), Jody Armstrong, Manny Bhuller, Candida Duff (phone), James England (phone), Celeste Fernandez (phone), David Fetkenher, Commissioner Patricia Gerard (phone), Barclay Harless, Mark Hunt, John Howell, Mark Hunt, Michael Jalazo, Carolyn King, Samuel Kolapo (phone), Karla Leavelle, Russell Leggette, Michael Logal, Michael Meidel, Dr. Rebecca Sarlo (phone), Sheryl Sheppard (phone), Amy Van Ness (phone), Scott Wagman, Zachary White (phone), Kenneth Williams (phone).

**Board Members Absent**

Jack Geller, Andrea Henning, Joanne Lentino, Kay McKenzie, Debbie Passerini, Chad Simpson, Glenn Willocks.

**Board Counsel**

Stephanie Marchman, Gray-Robinson

**Guests**

Rolando Torres, Abacode  
Dan McGrew, Dynamic Workforce Solutions

**Staff in attendance**

Jennifer Brackney, Don Shepherd, Steven Meier, Michelle Moeller, April Torregiante, Nancy Schultz, Mary Jo Schmick, René Davisson, Cindy Hockridge and Carlows Ellis.

**Welcome & Introductions**

Chairwoman Leavelle welcomed all the participating members. She highlighted a few topics: She introduced and asked the Board to welcome three new staff members: Mary Jo Schmick, Special Projects Director, René Davisson, Director of Administrative Services and Cindy Hockridge, Administrative Assistant.

1. Thank you to those Board Members who have agreed to go through the Strategic Planning process and who have joined the Focus Group. They are dedicating four days during the course of January and February.
2. Thank you to all of those who worked on the Science Center Committee and helped to make that sale happen. Since the sale of the Science Center, we now have two satellite offices open, which expands our footprint and our ability to serve the community. Those offices are the EpiCenter and Tarpon Springs.
3. The employment rate continues to be quite low in this area and continues to be a struggle to fill positions. Our CareerSource Center continues to work with both employees and employers to get those positions that are open filled.

**Action Item 1 – Approval of the Minutes – 11.20.2019 Board of Directors**

The minutes of the November 20, 2019 Board of Directors meeting were presented for approval.

|                         |
|-------------------------|
| Motion: Mark Hunt       |
| Second: Barclay Harless |

*The minutes were approved as presented. This motion carried unanimously. There was no further discussion.*

## Action Item 2 – Proceeds from the sale of the Science Center

CareerSource Pinellas closed on the sale of the Science Center on November 20, 2019. Net proceeds in the amount of \$2,461,659.07 were received on that day.

|   |                       |
|---|-----------------------|
| <b>Purchase Price</b>   | <b>\$3,150,000.00</b> |
|   |                       |
| <b>Payoff of Mortgage - Hancock Whitney Bank</b>                                | <b>(585,279.12)</b>   |
|   |                       |
| <b>Payoff of Debt on HVAC</b>   | <b>(24,016.81)</b>    |
|   |                       |
| <b>Realtor Commission to Smith and Smith</b>                                    | <b>(79,045.00)</b>    |
|   |                       |
| <b>Proceeds Received</b>  | <b>\$2,461,659.07</b> |
|   |                       |
| <b>Commitment for Iguana Sanctuary</b>  | <b>(40,000.00)</b>    |
|   |                       |
| <b>Science Center Expenditures-Operating, etc. (estimated through 11/30/19)</b> | <b>(45,000.00)</b>    |
|   |                       |
| <b>Estimated Proceeds Available</b>   | <b>\$2,376,659.07</b> |

### Recommendation

Designate the net proceeds from the sale of the Science Center as unrestricted, subject to the reduction of expenses related to the sale and closing, and pending the completion of the DOL compliance review.

Motion: Scott Wagman

Second: Russell Leggette

*The Board of Directors approved to designate the sale of the Science Center as unrestricted subject to the reduction of expenses, and pending the completion of the DOL compliance review. There was no further discussion. The motion carried unanimously.*

## Action Item 3 – Release of Capital Improvement Funds to Unrestricted

On October 30, 2015, the CareerSource Pinellas Finance Committee approved a modification to the Organization's Fixed Asset Policy. One aspect of this modification was the implementation of a capital improvement account.

The capital improvement account was maintained within the general fund. The account was designated to track cash value for capital improvements to buildings as they became necessary. The capital improvement account balance as of November 30, 2019 is \$176,159.16.

### Recommendation

Release the remaining \$176,159.16 in the Capital Improvement Fund as of 11/20/2019 to unrestricted.

Discussion: The Finance Committee decided to designate the funds as unrestricted and identify where the funds came from.

Motion: Mark Hunt

Second: Jody Armstrong

*The Board approved releasing the funds as unrestricted, and as a line item to satisfy where the funds came from. The motion carried unanimously.*

**Action Item 4 – RFP Issuance: EDMS, IT & Website Services**

CareerSource Pinellas currently contracts with Complete Technology Solution to provide all IT-related services. The contract provides a bundle of IT-related services, including help desk, information technology, infrastructure management, network management, Electronic Document Management System (EDMS) and website. As a result of the post-malware incident review, it is recommended that CSPIN move forward with a process to “unbundle” IT services in an effort to provide a more secure IT environment. Consequently, staff would like to issue a Request for Proposals for the provisions of its Information Technology needs across all offices, career centers, and satellite sites.

Services to be included in the request for proposal include the following:

I. **EDMS:** Manage a multi-faceted EDMS system to include electronic document management, online programs, e-courses and online scheduler. Provide development of new functionality or modules within the application as needed.

II. **Information Technology Services:** Management of the overall administration of information technology systems and support of day-to-day operations.

III. **Website Services:** Develop, maintain and manage website services.

IV. **Cybersecurity:** Maintain and manage internal controls, security, and disaster recovery. \*RFP for Cybersecurity has been issued and a vendor recommendation is forthcoming.

| Action                          | Date                  |
|---------------------------------|-----------------------|
| Issue RFP                       | 2/03/2020             |
| Question and Answer period      | 2/07/2020 – 2/14/2020 |
| RFP Due/Official Opening        | 2/28/2020             |
| Evaluation and Selection Begins | 03/02/2020            |
| Award date                      | 04/01/2020            |

**Recommendation:** Approval of the issuance of an RFP for the provision of EDMS, IT & Website Services.

**Discussion:** There will be one RFP with three items-EDMS, IT and Website Services. Cybersecurity has already been sent out in an RFQ. Essentially, we are un-bundling our IT Services and looking at all options as we move forward to provide a secure environment for our computer systems. Potentially, we could have one vendor or three separate vendors but they will be issued in one RFP.

|                         |
|-------------------------|
| Motion: David Fetkenher |
| Second: Barclay Harless |

*The Board approved the issuance of an RFP for the provision of EDMS, IT & Website services. The motion carried unanimously.*

**Action Item 5 – RFQ Selection: Cybersecurity**

As a result of the malware incident in October 2019, CSPIN engaged Abacode, a computer forensic firm for further investigation. Based on best practices, it was recommended that CSPIN procure Cybersecurity services to provide a full spectrum of cybersecurity consulting services to help plan, implement and maintain governance and/or compliance, assess security posture and train staff to create a culture of security.

On November 20, 2019, the Board approved the issuance of an RFQ for Cybersecurity services. CSPIN issued an RFQ, received and reviewed seven (7) proposals, which included provision for 24/7 monitoring. Three of the proposals did not meet the RFQ criteria.

In the short term, the 24/7 monitoring was determined to be a critical protective measure. The contract services for monthly monitoring were scheduled to expire on Friday, December 13, 2019. These are not offered on a month-to-month renewal basis, only on a one (1) year contract. To ensure continuous services for CSPIN's 24/7 cyber monitoring platform, Abacode was selected as the vendor to offer 24/7 Cyber Lorica SIEM/SOC Monitoring for a one-year period at the cost of \$5,050/month.

The remaining services outlined in the proposal include the following:

- 1) Cybersecurity Policy Review and Development
- 2) External/Internal Vulnerability & Security Controls Assessment
- 3) Network, Physical and Wireless Penetration Tests
- 4) Phishing Exercise
- 5) Managed Cybersecurity Awareness Training.

Four proposals were reviewed by staff, the costs of these services ranged from \$14,470 to \$92,650.

| Vendor         | Fixed    | 24/7     | Total     |
|----------------|----------|----------|-----------|
| Abacode        | \$48,270 | \$60,600 | \$108,870 |
| MGT Consulting | \$51,100 | \$26,775 | \$77,875  |
| Stealthentry   | \$92,650 | \$35,500 | \$128,150 |
| Infosight      | \$14,470 | \$87,360 | \$101,830 |

**Recommendation:** To negotiate and enter into a contract with Abacode to secure the additional Cybersecurity services, as stated in the scope of work above, totaling \$48,270.

|                         |
|-------------------------|
| Motion: David Fetkenher |
| Second: Barclay Harless |

*The Board of Directors approved to negotiate and enter into contract with Abacode as stated in the scope of work. The motion carried unanimously.*

#### **Action Item 6 – Annual Financial Audit for the Fiscal Year Ended June 20, 2019**

The audit firm of Powell & Jones, CPAs has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2019.

Enclosed is a copy of the audit report. Representatives from the firm presented the results to the Audit Committee on January 15, 2020.

**Recommendation:** The Audit Committee recommends approval of the Annual Financial Audit for the fiscal year ended June 30, 2019.

**Discussion:** Richard Powell, CPA, reviewed the audit report. He highlighted the following:

- (a) Note 14-Contingent Liability. The ETA documented seventeen findings regarding grant administration of DOL funds totaling \$17,643,410. Approximately \$5,557,469 relates to funds administered by CareerSource Pinellas. The DEO, along with the two CareerSource agencies involved have requested technical assistance from ETA to address and resolve the findings. CareerSource Pinellas has identified approximately \$2.55 million in unrestricted funds that could be utilized to repay any final disallowed costs.
- (b) Note 16-Subsequent Events. The Sale of the Science Center on November 20, 2019. Net proceeds were \$2,461,659 and will be classified as unrestricted reserves of WorkNet.
- (c) Subrecipient Monitoring-CareerSource Pinellas had three subrecipients of its grant funds totaling approximately \$573,567 in pass-through funds. It is recommended that CareerSource Pinellas implement procedures to assure that all subrecipients of its federal funds are fully monitored as required by Section D of the Uniform Guidance.

- (d) Current Year Findings-2019-2 Indirect Cost Allocation. This had not been completely documented at the time of the audit. Subsequently, the Organization received an approved provisional rate from the DOL for the year ended June 30, 2019 and 2020.

The Board discussion on DOL update/expectation for findings: In November DOL requested DEO to work with CareerSource Pinellas and Tampa Bay to submit additional information, which has been submitted. There has been no feedback regarding that. DEO has requested technical assistance meetings with USDOL. Once those meetings are completed, DEO will gather all recommendations from USDOL and meet with CareerSource Pinellas to review. After discussion regarding the total funds in Note 14, it was decided that Richard will add an additional comment stating that it is not possible to estimate a final liability at this time.

|                      |
|----------------------|
| Motion: Scott Wagman |
|----------------------|

|                   |
|-------------------|
| Second: Mark Hunt |
|-------------------|

***The Board of Directors approved the Annual Financial Audit for the fiscal year ended June 30, 2019 with the stipulation that there will be an additional comment added to Note 14. The motion carried unanimously.***

### **Other Administrative Matters –**

DEO forwarded a copy of an anonymous letter to CareerSource Pinellas.

In line with our commitment to promote transparency, a copy of the letter was presented to the Board of Directors. The Board asked the CEO to provide a response with the understanding a full response is not possible due to the anonymity of the letter.

### **Presentations:**

**Rolando Torres, Abacode** – An overview of the company, cybersecurity framework, managing the risk & security program and highlighting the high-level gaps at the time of incident were made.

**Stephanie Marchman, Sunshine Law** – The following recommendations were made:

It is recommended that public comment be moved to the beginning of the agenda or for the Chair to allow public comment before each agenda item is voted upon.

It is recommended that in addition to the website, future agendas also include the following language:

- *All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you 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.*
- *If you have a disability and need an accommodation in order to participate in this meeting, please contact [insert name] at [phone number and email] at least two business days in advance of the meeting.*

### **Information Items**

#### **Information Item 1 – USDOL Compliance Review Update**

USDOL/ DEO Compliance Review Background: CareerSource Pinellas received the U.S. Department of Labor Employment and Training Administration (USDOL/ETA) Compliance Review of CareerSource Tampa Bay (CSTB) and Career Source Pinellas (CSPIN) on May 16, 2019. The report was submitted to Ken Lawson, Executive Director Florida Department of Economic Opportunity (DEO) and was issued by the Atlanta Regional Office on May 15, 2019.

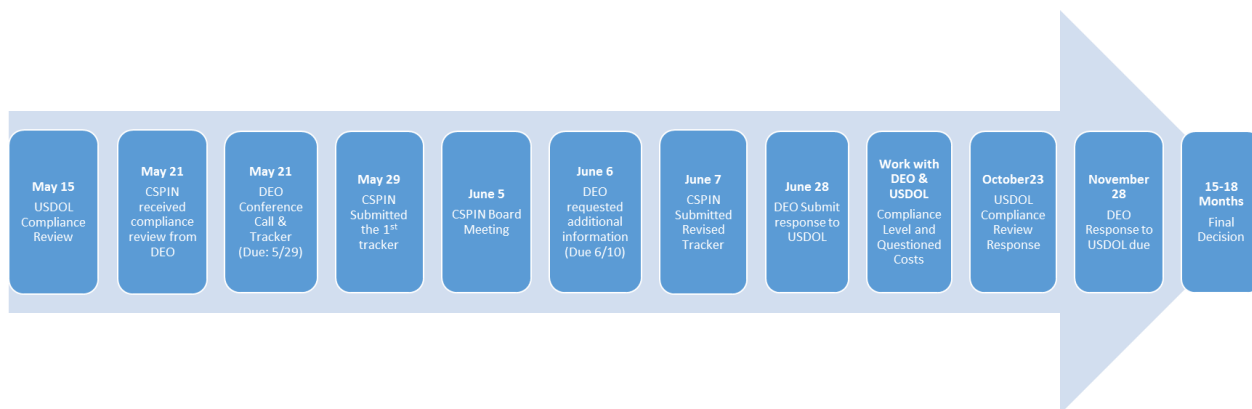
On June 28, 2019, the Florida Department of Economic Opportunity (DEO) submitted to the U.S. Department of Labor, Employment and Training Administration (ETA), Atlanta Regional Office, responses to the Findings contained in the ETA's May 15, 2019 report of the Compliance Review.

On October 14, 2019, USDOL/ETA issued a letter of response to DEO. USDOL/ETA acknowledged DEO efforts in working with CareerSource Tampa Bay and CareerSource Pinellas to begin to implement many of the corrective actions that are required to resolve the Findings. However, as reflected in the Compliance Review Report, the documentation provided and corrective actions taken to date are

insufficient to fully address the required actions in the Findings. As a result, 16 of the 17 Findings remain unresolved.

In response, DEO requested supplemental information from both CSTB and CSPIN. The supplemental information was due to DEO for review on or before November 12, 2019. DEO will review this information in an effort to provide a written response to USDOL/ETA as required by November 28, 2019.

In December, DEO submitted a request for technical assistance to the USDOL.



### Information Item 2: Local Workforce Development Board Plan

The Department of Economic Opportunity has finalized the WIOA Local Plan Guidelines for the development of the comprehensive Local Workforce Development Board four-year plan (2020-2024).

#### Key Dates are as follows:

| Event                                      | Date (On or Before) |
|--|---------------------|
| Local Plan Guidelines Issued               | November 1, 2019    |
| Labor Market Analysis Sent to Local Boards | December 6, 2019    |
| Local Plans Due                            | March 16, 2020      |
| WIOA Statewide Unified Plan Due            | March 30, 2020      |
| WIOA Statewide Unified Plan Approved       | May 1, 2020         |
| Local Plans Approved                       | June 4, 2020        |
| WIOA Program Year 2020 Begins              | July 1, 2020        |

The draft LWDP will be posted for the required 30 day public review period beginning in February. The final draft along with comments will be presented at the March Board of Directors Meeting for approval and, subsequently, submitted to the Board of County Commissioners for review and approval.

### Information Item 3: MOU/IFA Renewals

As part of the Local Workforce Development Plan, CareerSource Pinellas is renewing Memorandums of Understanding (MOU) agreements.

MOUs establish 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 updated MOU & IFA's will be presented at the March CSPIN Board of Directors meeting on March 18, 2020 for review and approval. MOU's will subsequently be forwarded to the Board of County commissioners.

## MOU/IFA Renewals

| Partner Program                              | Partner Organization         | Authorization/Category   | Contact Information   | Pending Items  |
|--|------------------------------|--|---|--|
| AARP Foundation SCSEP                        | AARP Foundation              | Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)                                     | Gina Kravitz, gkravitz@aarp.org   | Pending Both MOU and IFA; with AARP legal department     |
| Career, Technical & Adult Education Programs | Pinellas County School Board | WIOA title II Adult Education and Family Literacy Act (AEFLA) Program  | Mark Hunt, huntwi@pcsb.org  | Pending Signed IFA; Signed MOU Received                  |
| Career, Technical & Adult Education Programs | Pinellas County School Board | Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) | Mark Hunt, huntwi@pcsb.org  | Pending Signed IFA; Signed MOU Received                  |
| Community Services Block Grant               | Pinellas Opportunity Council | Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)  | Carolyn King, cking@poc-inc.org   | Signed MOU and IFA Received                              |
| Division of Blind Services                   | FL Department of Education   | State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV        | Nancy Brown, District Administrator- Nancy.Brown@dbs.fldoe.org<br>Marcela Blanchett- Employment Placement Specialist- Marcela.Blanchett@dbs.fldoe.org | MOU and IFA Approved; DBS requests to be final signature |
| Job Corps                                    | Odle Management              | Job Corps, WIOA Title I, Subtitle C  | Tim Foley, foley.tim@odle.com<br>Samuel Kolapo, kolapo.samuel.1@jobcorps.org  | Signed MOU and IFA Received                              |
| Vocational Rehabilitation                    | FL Department of Education   | State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of  | John Howell, john.howell@vr.fldoe.org   | Pending Both MOU and IFA; with VR                        |



|  |  |   |  |                  |
|--|--|---|--|------------------|
|  |  | 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV |  | legal department |
|--|--|---|--|------------------|

**Information Item 4: Strategic Plan**

As the New Year begins, we look forward to working with board members and key stakeholders to develop “**CareerSource Pinellas 2020.**”

This comprehensive strategic initiative will be a brainstorming and planning process to define our aspirations at CareerSource Pinellas, and examine our existing resources and leadership’s role in workforce development and the community.

To assist us with the facilitation of this project, we have engaged Strumpf & Associates. Lori Strumpf is an experienced consultant who will guide several opportunities for input and conversation to ensure an effective *CareerSource Pinellas 2020* action plan.

As a key stakeholder, you are personally invited to join the **Strategic Planning Team or Focus Group**, as your input is important as we establish goals, set priorities and look to the future.

**Strategic Planning Team**

*This Team will consist of 10-15 board members, partners and key stakeholders. The Charter of the Strategic Planning Team is to develop a comprehensive strategic plan that will help to sustain growth and provide direction to the organization over the next three years. The plan will also address steps to implement new strategies and approaches. The team will submit the plan as a recommendation to the Local Workforce Development Board (LWDB) for approval.*

The current schedule is as follow, and members of the Strategic Planning Team are being asked to commit to attending all scheduled sessions for the most effective outcome.

|   |  |
|---|--|
| <b>Friday, January 17, 2020</b><br><b>Strategic Planning Team Meeting #1</b>            | <b>9:00 am to 2:00 pm (including working lunch)</b><br>Begin identifying strategic challenges and SWOT analysis.                         |
| <b>Wednesday, January 29, 2020</b><br><b>Strategic Planning Team Meeting #2</b>         | <b>8:30 am to 12:30 pm</b><br>Continue SWOT analysis and begin to define what needs to be accomplished over the next three (3) years.    |
| <b>Friday, February 7, 2020</b><br><b>Strategic Planning Team Meeting #3</b>            | <b>8:30 am to 12:30 pm</b><br>Use data from the Focus Groups to refine goals and strategies. Begin to define vision, mission and values. |
| <b>Tuesday, February 25, 2020</b><br><b>Strategic Planning Team Optional Meeting #4</b> | <b>8:30 am to 12:30 pm</b><br>If needed, fourth meeting to finalize the plan and discuss next steps.                                     |



Focus Groups

|  |                                     |
|--|-------------------------------------|
| Friday, January 17, 2020<br><i>Focus Group #1</i>    | 2:30 pm to 4:00 pm<br>Board Members |
| Wednesday, January 29, 2020<br><i>Focus Group #2</i> | 1:30 pm to 3:00 pm<br>Partners      |
| Wednesday, January 29, 2020<br><i>Focus Group #3</i> | 3:30 pm to 5:00 pm<br>Employees     |
| Friday, February 7, 2020<br><i>Focus Group #4</i>    | 1:30 pm to 3:00 pm<br>Employers     |
| Friday, February 7, 2020<br><i>Focus Group #5</i>    | 3:30 pm to 5:00 pm<br>Job Seekers   |

**Information Item 5: DEO Daily Governor’s Report**

DEO Daily Governor’s Report – (Placement as reported in the Employ Florida system)  
Local Tracking for Program Year 2019-2020 and 2018-2019

| CareerSource Pinellas |            |                 |         |                      |
|-----------------------|------------|-----------------|---------|----------------------|
| PY 19/20              | Placements | Composite Score | Ranking | Statewide Placements |
| July                  | 371        | 104.17%         | 11      | 8,426                |
| August                | 341        | 117.58%         | 12      | 6,985                |
| September             | 385        | 120.49%         | 11      | 7,974                |
| October               | 370        | 88.83%          | 14      | 9,831                |
| November              | 210        | 83.33%          | 12      | 6,391                |
| December              | 234        | 96.23%          | 11      | 6,807                |
| January               |            |                 |         |                      |
| February              |            |                 |         |                      |
| March                 |            |                 |         |                      |
| April                 |            |                 |         |                      |
| May                   |            |                 |         |                      |
| June                  |            |                 |         |                      |
| Totals                | 1,911      | 101.77%         | 11.8    | 46,414               |

| CareerSource Pinellas |            |                 |         |                      |
|-----------------------|------------|-----------------|---------|----------------------|
| PY 18/19              | Placements | Composite Score | Ranking | Statewide Placements |
| July                  | 799        | 166.01%         | 8       | 10,973               |
| August                | 938        | 161.75%         | 8       | 12,656               |

|           |       |         |     |         |
|-----------|-------|---------|-----|---------|
| September | 955   | 162.37% | 6   | 12,922  |
| October   | 1,020 | 155.32% | 6   | 14,407  |
| November  | 765   | 143.56% | 8   | 11,914  |
| December  | 658   | 148.21% | 8   | 11,230  |
| January   | 711   | 137.22% | 6   | 12,219  |
| February  | 703   | 165.17% | 6   | 9,840   |
| March     | 654   | 144.95% | 6   | 10,266  |
| April     | 610   | 139.04% | 8   | 10,234  |
| May       | 660   | 139.25% | 9   | 11,061  |
| June      | 455   | 121.38% | 6   | 8,606   |
| Totals    | 8,928 | 151.17% | 7.1 | 136,328 |

### DEO Definitions and Report Methodology

The Monthly Job Placement Report - developed by the Florida Department of Economic Opportunity and [CareerSource Florida](#) - supports measurement, management and service improvements aimed at helping Floridians find jobs through services and resources provided by Florida's workforce system.

The Monthly Job Placement Report provides real-time measurement of job placement performance by the state's [24 Local Workforce Development Areas](#) and the nearly 100 [CareerSource centers](#) they direct.

### Information Item 6: CareerSource Pinellas Workforce Operations Performance Dashboard (as of 1/07/2020)

|                                      |                                     |                               |                                   |                                  |                                      |                                       |
|--------------------------------------|-------------------------------------|-------------------------------|-----------------------------------|----------------------------------|--------------------------------------|---------------------------------------|
| <b>Active</b>                        |                                     |                               | <b>PY 19-20 Totals</b>            |                                  |                                      |                                       |
| Adult<br><b>775</b>                  | OST<br><b>584</b>                   | OJT<br><b>1</b>               | Employers Served<br><b>729</b>    |                                  | Individuals Served<br><b>10,324</b>  |                                       |
| DW<br><b>475</b>                     | Apprenticeship<br><b>166</b>        |                               | Returning Employers<br><b>449</b> | Returning %<br><b>56.27%</b>     | Staff Assisted<br><b>6,097</b>       | Self Assisted<br><b>4,227</b>         |
| Youth<br><b>339</b>                  | Work Experience<br><b>1</b>         |                               | Direct Placements<br><b>61</b>    | Job Orders<br><b>4787</b>        | Individuals Employed<br><b>2,547</b> | WP Average Wage<br><b>\$12.82</b>     |
| <b>WIOAAD</b>                        |                                     |                               | <b>WIOADW</b>                     |                                  | <b>WIOA Youth</b>                    |                                       |
| Adult EE<br><b>122</b>               | Adult Non-EE<br><b>0</b>            | Adult EE Rate<br><b>100 %</b> | DW EE<br><b>79</b>                | DW Non-EE<br><b>0</b>            | DW EE Rate<br><b>100 %</b>           | Youth Closed Positive<br><b>62</b>    |
| Adult Average Wage<br><b>\$21.28</b> | Adult Median Wage<br><b>\$25.00</b> |                               | DW Average Wage<br><b>\$20.38</b> | DW Median Wage<br><b>\$20.50</b> |                                      | Youth Closed Non-Positive<br><b>0</b> |
|                                      |                                     |                               |                                   |                                  |                                      | Youth PO Rate<br><b>100 %</b>         |
|                                      |                                     |                               |                                   |                                  |                                      | Youth Average Wage<br><b>\$11.88</b>  |
|                                      |                                     |                               |                                   |                                  |                                      | Youth Median Wage<br><b>\$11.00</b>   |

Source: Employ Florida/OSST

Last Updated  
1/7/2020

## **Information Item 7: Financial Reports through October 31, 2019**

A brief overview of the financial reports provided in the agenda was given.

Barclay Harless brought up the fact that several of the programs are up by double digits.

Ms. Brackney explained that training enrollments are up due to a renewed focus on occupational training. We do want to continue to focus on work-based learning programs, especially Paid Work Experience (PWE). We have made a decision to take a step back in regards to On-The-Job Training to ensure program activities align with new guidance from USDOL/DEO.

## **Committee Meetings**

### **1. Finance Committee (Fetkenher or Meier)**

The Finance Committee met on December 18. The Committee approved designating the net proceeds from the sale of the Science Center as unrestricted subject to the reduction of expenses related to the sale, closing and operating costs pending the completion of the DOL compliance review. Also, the Committee approved the release of approximately \$175,000 in the Capital Improvement fund to unrestricted, also pending the completion of the DOL compliance review.

The Committee also discussed entering into a contract with Abacode to perform 24/7 cybersecurity monitoring for one-year. The committee also reviewed the financial information that was included in today's packet as information items.

Lastly, information was submitted to the Department of Labor to obtain a provisional Indirect Cost Rate for 2018-2019. Since our meeting, the DOL provided a provisional indirect rate for 2018-2019 and 2019-2020 of 16.49% of Modified Total Direct Costs. As a reminder, CareerSource has been using the 10% de minimis rate.

The next Finance Committee Meeting is February 26, 2020.

### **2. Audit Committee (Fetkenher or Meier)**

The Audit Committee met immediately preceding today's Board's meeting. Representatives from Powell and Jones presented the audited statements that are included in today's packet. The Audit Committee approved the audited financial statements as presented.

### **3. Ad Hoc CEO/Counsel Selection Committee (Leavelle)**

The Ad Hoc/Counsel Selection Committee did not meet this month.

### **4. Compensation Committee (Duff or Schultz)**

The Compensation Committee did not meet this month.

### **5. One-Stop Committee (Howell or Moeller)**

The One-Stop Committee did not meet this month.

The next One Stop Committee meeting is scheduled for February 27, 2020

### **6. Workforce Solutions Committee (Hunt or Torregiante)**

The Workforce Solutions Committee did not meet this month.

The next Workforce Solutions Committee is scheduled for February 11<sup>th</sup>, 2020

## **CEO Report:**

The CEO introduced the leadership team. She also outlined a plan to upgrade the centers to allow for more customer-forward services. We are in the process of working with PCS to renovate the South County Career Resource Center which is why the meeting was held at PTC. Ms. Brackney welcomed everyone to join the tour.

The CEO thanked Mark Hunt for his hospitality and the use of the Pinellas Technical College.

**Public Comments:** None

**Open Discussion:**

Dr. Law has resigned. We are not required to fill that position. That reduces our count to 32. Also, the March meeting is going to be very important, as we have Local Workforce Development Plan, MOU's/IFA's, the budget and the work plan that have to go to the BOCC before June 30<sup>th</sup> for approval. There will also be a DEO presentation at the March Board Meeting.

**Adjournment:** The meeting was adjourned at 1:33 p.m.