



Joint Meeting of the Audit & Finance Committees

CareerSource Central Florida
 390 N. Orange Ave., Suite 700, Orlando, FL 32801
 Monday, October 9, 2017 / 2:00 p.m. – 3:30 p.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- CareerSource Central Florida will become business focused in all efforts
- CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)
- CareerSource Central Florida will become the workforce intelligence organization for workforce development in Central Florida

Agenda Item	TOPIC	Action Item	Info Item	Presenter
	Welcome			Eric Ushkowitz
Business Matters of the Audit Committee				
1	Roll Call / Establishment of Quorum			Kaz Kasal
2	Public Comment			Eric Ushkowitz
3	Approval of Minutes A. 2/7/17 Joint Meeting of Audit & Finance Committee <i>(Finance Committee already approved at their 4/11/17 meeting)</i>	X		Eric Ushkowitz
4	Information/Discussion/Action Items			
	A. Review Audit Committee Charter B. Fiscal Year 2016-2017 Audit Planning C. Results of FY 2016-17 DEO Monitoring Report		X X X	Eric Ushkowitz Grau & Associates Leo Alvarez
5	Other Business A. Determine Date for Audit Committee Meeting			Leo Alvarez
6	Adjournment			Eric Ushkowitz
Business Matters of the Finance Committee				
1	Roll Call / Establishment of Quorum			Kaz Kasal
2	Public Comment			Joseph Sarnovsky
3	Approval of Minutes A. 6/12/17 Finance Committee Meeting	X		Joseph Sarnovsky
4	Information/Discussion/Action Items			
	A. Review of Finance Committee Charter B. Budget to Actual Report for FY 2016-17 C. August 2017 Budget to Actual Report D. 5 Year Facilities Plan		X X X X	Joseph Sarnovsky Leo Alvarez Leo Alvarez Leo Alvarez
5	Other Business			
6	Adjournment			Joseph Sarnovsky

Upcoming Meetings:

- Board Meeting & Retreat: 11/3/17, 10:00 am to 4:00 pm / Location: 301 E. Pine Street, Suite 900, Orlando, FL 32801
- Finance Committee Meeting: 11/16/17, 2:30 pm to 4:00 pm / Location: CareerSource Central Florida, 390 N. Orange Ave., Suite 700, Orlando, FL 32801

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Joint Meeting of the Audit and Finance Committees

CareerSource Central Florida Office
390 N Orange Ave., Suite 700
Orlando, FL 32801

Tuesday, February 7, 2017
2:30 p.m.

MINUTES

MEMBERS PRESENT: Edward Bass, Glen Casel, Melanie Cornell, Nicole Guillet, Mike Kurek, Leland Madsen, Margaret McGarrity, John Pittman, Olga Rabel and Mark Wylie

MEMBERS ABSENT: Kristy Mullane, Joseph Sarnovsky, Chuck Todd and Eric Ushkowitz

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham and Kaz Kasal

GUESTS PRESENT: Scott Anderson, Artus Nemati/ Cherry, Bekaert, Kelly Underwood / OneDigital

Agenda Item	Topic	Action Item / Follow Up Item
Business Matters of the Audit Committee		
1	Welcome Mr. Wylie, Finance Committee Member acting as Chair for Audit and Finance Committees, called the meeting to order at 2:32 pm and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes 9/13/16 Joint Meeting of the Audit and Finance Committee Meeting.	Mr. Kurek made a motion to approve the minutes from the 9/13/16 Joint Meeting of Audit and Finance Committees. Mr. Madsen seconded; motion passed.
5	Information/Discussion/Action Items	
	<u>Presentation from Cherry, Bekaert</u> <u>Acceptance of 2 CFR 200 Audit Report for Fiscal Year 2015-16</u> Mr. Alvarez, CSCF CFO, introduced Mr. Scott Anderson and Mr. Artus Nemati with Cherry Bekaert, CSCF's independent auditor. Mr. Anderson and Mr. Nemati greeted the committee and referenced the presentation (attachment) entitled "Audit Wrap Up - CareerSource Central Florida" - for the Year Ended 6/30/16." Mr. Anderson and Mr. Nemati reviewed	Ms. McGarrity made a motion to accept the 2 CFR 200 Audit Report for Fiscal Year 2015-16. Mr. Kurek seconded; motion passed.

	<p>the following: role of external auditor, which involves assurance that financial statements and supplementary information are fairly represented and in compliance; internal controls; significant audit areas; and financial results. Mr. Nemati summarized the results:</p> <ul style="list-style-type: none"> • Unmodified opinion issued (this is the highest level of assurance that can be provided) • No audit adjustments • Internal Controls in good shape • No sign of deficiencies or material weaknesses <p><u>Procurement Timeline – Audit Firm</u> Mr. Alvarez referenced the memo on procurement of new auditor (attachment). Mr. Alvarez stated that Cherry Bekaert has completed its 5th year of audit engagement with CSCF and, as the Department of Economic Opportunity requires contracts with audit firms be no longer than for a term of five years, CSCF will need to procure a new audit firm. Mr. Alvarez reviewed the timeline of the procurement process and presentation to the Finance Committee and Board for approval. Mr. Alvarez asked the Committee for a volunteer to be part of the evaluation process of which Mr. Kurek offered and Ms. McGarrity offered to be a back-up.</p>	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment There being no other business, the Audit Committee meeting was adjourned at 2:51 p.m.</p>	
Agenda Item	Topic	Action Item / Follow Up Item
Business Matters of the Finance Committee		
1	<p>Welcome Mr. Wylie called the meeting to order at 2:52 pm and welcomed those in attendance.</p>	
2	<p>Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.</p>	
3	<p>Public Comment None Offered.</p>	
4	<p>Approval of Minutes 11/8/16 Finance Committee Meeting</p>	<p>Mr. Pittman made a motion to approve the minutes of the 11/8/16 Finance Committee Meeting. Ms. Guillet seconded; motion passed.</p>
5	<p>Information/Discussion/Action Items</p>	
	<p><u>Mid-Year Budget to Actual Report</u> Mr. Alvarez referenced the report entitled “Budget vs. Actual Report – as of 12/31/16” and stated that, overall, expenditures are on track/in line with 49.3% spent. Mr.</p>	

	<p>Alvarez noted that 99% of training funds have been spent as of 12/31/16, which was the goal in order to focus on placements for the remainder of the program year. However, \$1 to 1.5M of carry-in funds will also need to be expended towards school obligations by fiscal year end, so there will be a decrease in reserves for next year. Mr. Alvarez stated he will have an action item regarding expenditure needed to cover the obligations for the Committee's approval at the April meeting. Mr. Alvarez further stated that CSCF has exceeded the ITA goal of 50% by expending 72.2%, which is a positive opportunity to get great placements. Ms. Nabors, CSCF CEO, added that national workforce funds want regional workforce boards to spend and maximize investments. Ms. Nabors stated CSCF has been over-efficient in getting individuals into training and staff are working on improving the current control mechanism by setting quarterly enrollment targets that will align with obligations.</p> <p><u>Retirement Plan Snapshot</u> Mr. Alvarez referenced the "403(b) Snapshot" (attachment) and reviewed the OneAmerica (former plan) and Principal (new plan) comparisons in plan assets, investments, participants, rate of return and loan data. Mr. Alvarez stated that overall, with the new plan, there is an upward trend and an increase in plan assets and rate of return is expected. Data through March, as well as how the plan tracks against the market will be provided at the Finance Committee meeting in April.</p> <p><u>Employment Benefits Strategy Discussion</u> Ms. Beecham, CSCF's CAO, introduced Kelly Underwood with OneDigital, CSCF's new healthcare broker. Ms. Underwood greeted the Committee and provided a presentation entitled "Alternate Funding Strategies Overview" that included a high-level overview of medical insurance alternative funding options. Ms. Beecham added that this information is for the Committee's reference in readiness for the 2017 renewal. At the April meeting, staff may provide quotes on self-funded model vs. the traditional fully-funded model for Committee's review and Board approval. Ms. Nabors welcomed the Committee to provide staff any input or insight they would like to offer on employment benefits strategies.</p>	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment There being no other business, the meeting was adjourned at 3:39 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

CareerSource Central Florida Audit Committee Charter

1. Purpose:

- The primary role of Audit Committee ("Committee") is to approve the annual audit, evaluate audit findings, recommendations, and planned management improvements in light of the risk assessment reported by the external auditors. The Audit Committee provides a level of oversight by the local chief elected officials for the Central Florida Workforce Investment Consortium.

2. Authority:

The Board authorizes the Committee to:

- Perform activities within the scope of its charter
- Engage outside consultants and other advisors as it deems necessary with approval of the Board or the President
- Have unrestricted access to management and employees of the Corporation, as well as to all financial records.

3. Organizational Membership:

- The local chief elected officials of the Central Florida Workforce Investment Consortium will each designate a member of the Audit Committee to represent their county.
- The Committee will consist of at least five members.
- Members will serve on the Committee until their resignation or replacement by the local elected official.

4. Meetings:

- A majority of the members of the Committee will constitute a quorum for the transaction of business.
- Meetings shall be held not less than two times per year.
- The Committee shall maintain written minutes of its meetings.

5. Roles and Responsibilities:

- Overseeing the annual audit(s) of the Corporation's programs required under applicable laws, regulations or directives (including OMB Circular A-133), including selection of the auditor and approval of annual audit plans.
- Providing oversight of the Corporation through review of monitoring reports and audits of the Corporation.
- Making recommendations to the Board of Directors on the selection of an independent auditor and regarding such auditor's compensation and terms of engagement.

- Receiving and reviewing the annual audit reports from the independent auditor.
 - Reviewing and approving the Corporation's responses to any adverse findings regarding the financial affairs of the Corporation, including, but not limited to, adverse monitoring reports, financial audits, management decision letters, Office of Inspector General's (OIG) investigative reports and final determination letters.
 - Reviewing, in consultation with the independent auditor and management, the Corporation's financial statements.
 - Reviewing and evaluating the adequacy of internal accounting controls and practices and making recommendations for revisions and additions as necessary or appropriate.
 - Reviewing and evaluating the Corporation's ethics and conflict-of-interest policies and procedures and, whenever the Chair of the Board or the committee deems appropriate, investigating any alleged violations of such policies and procedures.
6. Charter Review:
- Review the Committee Charter at least once a year and discuss any required changes with the Board.
 - Ensure that the charter is approved or reapproved by the Board after each update.

Audit Committee Meeting Fiscal Year End 6/30/2017 October 9, 2017



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Agenda

- Introduction of New Auditor/Conduct of Audit
- Audit Status and Timing
- Interim Results
- Audit Plan
- Committee Concerns

Conduct of Audit

- Single Audit
 - Financial Statement
 - Compliance
- Audit performed under Government Auditing Standards and Uniform Guidance
- Will issue an opinion on the following;
 - financial statements and the schedule of expenditures of federal awards (SEFA) in relation to the financial statements
 - compliance of each major program



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Conduct of Audit

- Will not issue an opinion on;
 - Effectiveness of internal controls (financial reporting and compliance)

Audit Status and Timing

- Interim procedures completed
- Fieldwork scheduled September 11 – 15
- Report draft expected October 31, 2017



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Audit Plan

- Interim procedures
- Year end procedures
- Information technology review



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Interim Procedures

- Tested internal controls over several areas;
 - Disbursements
 - Payroll
 - Cash
- Made inquiries of Finance staff to gain an understanding of the organization
- Conducted fraud interviews with several employees



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Year end procedures

- Financial statements
 - Test account balances via analytical procedures, detailed test of transactions
 - Presentation and disclosure
- Compliance Audit
 - Test controls and compliance for major programs
- Overall Risk Areas
 - Cost allocations
 - Payroll
 - Procurement of contracts



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Committee Concerns

- Areas of concern
- Questions



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2016-17 Financial Compliance Monitoring Report
CareerSource Central Florida
Local Workforce Development Board No. 12

Bureau of Financial Monitoring and Accountability
Florida Department of Economic Opportunity

September 6, 2017

2016-17 Financial Compliance Monitoring Report
CareerSource Central Florida
Local Workforce Development Board No. 12
Period Reviewed: July 1, 2016 – June 30, 2017

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I. MONITORING RESULTS

The Bureau of Financial Monitoring and Accountability (FMA) performed financial monitoring procedures based on the DEO 2016-17 Financial Monitoring Tool. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support current year findings, other non-compliance issues and observations. Detailed information for these items is disclosed in the following section of this report.

Summarized below are the results of testing by category as detailed in the DEO 2016-17 Financial Monitoring Tool:

2016-17 Monitoring Results				
Category	Current Year Findings	Current Year Issues of Non-Compliance	Current Year Observations	Current Year Technical Assistance Provided
1.0 – Prior Year Corrective Action Follow-Up	-	-	-	-
2.0 – Financial Management Systems	-	-	-	-
3.0 – Internal Control Environment	-	-	-	-
4.0 – Cash Management and Revenue Recognition	-	-	-	-
5.0 – OSMIS Reporting and Reconciliation	-	-	-	-
6.0 – Prepaid Program Items	-	-	-	-
7.0 – General Ledger and Cost Allocation Statistics	-	-	-	-
8.0 – Payroll and Personnel Activity Report (PAR) Testing	-	-	-	-
9.0 – ETA Salary and Bonus Cap	-	-	-	-
10.0 – Individual Training Accounts (ITAs)	-	-	-	-
11.0 – Purchasing	-	-	-	-
12.0 – Contracting / Contract Monitoring	-	-	-	1
13.0 – Subawarding / Subrecipient Monitoring	-	-	-	-
14.0 – Property Management	-	-	-	-
15.0 – Disbursement Testing	-	-	-	-
Implementation of the Uniform Guidance Regulations	-	-	-	-
TOTAL	-	-	-	1

II. FINDINGS

There were no findings during the current period.

III. ISSUES OF NON-COMPLIANCE

There were no other non-compliance issues during the current period.

IV. OBSERVATIONS

There were no observations during the current period.

V. TECHNICAL ASSISTANCE

Technical Assistance Item # 1

Category: Contracting

One of the four contracts reviewed during monitoring, Lamar Corporation (\$8,100), did not include the required provisions listed in 2 CFR Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. The contract was a vendor prepared document and CareerSource Central Florida (CSCF) did not ensure the required clauses were included. This contract was closed prior to review, so there is no active contract to modify.

Recommendation(s): To ensure compliance with 2 CFR Part 200 Appendix II, DEO recommends that CSCF review all active vendor contracts, CSCF or vendor prepared, to ensure they comply with the criteria set forth in 2 CFR Part 200 Appendix II.

DRAFT
Finance Committee Meeting

CareerSource Central Florida Office
390 N Orange Ave., Suite 700
Orlando, FL 32801
Monday, June 12, 2017
9:00 a.m.

MINUTES

MEMBERS PRESENT: Joseph Sarnovsky, Nicole Guillet, John Pittman, Chuck Todd and Mark Wylie

MEMBERS ABSENT: Glen Casel and Melanie Cornell

STAFF PRESENT: Pam Nabors, Leo Alvarez, Ann Beecham and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Dr. Sarnovsky, Committee Chair, called the meeting to order at 9:01 am and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes The Finance Committee reviewed the draft minutes from the 4/11/17 Finance Committee Meeting (attachment).	Mr. Todd made a motion to approve the minutes from the 4/11/17 Finance Committee Meeting. Mr. Wylie seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<u>Retirement Plan</u> Mr. Christian Campen, with Chepenik Financial, greeted the Committee and provided a PowerPoint presentation (attachment) to review the plan's design and current data of CSCF's retirement plan. Mr. Campen summarized that the plan has shown good growth which is primarily due to the surge in market appreciation and great increase in employee participation, with 95% currently participating in the plan. Mr. Campen noted as the average account amount increases, the plan will become more marketable. Mr. Campen also reviewed performance details by investment fund. Ms. Beecham stated that Chepenik will conduct one-on-	<i>Based on Committee feedback:</i> <i>Mr. Alvarez will post a snapshot update of the retirement plan and average rate of return (on a quarterly basis) on staff intranet "The Source"</i> <i>Mr. Campen will provide to the Committee a fund performance report of other similar target date funds to compare with CSCF's target date fund.</i>

one meetings with staff to review their individual retirement accounts. The Committee concurred on the importance to keep staff informed and engaged in their retirement plan performance.

Fiscal Year 16-17 – Budget vs. Actual 4/30/17

Mr. Alvarez referenced the report entitled “Budget vs. Actual Report – as of 4/30/17” (attachment) and reviewed the results by line item. Expenditures are at 77%; ITAs are exceeding target at 69.8% and Admin Costs at 8.4% should go down towards 7% by year-end. Mr. Alvarez further stated that year-end should close out where expected and no challenges are anticipated. Mr. Alvarez will provide an update at the 6/28/17 Board Meeting.

Approval of Fiscal Year 17-18 Draft Budget

Mr. Alvarez referenced the “FY 2017-2018 Draft Annual Budget” (attachment) which was reviewed and discussed at the Finance and Career Services Committees’ Budget Workshop on 5/25/17. Mr. Alvarez, Ms. Nabors and Ms. Beecham provided the following highlights:

- Overall budget at \$26.8M – a 3.5% decrease from last year.
- Looked for efficiencies in every line item to absorb the 3.5%M reduction.
- Target goals from 16-17 are baseline to 17-18 - although funds for 17-18 have decreased, services have not.
- Consolidated Career Centers from 6 to 5, but identified and partnered with key stakeholders, especially remote areas, to keep connected with this Region’s population without impacting service delivery. There will be a continued focus to reduce lease costs through stakeholder partnerships and utilization of shared space.
- Will be looking to create a strategy for computer leasing.
- Staff capacity is critical; it will be important that staff are nimble and versatile in all aspects, absorbing more responsibility and continuous learning.
- Revenue Diversification
 - Unrestricted funds have grown from \$400,000 last year to \$534,000. This year

Committee concurred for Mr. Alvarez to add note on 7% reduction in health benefits cost to the “Budget Operating Notes” in the FY 2017-2018 Draft Annual Budget.

Mr. Pittman made a motion to move for Board approval recommendation to approve 17-18 draft budget. Mr. Wylie seconded; motion passed

	<p>expect to aggressively continue to grow these funds. There is great opportunity with the Ticket-To-Work program.</p> <ul style="list-style-type: none"> – Restricted, external grants – take a deep dive to continue growing revenue. – Executive Committee to oversee revenue diversification to help in its growth. <ul style="list-style-type: none"> • Benefits costs will decrease; current utilization rate is at 70% vs. 106% in the previous year. Employee contributions and health carrier will remain the same <p><u>Finance Committee Meetings – Proposed Dates for FY 17-18</u></p> <p>Mr. Alvarez referenced proposed Finance Committee Meeting dates for FY 17-18. The Committee concurred on dates. With regard to the two dates where Finance Committee meets jointly with Audit Committee, Ms. Kasal stated she will review those dates with Audit Committee Chair and Audit Committee for concurrence.</p>	
7	<p>Other Business</p> <p><u>Audit Report</u></p> <p>Mr. Alvarez stated it is his goal to present the Audit Report at the November Finance Committee meeting.</p> <p><u>Banking Services</u></p> <p>Mr. Alvarez stated CSCF looking at changing banks. Instead of issuing an RFP, he will be reaching out to various banks on their banking services, especially value-added services. This will be a better approach, as there is no banking costs involved and RFPs are not required for costs under \$150,000. Mr. Alvarez stated he will present his findings at the Finance Committee meeting in September.</p>	
8	<p>Adjournment</p> <p>There being no other business, the Finance Committee meeting was adjourned at 10:15 a.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

CareerSource Central Florida Finance Committee Charter

1. Purpose:

- The Finance Committee ("Committee") is a committee of CareerSource Central Florida Board of Directors ("Board"), whose members are appointed by the Chair of the Board. The general purpose of the Committee is to provide review, policy guidance and strategic oversight of the Corporation's financial matters, financial reporting statements, and real estate activities.

2. Authority:

The Board authorizes the Committee to:

- Perform activities within the scope of its charter
- Engage outside consultants and other advisors as it deems necessary with approval of the Board or the President
- Have unrestricted access to management and employees of the Corporation, as well as to all books and records related to facility planning.

3. Organizational Membership:

- The Board Treasurer is the Chair of the Finance Committee.
- The Chair of the Board will appoint members of the Committee, all of whom must be members of the Board.
- The Committee will consist of at least three members.
- Members will serve on the Committee until their resignation or replacement by the Chair of the Board.

4. Meetings:

- A majority of the members of the Committee will constitute a quorum for the transaction of business.
- Meetings shall be held not less than four times per year.
- The Committee shall maintain written minutes of its meetings.
- The Chief Financial Officer or designee, who has operational responsibility for financial planning, will be the liaison to the Committee. Said staff person will regularly meet and correspond with the Chair of the Committee and in consultation with the Chair, prepare the agenda for meetings of the Committee. Said staff person will further advise and keep informed as needed both the President and the Chair of the Board on a regular basis regarding matters brought before and actions taken by the Committee.
- The Committee may request special presentations or reports that may enhance members' understanding of their responsibilities.

- It is the intent of the Committee for matters within its purview to come before the Committee as early as possible so that the Committee can issue its recommendations and exercise its oversight at the beginning of any particular project or matter.

5. Roles and Responsibilities:

With regard to each item listed below, the Committee will:

- Review the annual budget of the Corporation and recommend appropriate action to the Board.
- Review the financial statements of the Corporation, making recommendations for action to the Board as needed.
- Review the annual financial statements of the Corporation, making any recommendations regarding such reports deemed necessary to the Board.
- Regularly review the retirement plan and benefits for CareerSource Central Florida.

6. Facilities:

- Recommend appropriate action regarding the addition, deletion or major structural changes of offices.

7. Charter Review:

- Review the Committee Charter at least once a year and discuss any required changes with the Board.
- Ensure that the charter is approved or reapproved by the Board after each update.



MEMORANDUM

To: Finance Committee
From: Leo Alvarez
Subject: CareerSource Central Florida – New Five-Year Facility Lease Plan
Date: October 9, 2017

Purpose:

The purpose of this memo is provide a status of CSCF’s current leases and to begin discussions and strategies for a new five year facilities plan.

Background:

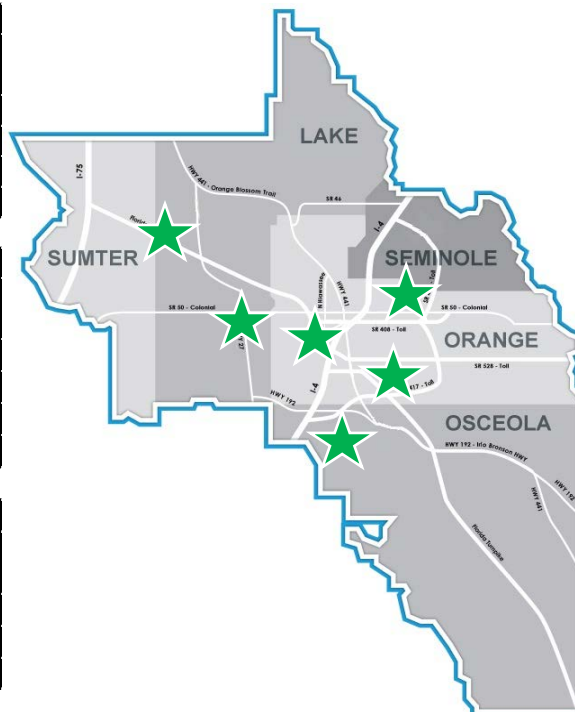
CSCF just completed a five year facilities plan in which a total of nine facilities in the five-county region was reduced through consolidation of offices to six locations. The results of the previous plan yielded CSCF a better footprint in the region, better space that allows for a more comprehensive service delivery model for customers at every office, and has realized an annual cost savings of nearly 25% in lease cost.

The chart below provides a listing and stats of current CSCF leases:

(1) Lake		(2) Osceola	
Avg. Customer Served Monthly	1,238	Avg. Customer Served Monthly	2,590
Total Square Feet	9,860	Total Square Feet	30,625
Cost Per Square Foot	\$14.83	Cost Per Square Foot	\$8.69
Annual Rental Cost	\$146,183	Annual Rental Cost	\$265,978
Facility Expiration Date	7/31/2018	Facility Expiration Date	12/31/2019

(3) Southeast Orange		(4) West Orange	
Avg. Customer Served Monthly	2,031	Avg. Customer Served Monthly	3,431
Total Square Feet	12,363	Total Square Feet	13,054
Cost Per Square Foot	\$13.20	Cost Per Square Foot	\$14.15
Annual Rental Cost	\$163,130	Annual Rental Cost	\$184,703
Facility Expiration Date	9/30/2021	Facility Expiration Date	5/31/2019

(5) Seminole		(6) Administration	
Avg. Customer Served Monthly	1,829	Total Square Feet	14,932
Total Square Feet	10,031	Cost Per Square Foot	\$22.49
Cost Per Square Foot	\$14.21	Annual Rental Cost	\$335,796
Annual Rental Cost	\$142,541	Facility Expiration Date	4/30/2021
Facility Expiration Date	4/30/2019		



Based on lease expiration dates this memo will begin to focus on CSCF’s needs in Lake County.

LAKE COUNTY – {1}

CSCF's Lake County office lease expires July 31, 2018. In evaluating our space needs and overall service delivery strategy in Lake County, staff are recommending that we look at other options rather than renewing the current lease. The biggest challenge with the current space is geographic location. The office is situated in a strip mall that is isolated from county partners and not in close proximity to the colleges. Furthermore, Based customer data, there has been a decline in customer foot traffic over the last couple of years. Lastly, the office layout does not match the current footprint of other offices and poses challenges in our service delivery.

One option that is available to CSCF is shared space with Lake Sumter State College (LSSC) inside the College Foundation building. LSSC has offered a large portion (over 10,000 sq. ft.) of their Foundation building located on HW 441, adjacent to their main campus. Shared space at LSSC would be a great opportunity for CSCF to be more visible and accessible to customers in Lake County. This partnership would also create greater synergy of training and job placement between our employers, job seekers, individuals enrolled at the college.

The next steps include a deeper look at the space being offered by LSSC and hiring an architect to draft a space layout to meet CSCF's needs. The buildout cost would then need to be quoted before starting lease negotiations and contract.