

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

DRAFT 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
100717	Business Matters of the Audit Co	ommittee
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	
	Presentation from Cherry, Bekaert Acceptance of 2 CFR 200 Audit Report for Fiscal Year 2015-16	Ms. McGarrity made a motion to accept the 2 CFR 200 Audit Report for Fiscal
	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	Year 2015-16. Mr. Kurek seconded; motion passed.

	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: • 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 Procurement Timeline – Audit Firm 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.	
6	Other Business None offered.	
7	Adjournment There being no other business, the Audit Committee meeting was adjourned at 2:51 p.m.	
Agenda Item	Topic	Action Item / Follow Up Item
	Business Matters of the Finance C	Committee
1	Welcome Mr. Wylie called the meeting to order at 2:52 pm and welcomed those in attendance.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported that there was a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes 11/8/16 Finance Committee Meeting	Mr. Pittman made a motion to approve the minutes of the 11/8/16 Finance Committee Meeting. Ms. Guillet seconded; motion passed.
5	Information/Discussion/Action Items	
	Mid-Year Budget to Actual Report 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.	

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.

Retirement Plan Snapshot

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.

Employment Benefits Strategy Discussion

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.

Other Business 6 None offered.

Adjournment

7

There being no other business, the meeting was adjourned at 3:39 p.m.

Respectfully submitted,

Kaz Kasal Executive Coordinator

CareerSource Central Florida Audit Committee Charter

1. Purpose:

The primary role of Audit Committee (<u>"Committee"</u>) 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



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



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



Audit Plan

- Interim procedures
- Year end procedures
- Information technology review



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



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



Committee Concerns

- Areas of concern
- Questions



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

Table of Contents

I.	MONITORING RESULTS	. 3
II.	FINDINGS	. 4
III.	ISSUES OF NON-COMPLIANCE	. 4
IV.	OBSERVATIONS	. 4
V.	TECHNICAL ASSISTANCE	. 4
	Technical Assistance Item # 1	4

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	Tonio	Action Itom / Follow Un Itom
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	Mr. Todd made a motion to approve the
	The Finance Committee reviewed the draft minutes from	minutes from the 4/11/17 Finance
	the 4/11/17 Finance Committee Meeting (attachment).	Committee Meeting. Mr. Wylie
		seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	Retirement Plan	
	Mr. Christian Campen, with Chepenik Financial, greeted	Based on Committee feedback:
	the Committee and provided a PowerPoint presentation	
	(attachment) to review the plan's design and current data	Mr. Alvarez will post a snapshot update of
	of CSCF's retirement plan. Mr. Campen summarized that	the retirement plan and average rate of
	the plan has shown good growth which is primarily due to	return (on a quarterly basis) on staff
	the surge in market appreciation and great increase in	intranet "The Source"
	employee participation, with 95% currently participating in	
	the plan. Mr. Campen noted as the average account	Mr. Campen will provide to the Committee
	amount increases, the plan will becomes more	a fund performance report of other similar
	marketable. Mr. Campen also reviewed performance	target date funds to compare with CSCF's
	details by investment fund.	target date fund.
	Ms. Beecham stated that Chepenik will conduct one-on-	

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

		1
	expect to aggressively continue to grow these	
	funds. There is great opportunity with the	
	Ticket-To-Work program. – Restricted, external grants – take a deep dive	
	to continue growing revenue.	
	Executive Committee to oversee revenue	
	diversification to help in its growth.	
	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	
	Finance Committee Meetings – Proposed Dates for FY 17-	
	18	
	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.	
7	Other Business	
	Audit Report	
	Mr. Alvarez stated it is his goal to present the Audit Report	
	at the November Finance Committee meeting.	
	Banking Services	
	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.	
8	Adjournment There being no other business the Finance Committee	
	There being no other business, the Finance Committee meeting was adjourned at 10:15 a.m.	
	meeting was adjourned at 10.13 a.m.	

Respectfully submitted,

Kaz Kasal Executive Coordinator

CareerSource Central Florida Finance Committee Charter

1. Purpose:

• The Finance Committee ("<u>Committee</u>") is a committee of CareerSource Central Florida Board of Directors ("<u>Board</u>"), 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 Corporations 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 advice 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.

CareerSource Central Florida

Budget Versus Actual Report As of 06/30/17

CSCF Budget FY 2016 - 2017															Inc \$'s					
, and the second	T. 1.1 D	INDIRECT	RESEA	WIOA Adult	Youth	WIOA DW	WT	TAA	SNAP	WP	DVOP	UC	LVER	NEG	(WIA/WP)		TRANCOM	UNRESTRICTED		
Funding Sources	Total Revenue	COST	119	20	22	30	60	81	85	90	94	96	98			129		426 102		
Carry In Funds From FY 15 - 16	6,270,182	-	534.000	2,331,212 4.836.083	3,535,867	6.453.772	6.308.247	200.000	900.000	403,103	- 224.512	262.246	126.164	-	100.000	-	-	426,183		
FY 16 - 17 Award Award Total - Available Funds	27,626,333 33,896,515	-		7,167,295	4,796,307 8,332,174	6,453,772	6,308,247	200,000	900,000	2,315,346 2,718,449	224,512	262,246	126,164 126,164	454,656 454,656	100,000	55,000 55,000	60,000 60,000	109,403 535,586		
LESS planned Carryover For FY 17 - 18	(3,680,302)	-	534,000	(967,217)	(959,261)	(1,290,754)	0,306,247	200,000	900,000	(463,069)	224,512	262,246	120,104	454,656	100,000	33,000	50,000	333,360	Actual	% of
Total Available Funds Budgeted	30,216,214	-	534,000	6,200,078	7,372,913	5,163,018	6,308,247	200,000	900,000	2,255,380	224,512	262,246	126,164	454,656	100,000	55,000	60,000	535,586	Expenditures	
Total Available Fullus Buugeteu	Authorized		334,000	0,200,078	7,372,313	3,103,018	0,300,247	200,000	300,000	2,233,360	224,312	202,240	120,104	737,030	100,000	33,000	00,000	333,380	Experiurtures	Experiurtures
PROGRAM	Budget																			
Salaries/Benefits	14,113,700	1,551,680	397,865	2,907,400	2,169,972	394,233	3,559,958	4,167	904,871	758,622	156,149	224,182	45,531	100,008	-	120,104	128,257	327	13,424,319	95.1%
Program Services	10,700,000		-	4,959,456	2,003,988	712,342	1,443,744	149,718	1,581	-	-	-	-	166,153	-	-	-	17,748	9,454,731	88.4%
Duefessional Comitee	C20 F00	200 524	10 422	F0 007	102.014	10 726	101 272	F27	26 427	44.005	10.005	c 00c	7.637	1 005		2.046	2 244	122	CC0 001	106 20/
Professional Services	629,500	280,521	10,423	58,097	102,914	10,726	101,273	527	26,427	44,965	10,885	6,086	7,627	1,885	-	2,846	3,311	123	668,891	106.3%
Outreach	273,604	1,911	7,933	61,233	46,530	6,766	57,915	562	17,430	41,721	11,775	2,244	13,166	1,331	-	2,099	2,209	6,281	281,138	102.8%
Outreach	273,004	1,911	7,555	01,233	40,530	0,700	37,313	302	17,430	41,721	11,773	2,244	13,100	1,331	- 1	2,033	2,203	0,281	201,130	102.8%
Infastructure/Maintenance & Related Cost	2,809,710	193,574	25,106	183,921	148,667	21,811	520,009	3,197	58,680	1,063,397	38,432	12,235	23,314	5,467	314,576	6.629	7,219	7,706	2,633,995	93.7%
initiasti detaile/ initianite di Related Cost	2,003,710	155,574	23,100	103,321	140,007	21,011	320,003	3,137	30,000	1,003,337	30,432	12,233	23,314	3,407	314,370	0,023	7,213	7,700	2,033,333	33.770
IT Cost/Network Expenses	1,339,700	70,256	29,225	204,488	137,205	27,685	241,802	2,018	63,808	197,055	43,830	12,775	20,893	5,446	7,223	7,464	7,442	-	1,078,698	80.5%
	_,						,	_,===	,		,			2,110	7,220	1,101	.,		_,_,_,_,	50.072
Staff Development & Capacity Building	350,000	94,735	5,140	58,150	29,347	5,096	49,549	270	10,782	46,918	12,958	3,209	5,023	1,180	-	1,636	1,683	34,837	360,534	103.0%
Indirect Cost (10.36%)		(2,193,968)	35,860	873,644	343,563	110,910	524,940	15,080	77,073	128,965	21,136	11,867	11,632	26,412	2,059	1,585	1,603	6,303		
EVENIDITUES	20 245 244																			
EXPENDITURES	30,216,214	(4 555)																		
	, -,	(1,290)	511,551	9,307,680	4,982,186	1,289,569	6,499,190	175,538	1,160,651	2,281,643	295,165	272,597	127,187	307,881	323,858	142,363	151,725	73,325	27,902,305	92.3%
FUNDING DESIGNANC		(1,290)	,	, ,		, ,	, ,		,,	, , , ,	ŕ	,	,	ĺ	,	,	,	Í		92.3%
FUNDING DECISIONS	-	(1,290)	511,551 (92,433)	9,307,680 849,201	4,982,186	1,289,569 2,059	6,499,190 (69,057)	175,538 704	,,	2,281,643 39,428	295,165 (46,485)	272,597 (133,638)	127,187 9,679	307,881	323,858 (2,059)	,	151,725 (151,725)	73,325	27,902,305 1,334	92.3%
	-	-	(92,433)	849,201	-	2,059	(69,057)	704	(260,537)	39,428	(46,485)	(133,638)	9,679	-	(2,059)	(142,363)	(151,725)	-	1,334	
FUNDING DECISIONS TOTAL BUDGET/EXPENDITURES		(1,290)	,	, ,		, ,	, ,		,,	, , , ,	ŕ	,	,	ĺ	,	,	,	Í		92.3%
TOTAL BUDGET/EXPENDITURES	27,902,305	(1,290)	(92,433) 419,118	849,201 10,156,881	4,982,186	2,059 1,291,629	(69,057) 6,430,133	704 176,243	(260,537) 900,114	39,428 2,321,071	(46,485) 248,680	(133,638) 138,959	9,679 136,866	307,881	(2,059)	(142,363)	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS	27,902,305	-	(92,433) 419,118 114,882	849,201 10,156,881 (3,956,803)	4,982,186	2,059 1,291,629 3,871,389	(69,057) 6,430,133 (121,886)	704 176,243 23,757	(260,537) 900,114 (114)	39,428 2,321,071 (65,691)	(46,485) 248,680 (24,168)	(133,638) 138,959 123,287	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES	27,902,305	(1,290)	(92,433) 419,118	849,201 10,156,881	4,982,186	2,059 1,291,629	(69,057) 6,430,133	704 176,243	(260,537) 900,114 (114)	39,428 2,321,071	(46,485) 248,680	(133,638) 138,959	9,679 136,866	307,881	(2,059)	(142,363)	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS	27,902,305	(1,290)	(92,433) 419,118 114,882	849,201 10,156,881 (3,956,803)	4,982,186	2,059 1,291,629 3,871,389	(69,057) 6,430,133 (121,886)	704 176,243 23,757	(260,537) 900,114 (114)	39,428 2,321,071 (65,691)	(46,485) 248,680 (24,168)	(133,638) 138,959 123,287	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS	27,902,305	(1,290)	(92,433) 419,118 114,882	849,201 10,156,881 (3,956,803)	4,982,186 2,390,726 67.6%	2,059 1,291,629 3,871,389 25.0%	(69,057) 6,430,133 (121,886) 101.9%	704 176,243 23,757 88.1%	(260,537) 900,114 (114) 100.0%	39,428 2,321,071 (65,691) 102.9%	(46,485) 248,680 (24,168) 110.8%	(133,638) 138,959 123,287 53.0%	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS	27,902,305	(1,290)	(92,433) 419,118 114,882	849,201 10,156,881 (3,956,803)	4,982,186 2,390,726 67.6%	2,059 1,291,629 3,871,389 25.0%	(69,057) 6,430,133 (121,886) 101.9%	704 176,243 23,757 88.1%	(260,537) 900,114 (114) 100.0%	39,428 2,321,071 (65,691)	(46,485) 248,680 (24,168) 110.8%	(133,638) 138,959 123,287 53.0%	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS	27,902,305	(1,290)	(92,433) 419,118 114,882	849,201 10,156,881 (3,956,803)	4,982,186 2,390,726 67.6%	2,059 1,291,629 3,871,389 25.0%	(69,057) 6,430,133 (121,886) 101.9%	704 176,243 23,757 88.1%	(260,537) 900,114 (114) 100.0%	39,428 2,321,071 (65,691) 102.9%	(46,485) 248,680 (24,168) 110.8%	(133,638) 138,959 123,287 53.0%	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS	27,902,305 2,313,909 92.3% ACTUAL	(1,290) 1,290	(92,433) 419,118 114,882	849,201 10,156,881 (3,956,803)	4,982,186 2,390,726 67.6% A- The states man	2,059 1,291,629 3,871,389 25.0% dates that 50% of	(69,057) 6,430,133 (121,886) 101.9% total WIOA adu	704 176,243 23,757 88.1%	(260,537) 900,114 (114) 100.0%	39,428 2,321,071 (65,691) 102.9% are spent in client	(46,485) 248,680 (24,168) 110.8%	(133,638) 138,959 123,287 53.0%	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS	27,902,305 2,313,909 92.3%	(1,290)	(92,433) 419,118 114,882	849,201 10,156,881 (3,956,803)	4,982,186 2,390,726 67.6% A- The states man	2,059 1,291,629 3,871,389 25.0%	(69,057) 6,430,133 (121,886) 101.9% total WIOA adu	704 176,243 23,757 88.1%	(260,537) 900,114 (114) 100.0%	39,428 2,321,071 (65,691) 102.9% are spent in client	(46,485) 248,680 (24,168) 110.8%	(133,638) 138,959 123,287 53.0%	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS % OF FUNDS EXPENDED BY GRANT ITA %	27,902,305 2,313,909 92.3% ACTUAL	(1,290) 1,290 TARGET	(92,433) 419,118 114,882 78.5%	849,201 10,156,881 (3,956,803)	4,982,186 2,390,726 67.6% A- The states man	2,059 1,291,629 3,871,389 25.0% dates that 50% of	(69,057) 6,430,133 (121,886) 101.9% total WIOA adu	704 176,243 23,757 88.1%	(260,537) 900,114 (114) 100.0%	39,428 2,321,071 (65,691) 102.9% are spent in client	(46,485) 248,680 (24,168) 110.8%	(133,638) 138,959 123,287 53.0%	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	
TOTAL BUDGET/EXPENDITURES TOTAL AVAILABLE FUNDS % OF FUNDS EXPENDED BY GRANT	27,902,305 2,313,909 92.3% ACTUAL	(1,290) 1,290	(92,433) 419,118 114,882 78.5%	849,201 10,156,881 (3,956,803)	4,982,186 2,390,726 67.6% A- The states man	2,059 1,291,629 3,871,389 25.0% dates that 50% of	(69,057) 6,430,133 (121,886) 101.9% total WIOA adu	704 176,243 23,757 88.1%	(260,537) 900,114 (114) 100.0%	39,428 2,321,071 (65,691) 102.9% are spent in client	(46,485) 248,680 (24,168) 110.8%	(133,638) 138,959 123,287 53.0%	9,679 136,866 (10,702)	307,881	(2,059) 321,799 (221,799)	(142,363) (0) 55,000	(151,725)	73,325	1,334	

CareerSource Central Florida

Budget Versus Actual Report As of 08/31/17

CSCF Budget FY 2017 - 2018															Inc \$'s				AMERICAS			
-		INDIRECT	RESEA	WIOA Adult	Youth	WIOA DW	WT	TAA	SNAP	WP	DVOP	UC	LVER	NEG	(WIA/WP)	TACCCT		YOUTHBUILD		UNRESTRICTED		
Funding Sources	Total Revenue	COST	119	20	22	30	60	81	85	90	94	96	98			129	130	133	132			
Carry In Funds From FY 16 - 17	5,657,409	_		2,027,565	3,346,853					282,991				·				-	-	-	_	
FY 17 - 18 Award	25,991,131	_	475,351	4,534,780	4,230,190		6,682,917	100,523	675,000	2,244,318	188,976	138,936	118,414	150,000	217,874	55,000	60,000	152,127	197,153		_	
Award Total - Available Funds	31,648,540	_	475,351	6,562,345	7,577,043	5,769,572	6,682,917	100,523	675,000	2,527,309	188,976	138,936	118,414	150,000	217,874	55,000	60,000	152,127	197,153	-		
LESS planned Carryover For FY 18 - 19	(3,773,541)	_		(1,324,725)	(846,038)	(1,153,914)				(448,864)										-	Actual	% of
Total Available Funds Budgeted	27,875,000 Authorized		475,351	5,237,620	6,731,005	4,615,658	6,682,917	100,523	675,000	2,078,445	188,976	138,936	118,414	150,000	217,874	55,000	60,000	152,127	197,153	-	Expenditures	Expenditures
PROGRAM	Budget																					
PROGRAM	buuget																					
Salaries/Benefits	12,220,500	270,831	30,677	548,774	327,532	54,029	420,289	1,956	95,057	57,210	33,933	39,521	12,102	8,625	-	15,985	17,276			-	1,933,796	15.8%
																						1
Program Services	10,500,000	-	-	90,004	202,074	30,065	411,447	30,296	-	-	-	-	-	1,416	-	-	-			-	765,302	7.3%
		_																				
Professional Services	870,000	14,268	384	37,495	20,205	1,445	9,755	179	1,947	4,553	1,306	898	919	108		326	332			100	94,220	10.8%
			1												l							
Outreach	232,500	157	508	11,583	7,649	1,255	11,203	284	2,526	6,924	2,035	1,410	1,441	144	12,158	435	444				60,156	25.9%
Infastructure/Maintenance & Related Cost	2 522 000	28,109	2 427	45 020	24 207	2.042	25.240	722	0.453	250 724	7.502	2.750	5 434	623		4 226	4 204			(1,136)	430.000	16.4%
infastructure/Maintenance & Related Cost	2,622,000	28,109	2,437	46,939	34,297	3,843	35,240	732	8,162	250,734	7,503	3,759	5,124	623		1,236	1,294			(1,136)	428,896	16.4%
IT Cost/Network Expenses	1,125,000	22,245	1.406	32,359	18,724	3,039	25,576	459	5,981	22,150	5,814	2,668	2,975	403		868	994				145,661	12.9%
in cost rection expenses	1,123,000	22,243	1,400	32,333	10,724	3,033	23,370	755	3,501	22,230	3,014	2,000	2,373	403	1	000	354				145,001	12.570
Staff Development & Capacity Building	305,000	4.967	4	8,113	1,979	21	225	7	47	875	343	27	746	2	-	8	98			6,819	24,281	8.0%
Indirect Cost (10.36%)		(299,853)	3,657	87,019	62,715	9,805	93,045	4,677	11,731	11,499	5,233	4,975	2,386	1,243	1,260	8	3	-	-	599	(0)	
																						1
EXPENDITURES	27,875,000	40,722	39,073	862,286	675,175	103,503	1,006,779	38,589	125,450	353,946	56,167	53,257	25,692	12,565	13,418	18,867	20,441		-	6,383	3,452,312	12.4%
																						ļ
FUNDING DECISIONS		-	-	59,222	-	-	-	-	-	-	-	(20,094)	-	-	-	(18,746)	(20,382)	-	-	-	0	
TOTAL BUDGET/EXPENDITURES	3.452.312	40,722	39.073	921.509	675.175	103,503	1.006,779	38,589	125.450	353.946	56,167	33.163	25,692	12.565	13,418	121	59			6.383	3,452,312	12.4%
TOTAL BODGET/EXPENDITORES	3,432,312	40,722	39,073	921,509	6/3,1/3	105,505	1,006,779	30,303	125,450	333,940	30,107	33,103	25,692	12,505	15,416	121	39		-	0,363	3,432,312	12.476
TOTAL AVAILABLE FUNDS	24.422.688	(40.722)	436,278	4.316.111	6.055.830	4,512,155	5,676,138	61.934	549.550	1,724,499	132.809	105,773	92,722	137.435	204.456	54.880	59,940	152.126	197.152			
% OF FUNDS EXPENDED BY GRANT	12,4%	(40,722)	8.2%	17.6%	10.0%	2.2%	15.1%	38.4%	18.6%	17.0%	29.7%	23.9%	21.7%	8.4%	6.2%	0.2%	0.1%	0.0%	0.0%			
																	5.2					
																						i -
					A- The states ma	ndates that 50% of	total WIOA adul	t and disclocate	d worker funds	are spent in client	intensive training	g activities.										
	ACTUAL	TARGET																				
								- 1		- 1	1	- 1										
ITA %	20.3%	50.0%	A		B - The state ma	ndates that total a	Iministrative cos	t are not to exce	ed 10% of total	cost.												ļ
		1																				
ADIMINISTRATIVE COST %	9.2%	8.0%	В																			



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		n_
Avg. Customer		Avg. Customer		
Served Monthly	1,238	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	LAKE
Annual Rental Cost	\$146,183	Annual Rental Cost	\$265,978	The Contract Rosema Road
Facility Expiration Date	7/31/2018	Facility Expiration Date	12/31/2019	Change Rission Role 58 44
(3) Southeast Or	ange	(4) West Oran	ige	SUMTER
Avg. Customer		Avg. Customer Served		St. So. Colonial
Served Monthly	2,031	Monthly	3,431	X MA TO ORANGE
Total Square Feet	12,363	Total Square Feet	13,054	38 528 - Toti
Cost Per Square Foot	\$13.20	Cost Per Square Foot	\$14.15	Mary 2 03-10
Annual Rental Cost	\$163,130	Annual Rental Cost	\$184,703	OSCEOLA
Facility Expiration Date	9/30/2021	Facility Expiration Date	5/31/2019	NWY 192 - Irio Broamon Hayr
(5) Seminolo	е	(6) Administra	tion	
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.