

Finance Committee Meeting

June 8, 2022



6/8/22 FINANCE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Finance Committee Meeting

When: Wednesday, June 8, 2022
2:30 p.m. – 4:00 p.m.

Where: Virtual via Zoom:

Link: <https://careersourcecf.zoom.us/j/87340363166?pwd=MkxPbFNNaEZGUWR1ZmZOdkw2ZEZuUT09>

Dial In: 1 (929) 205-6099 / Meeting ID: 873 4036 3166

Passcode: 504064

6/8/22 FINANCE COMMITTEE MEETING AGENDA

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Eric Ushkowitz	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes <u>A. 4/20/22 Finance Committee Meeting</u>	Eric Ushkowitz	X
5.	Information / Discussion / Action Items <u>A. Financials</u> <u>B. Approval of Fiscal Year 2022-2023 Draft Budget</u> <u>C. Finance ERP System Upgrade Recommendation</u> <u>D. Fiscal/Programs Monitoring RFP</u>	Committee Discussion	X X X
6.	Other Business		
7.	Adjournment		

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WELCOME



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ROLL CALL



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Meeting Agenda

Welcome

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PUBLIC COMMENT



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APPROVAL OF MINUTES





DRAFT
Finance Committee Meeting

Wednesday, April 20, 2022
2:30 p.m.

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Glen Casel, Keira des Anges, Shawn Hindle, and Matt Walton

MEMBERS ABSENT: Wendy Brandon and Manuel Rascon

STAFF PRESENT: Leo Alvarez, Pam Nabors, Mimi Coenen, Cliff Marvin, Fabia Diaz and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:31 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present with both the Audit and Finance Committees.	
3	Public Comment None Offered.	
4	Approval of Minutes Finance Committee reviewed the minutes from the 2/8/22 Audit & Finance Committees' meeting.	Ms. des Anges made a motion to approve the minutes from the 2/8/22 Audit and Finance Committees' meeting. Mr. Walton seconded; motion passed unanimously.
5	Information	
	<u>Procurement of Temporary Staffing & Payroll Services</u> Reviewed action memo on procurement process for Temporary Staffing & Payroll Services (attachment) and recommendation to continue negotiating with top three proposers.	Mr. Casel made a motion to allow staff the flexibility to interview and negotiate with the top three evaluated proposers, as presented, and bring to Board for final vote. Mr. Walton seconded; motion passed unanimously.
	<u>Procurement of Case Management/Training System</u> Reviewed action memo on procurement process for Case Management/Training System and recommendation (attachment).	Ms. des Anges made a motion to approve, for Board's final approval, negotiating and contracting with Career Edge. Mr. Casel seconded; motion passed unanimously.



	<p><u>Procurement of Retirement/Healthcare Benefits Broker</u> Reviewed action memo on procurement process for Retirement Plan/Healthcare Benefits Broker and recommendations (attachment).</p> <p><u>Financials</u> Reviewed financials through 3/31/22, as well as comparison current year vs. previous year (attachment). .</p> <p><u>Fiscal Year – 2022-2023 Budget Timeline</u> Reviewed proposed budget timeline for FY 2022-2023 (attachment).</p> <p><u>New Fiscal Year Budget Projections</u> Reviewed FY 2022-2023 preliminary revenue projections vs. prior year (attachment).</p> <p><u>Fiscal Year 2022-2023 Health Insurance Plan Renewal Update</u> Reviewed CSCF's health benefits renewal plan options for FY 2022-2023 (attachment).</p> <p><u>Streamline & Upgrade Finance ERP System</u> Reviewed memo outlining staff's intent to upgrade the CSCF's Finance ERP systems and list of benefits of changing to new system (attachment). A final recommendation will be brought to the Finance Committee in June.</p>	<p>Ms. des Anges made a motion to approve, for Board's final approval, selecting One Digital for Retirement Broker services. Mr. Walton seconded; motion passed unanimously.</p> <p>Mr. Walton made a motion to allow staff the flexibility to interview and negotiate with top two evaluated proposers for Employee Benefits, as presented, and bring to Board for final vote. Mr. Casel seconded; motion passed unanimously.</p> <p>Mr. Walton made a motion to approve, for Board's final approval, selecting Florida Blue as the healthcare provider with a 2% increase in rates from prior year. Mr. Casel seconded; motion passed unanimously.</p> <p>Ms. des Anges made a motion to approve, for Board's final approval, selecting MetLife for dental and vision, and The Hartford for life and disability coverage at the same rates as prior year. Mr. Walton seconded; motion passed unanimously.</p>
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6	Other Business None offered.	
7	Adjournment Meeting adjourned at 3:30 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS



6/7/2022 11:02 AM

CareerSource Central Florida
Current Year Budget and 2 yr Expenditure Comparison
As of 04/30/22

	CY	PY	\$	%
Funding Sources	Revenue	Revenue	Difference	Difference
Carry In Funds From FY 20 - 21	11,453,123	10,000,000	1,453,123	
FY 21 - 21 Award	51,791,304	40,500,000	11,291,304	
Award Total - Available Funds	63,244,428	50,500,000	12,744,428	
LESS planned Carryover For FY 22 - 23	(21,244,428)	(8,000,000)	(13,244,428)	
Total Available Funds Budgeted	42,000,000	42,500,000	(500,000)	-1.2%

	Budget	CY Expenditures	PY Expenditures	\$ Difference	% Difference
Salaries/Benefits	16,993,000	13,152,460	11,790,903	1,361,557	11.5%
Career & Youth Services	18,200,000	10,856,270	18,839,260	(7,982,990)	-42.4%
Professional Fees	1,315,000	607,669	1,195,701	(588,032)	-49.2%
Outreach	500,000	273,658	404,713	(131,055)	-32.4%
Infrastructure/Maintenance & Related Cost	3,000,000	2,297,572	2,004,972	292,600	14.6%
IT Cost/Network Expenses	1,587,000	718,545	1,078,815	(360,270)	-33.4%
Staff Development & Capacity Building	405,000	337,562	204,815	132,747	64.8%
TOTAL EXPENDITURES	42,000,000	28,243,736	35,519,179	(7,275,443)	-20.5%

	BUDGET	CY ACTUAL	PY ACTUAL
ITA %	30.0%	43.0%	44.7%
ADMINISTRATIVE COST %	10.0%	9.0%	9.3%

CSCF ANNUAL BUDGET: July 1, 2022 – June 30, 2023

AGENDA

- Full-Year Budget 2022-2023
- Budget Strategic Priorities and Goals
- Compensation Statistics and Cost
- General & Administrative
- Summary

BUDGET OVERVIEW

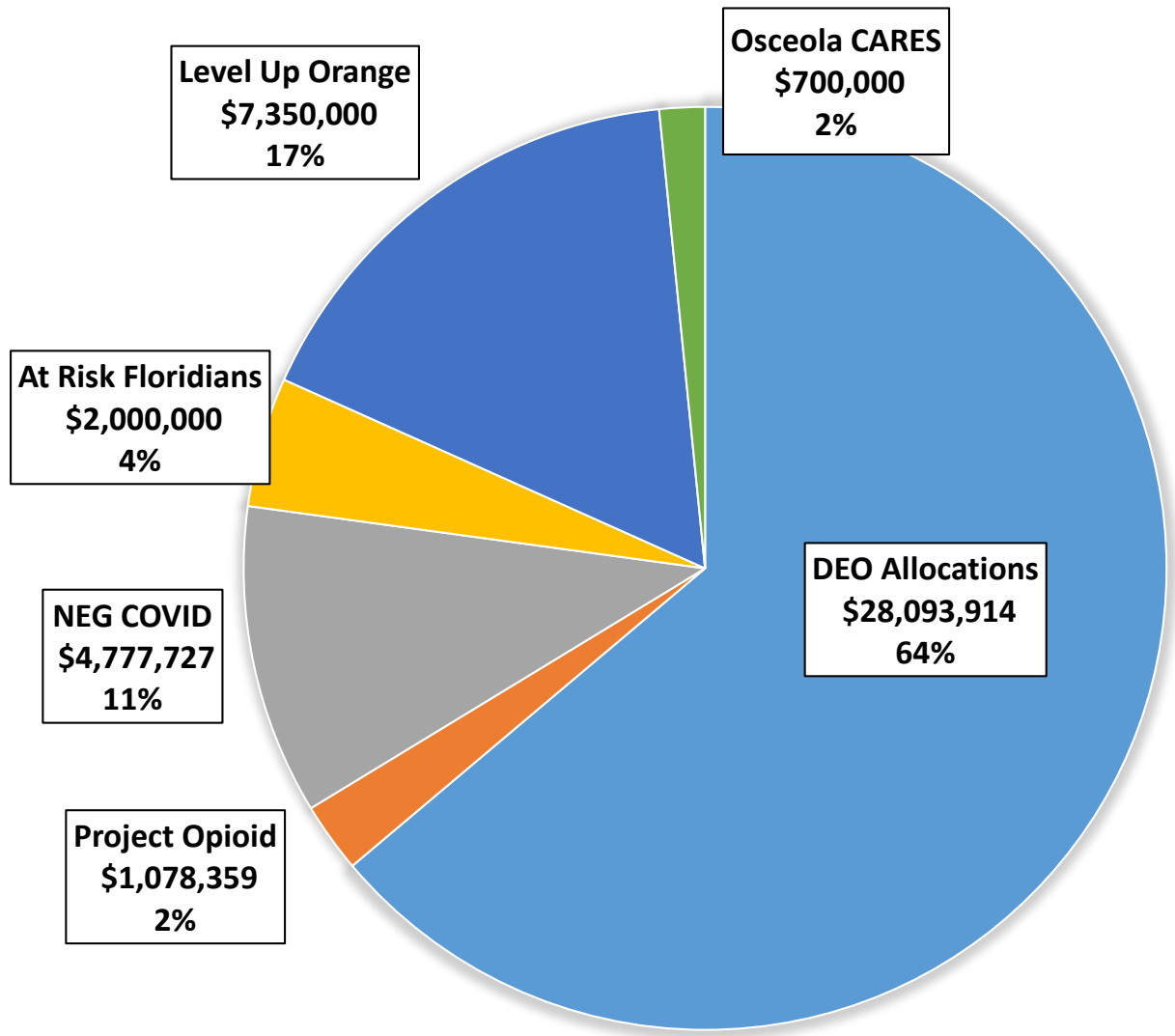
	<u>FY 2022-23</u>	<u>FY 2021-22</u>	<u>\$ Difference</u>	<u>% Difference</u>
Reserves From Prior Year	\$28,362,798	\$11,453,123	\$16,909,675	
Current Year Funding Allocation - DEO	\$26,409,937	\$40,741,305 A	(\$14,331,368)	
Current Year Funding Awards - Non-DEO	\$3,500,000	\$11,168,370	(\$7,668,370)	
Award Total - Available Funds	\$58,272,735	\$63,362,798	(\$5,090,063)	
LESS planned Carryover For FY 22 - 23	(\$14,272,735)	(\$21,362,798)	\$7,090,063	
Total Available Funds Budgeted	<u>\$44,000,000</u>	<u>\$42,000,000 B</u>	<u>\$2,000,000</u>	<u>4.8%</u>

Note A: Standard annual allocations from DEO was \$28.2M. An additional \$12.5M was received special grants awarded by DEO and CareerSource FL.

Note B: Actual projected expenditures for FY2021-22 is \$35M. The balance of \$7M is reflected in the "Reserves From Prior Year" category for FY2022-23.



REVENUE SOURCES - \$44M



DEO ALLOCATIONS	
WIOA Adult	\$5,125,162
WIOA Youth	\$5,096,801
WIOA Dislocated	\$4,975,316
Wagner Peyser	\$2,405,542
Welfare Transition	\$7,789,115
SNAP	\$610,000
VETS	\$252,315
Re-employment Assistance	\$771,930
Other	\$1,067,732
Total DEO Allocations	\$28,093,914

- Workforce Innovation Opportunity Act (WIOA)
- Includes WIOA Grant Funding
- The balances represent revenue projections for one fiscal year. Note, several grants have multi-year allocations.



CSCF BUDGET ALLOCATION: FULL YEAR 2022 – 2023

\$44M

Budget Allocations	Budget	% of Expenditure
Talent and Recruitment Solutions		
Career Consultants	12,638,828	28.7%
Business Consultants	2,161,103	4.9%
Temporary Staffing (Supporting Summer Youth)	500,000	1.1%
Training Investment	14,000,000	31.8%
Career Seekers Support & Incentives	1,200,000	2.7%
Contracted Services	2,885,000	6.6%
Facilities, Maintenance & Related Cost	2,400,000	5.5%
Total Talent and Recruitment Solutions	\$ 35,629,931	81.3%

TALENT & RECRUITMENT SOLUTIONS	
\$ 35,784,931	81.3%

General Support and Administrative Cost		
Staff Supporting Operations	4,743,113	10.8%
Strategic Communications	800,000	1.8%
Staff Development (CareerSourcers)	445,000	1.0%
IT Cost/Network Expenses	1,452,000	3.3%
Facilities, Maintenance & Related Cost	325,000	0.7%
G&A Professional Services	450,000	1.0%
Total Support and Administrative Cost	\$ 8,215,069	18.7%
TOTAL EXPENDITURES	\$ 44,000,000	100.0%

GENERAL SUPPORT COST	
\$ 8,215,069	18.7%

CSCF BUDGET ALLOCATION: YEAR-OVER-YEAR COMPARISON

Budget Allocations	FY 2022/23	FY2021/22	DIFFERENCE
Talent and Recruitment Solutions	A	B	A - B
Career Consultants	12,638,828	10,500,581	2,138,247
Business Consultants	2,161,103	2,013,774	147,329
Temporary Staffing	500,000	500,000	-
Training Investment	14,000,000	17,000,000	(3,000,000)
Career Seekers Support & Incentives	1,200,000	1,200,000	-
Contracted Services	2,885,000	365,000	2,520,000
Facilities, Maintenance & Related Cost	2,400,000	2,784,354	(384,354)
Total Talent and Recruitment Solutions	\$ 35,629,931	\$ 34,363,709	\$ 9,510,715
General Support and Administrative Cost			
Staff Supporting Operations	4,743,113	4,200,918	542,151
Strategic Communications	800,000	500,000	300,000
Staff Development (CareerSourcers)	445,000	405,000	40,000
IT Cost/Network Expenses	1,452,000	1,587,000	(135,000)
Facilities, Maintenance & Related Cost	325,000	493,373	(168,373)
G&A Professional Services	450,000	450,000	-
Total Support and Administrative Cost	\$ 8,215,069	\$ 7,636,291	\$ 989,285
TOTAL EXPENDITURES	\$ 44,000,000	\$ 42,000,000	\$ 2,000,000

CSCF BUDGET ALLOCATION: DIRECT PROGRAM VS. ADMIN COST

\$44M

Budget Allocations	Budget	% of Expenditure
Talent and Recruitment Solutions		
Career Consultants	14,991,106	34.1%
Business Consultants	2,161,103	4.9%
Temporary Staffing (Supporting Summer Youth)	500,000	1.1%
Training Investment	14,000,000	31.8%
Career Seekers Support & Incentives	1,200,000	2.7%
Contracted Services	2,885,000	6.6%
Strategic Communications	800,000	1.8%
Staff Development (CareerSourcers)	311,500	0.7%
IT Cost/Network Expenses	1,306,800	3.0%
Facilities, Maintenance & Related Cost	2,400,000	5.5%
Total Talent and Recruitment Solutions	\$ 40,555,509	92.2%

TALENT & RECRUITMENT SOLUTIONS	
\$ 40,555,509	92.2%

Administrative Cost		
Staff Supporting Operations	2,390,791	5.4%
Staff Development (CareerSourcers)	133,500	0.3%
IT Cost/Network Expenses	145,200	0.3%
Facilities, Maintenance & Related Cost	325,000	0.7%
G&A Professional Services	450,000	1.0%
Total Support and Administrative Cost	\$ 3,444,491	7.8%
TOTAL EXPENDITURES	\$ 44,000,000	100.0%

ADMINISTRATIVE COST	
\$ 3,444,491	7.8%

BUDGET STRATEGIC PRIORITIES AND GOALS

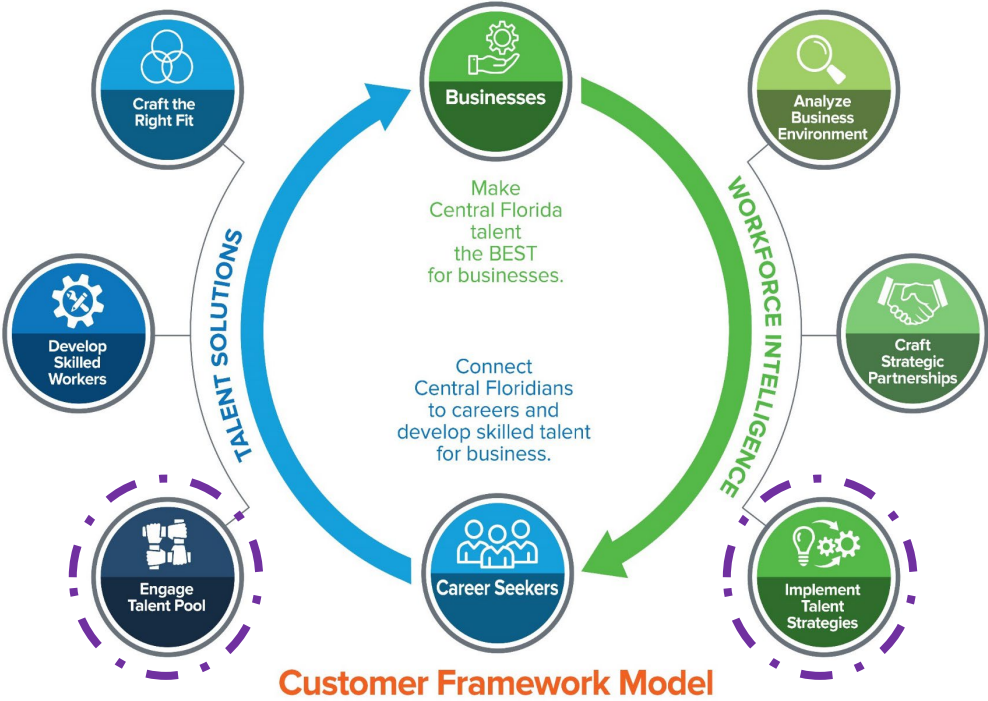
CSCF STRATEGIC PRIORITIES

DIVERSIFY REVENUE STREAMS TO
ADJUST FOR VARIABLES IN
FEDERAL FUNDING

DELIVER TALENT ACQUISITION STRATEGIES
FOR BUSINESSES IN RECOVERING &
EMERGING INDUSTRIES

DELIVER TALENT SOLUTIONS TO IGNITE
POTENTIAL

ADJUST TO EVOLVING MARKET AND LEGISLATIVE
CHANGES THROUGH INNOVATIVE INITIATIVES



2022-2023 Strategy

	Strategic Priority	Goals	Outcome
Foundational Focus	DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING	<ul style="list-style-type: none"> Generate \$3.5M of New Diversified Revenue Establish Organizational Structure and Strategy to Generate Non-DEO Revenue Develop and Activate Plan to Invest General (unrestricted) Revenue 	An Increased CSCF Budget/Revenue Stream, Enabling Greater Flexibility in the Delivery of Services, Stability and Sustainability
	DELIVER TALENT ACQUISITION STRATEGIES FOR BUSINESSES IN RECOVERING & EMERGING INDUSTRIES	<ul style="list-style-type: none"> Ensure 60% or greater are Small-Medium Businesses Deliver Workforce Intelligence As a Core Business Service Align Business Recruitment Strategies to Meet Market Demands 	Quality Recruitment Services to Deliver Qualified Candidates for Interviews and Hiring by Businesses Served
	DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL	<ul style="list-style-type: none"> Create Value Through Comprehensive Career Services Within the Customer Journey 	Central Florida Job Seekers Receive Quality Services Throughout their Career Journey that Result in Increased Skills and Employment
Positioning For Growth	ADJUST TO EVOLVING MARKET AND LEGISLATIVE CHANGES THROUGH INNOVATIVE INITIATIVES	<ul style="list-style-type: none"> Track and Define New Legislation as the State Releases New Policies Impacting Service Delivery and Training Elevate and Innovate the Organization's Capacity to Provide Virtual Services Establish New Return on Investment Strategies to Measure Market Needs Across the Region 	<p>Defined Return on Investment and Use Leveraged Data to Understand Changing Markets</p> <p>Opportunities for Innovation in Virtual Service Delivery for Customers and Clients</p>

DIVERSIFY REVENUE STREAMS TO ADJUST FOR VARIABLES IN FEDERAL FUNDING

GOAL

- Generate \$3.5M of New Diversified Revenue
- Establish Organizational Structure and Strategy to Generate Non-DEO Revenue
- Develop and Activate Plan to Invest General (unrestricted) Revenue

KEY PERFORMANCE METRICS

- ✓ Achieve Target of \$3.15M of New Restricted Non-DEO Revenue
- ✓ Achieve Target of \$350K of New General “Unrestricted” Revenue
- ✓ Creation of a New Organizational Structure and Operational Plan to Support Non-DEO Revenue

OUTCOME

An Increased CSCF Budget/Revenue Stream, Enabling Greater Flexibility in the Delivery of Services, Stability and Sustainability

DIVERSIFIED REVENUE

UNRESTRICTED REVENUE

REVENUE		BUDGET
Unrestricted Balance As of April 2022	\$	954,000
Receivables as of April 2022	\$	46,000
* Unrestricted Donations Made to CSCF	\$	100,000
*Ticket to Work Projected Revenue (Rounded)	\$	250,000
TOTAL PROJECTED REVENUE	\$	1,350,000
EXPENDITURES		
Operational Cost	\$	250,000
Fundraising & Revenue Development	\$	100,000
TOTAL PROJECTED EXPENDITURES	\$	350,000
PROJECTED BALANCE AT 06/30/23 - (ROUNDED)	\$	1,000,000

* Diversified Revenue

➤ Ticket to Work Projected Revenue + Unrestricted Donations + Restricted Revenue = \$3,500,000

RESTRICTED REVENUE

RESTRICTED REVENUE		BUDGET
*TOTAL PROJECTED REVENUE	\$	3,150,000

Funding sources include grants, municipalities, business investments and sponsorships

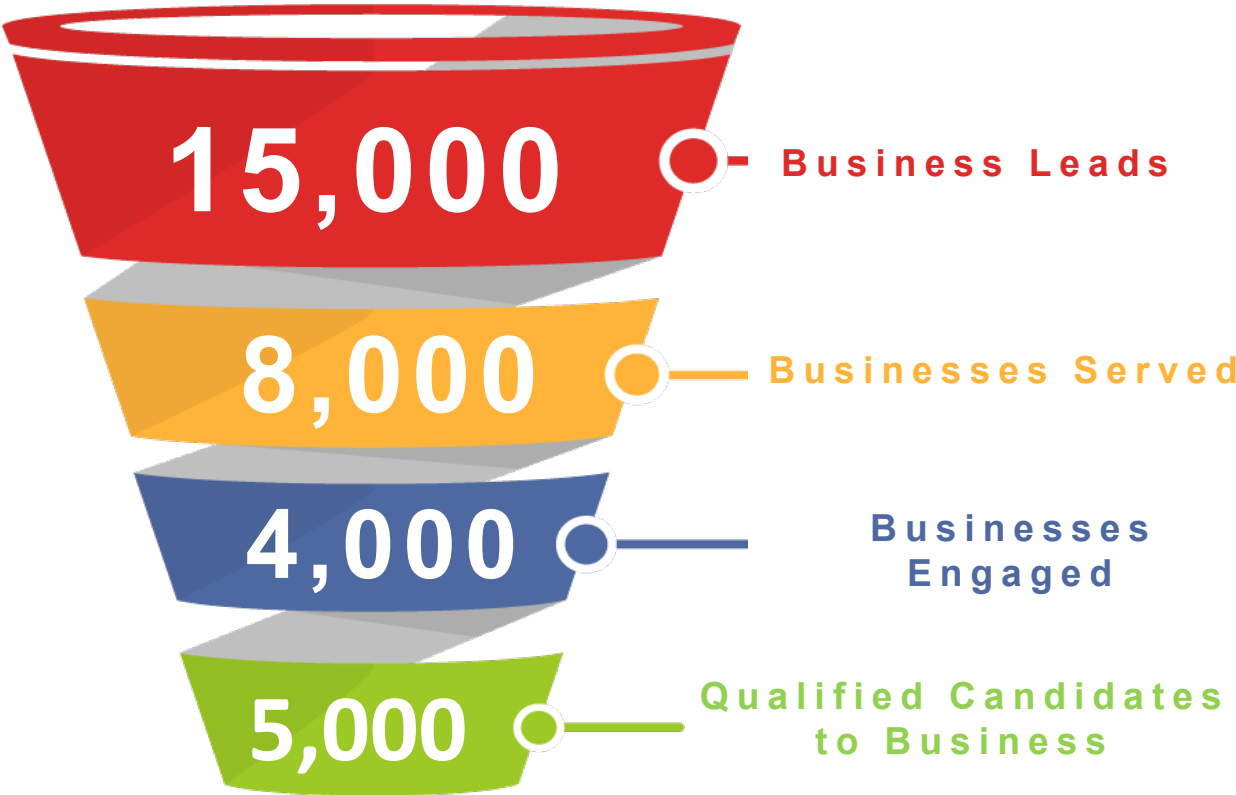
DELIVER TALENT RECRUITMENT & RETENTION INITIATIVES FOR BUSINESSES IN RECOVERING & EMERGING INDUSTRIES

GOAL

- Ensure 60% of Businesses Served are Small-Medium Businesses
- Deliver Workforce Intelligence As a Core Business Service
- Align Business Recruitment Strategies to Meet Market Demands

KEY PERFORMANCE METRICS

- ✓ Increase Quality Services to Businesses by 50%
- ✓ Increase the Number of Businesses Engaged by Dedicated Business Consultants by 20%
- ✓ Actively Recruit and Refer Twice as Many Qualified Candidates to Business
 - ✓ 5,000 Qualified Candidates Interviewed or Hired by Engaged Businesses



OUTCOME

CSCF Provided Quality Recruitment Services and Delivers Qualified Candidates who are Interviewed or Hired by the Businesses Served

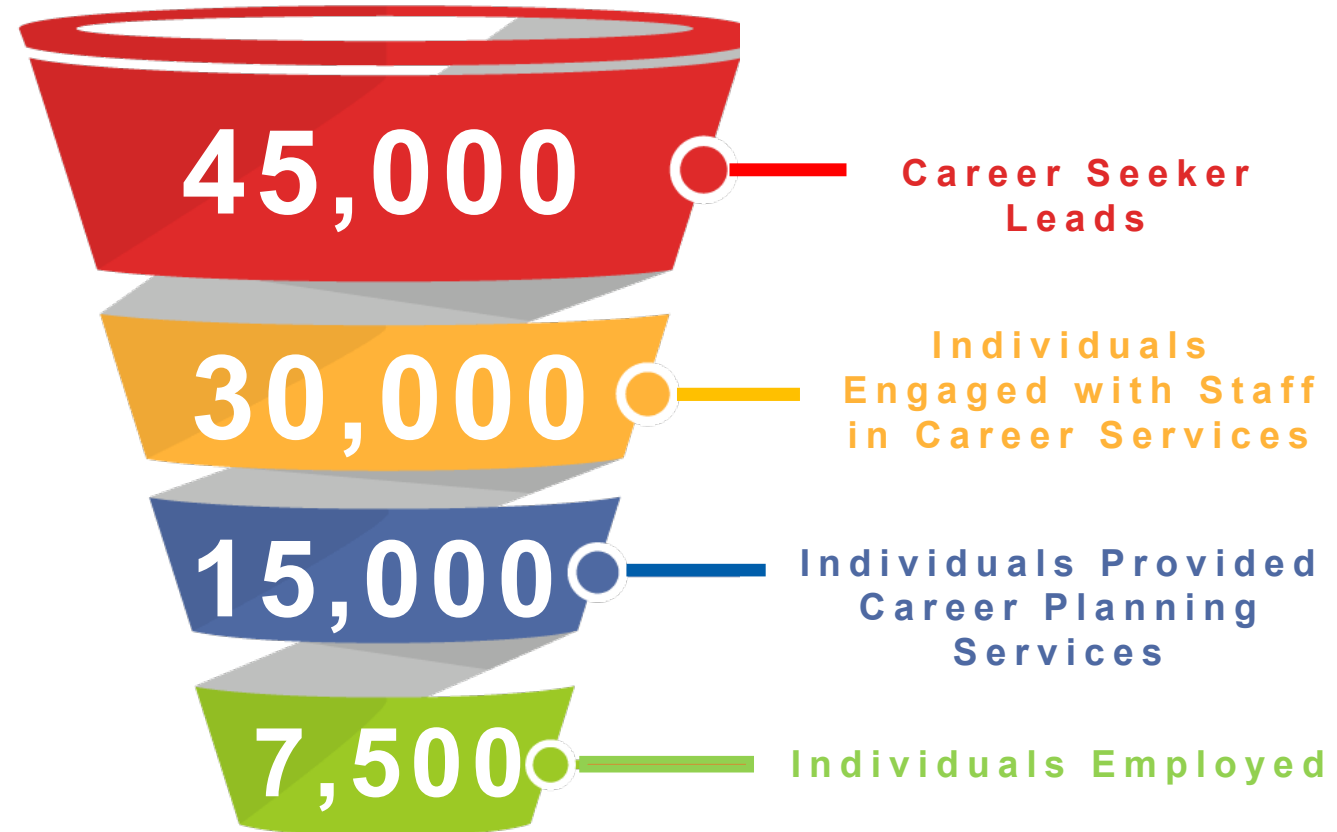
DELIVER TALENT SOLUTIONS TO IGNITE POTENTIAL

GOALS

- Create Value Through Comprehensive Career Services Within the Customer Journey

KEY PERFORMANCE METRICS

- ✓ 30,000 Receive Career Services with CSCF Staff
- ✓ 15,000 Receive Career Planning Consultations
- ✓ 3,000 Career Seekers Receiving CSCF Supported Training
 - ✓ Receive Training / Credentials
 - ✓ 80% Achieve a Wage of >\$17.50
- ✓ 7,500 Employed



OUTCOME

Central Florida Job Seekers Received Quality Services Throughout their Career Journey that Results in Increased Skills and Employment.

-

15

ADJUST TO EVOLVING MARKET AND LEGISLATIVE CHANGES THROUGH INNOVATIVE INITIATIVES

GOAL

- Track and Define New Legislation as the State Releases New Policies Impacting Service Delivery and Training
- Elevate and Innovate the Organization's Capacity to Provide Virtual Services
- Establish New Return on Investment Strategies to Measure Market Needs Across the Region

KEY PERFORMANCE METRICS

- ✓ Produce Legislative Fact Sheets Quarterly on REACH Act Impacts
- ✓ Implement a New Operational Model for Virtual Career Services
- ✓ Apply the ROI Business Model to 2022-2023 Scorecards

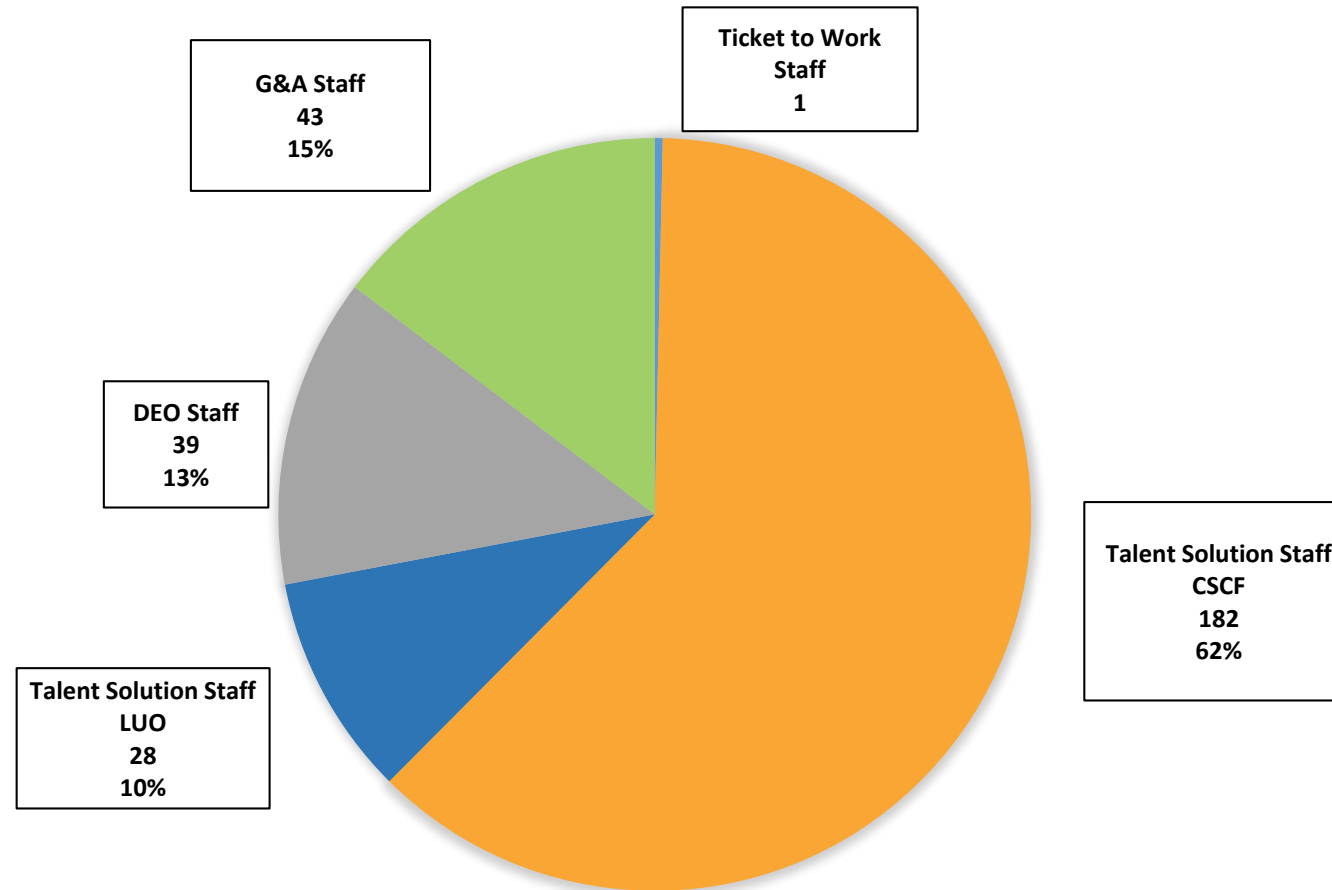
OUTCOME

Defined Return on Investment and Use of Leveraged Data to Navigate Changing Markets
Opportunities for Innovation in Virtual Service Delivery for Customers and Clients

COMPENSATION STATISTICS AND COSTS

CSCF STAFF BREAKDOWN

\$19.7M TOTAL COMPENSATION

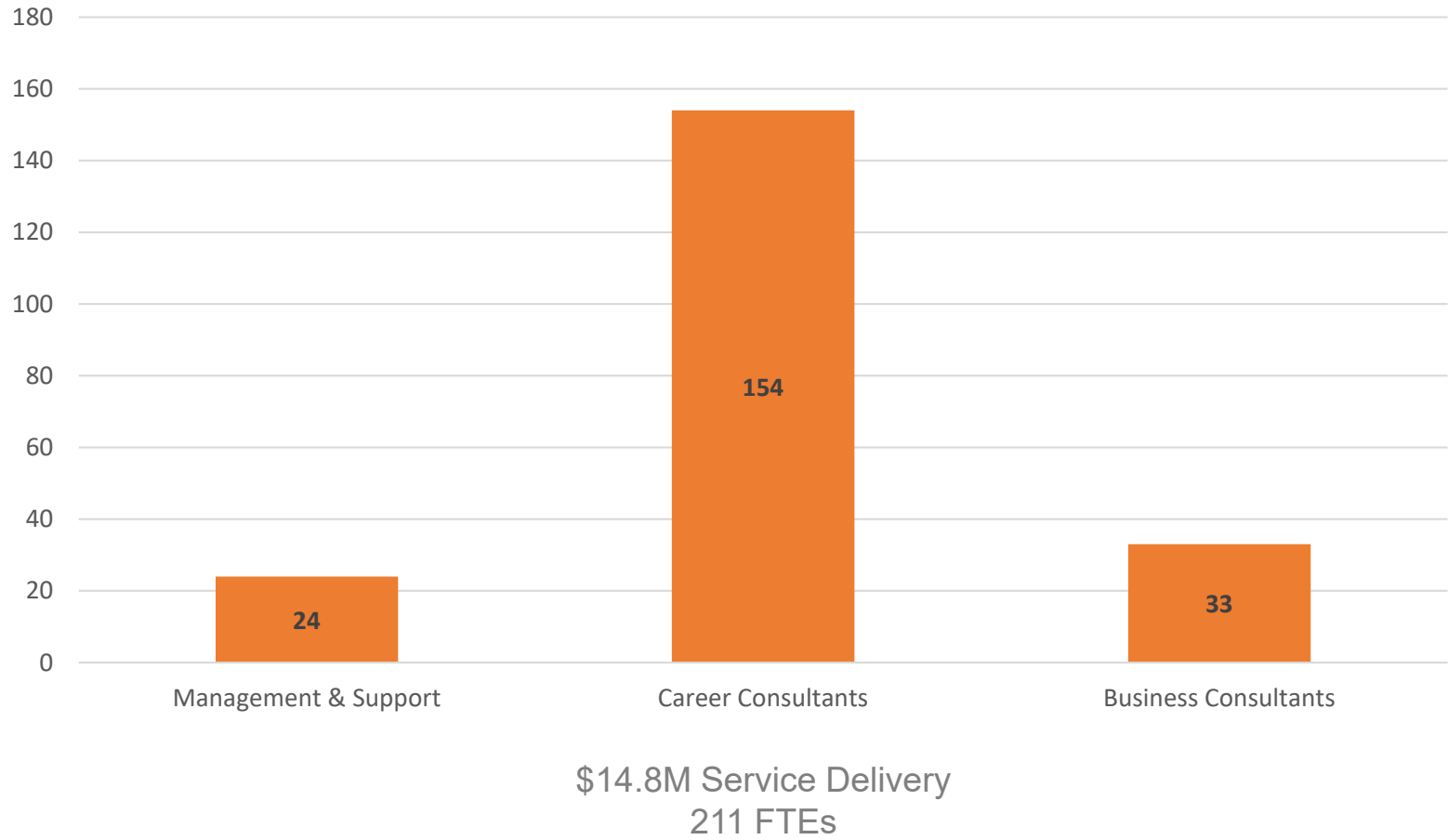


- Proposed Budget for Salaries Reflects an Average 4% Merit Increase
- Individuals Awarded for Merits Will Not Exceed 5% of Salaries
- Merit Increases are Awarded Based Upon Achievement of Annual Performance Goals
- Total Compensation Includes Salaries, Taxes, and Benefits

CSCF STAFF & SALARY COMPARISON

	<u>FY 2022/23</u>	<u>FY 2021/2022</u>	<u>DIFF</u>
TOTAL STAFF	254	222	32
TOTAL COMPENSATION	\$19,700,000	\$ 16,700,000	\$ 3,000,000
BUDGET	\$44,000,000	\$ 42,000,000	\$ 2,000,000
% OF SALARIES TO TOTAL BUDGET	45%	40%	5%

CSCF STAFFING BLEND – TALENT SOLUTIONS



Career Seekers	15,000
Career Consultants	154
Consultants Engaging Career Seekers Ratio	100:1

Engaged Businesses	4,000
Business Consultants	33
Consultants Engaging Number of Businesses Ratio	120:1

Note: The staffing balance above does not include 39FTE’s jointly managed and paid by DEO. Their primary function is to engage with career seeker and business leads and general job matching functions.



TRAINING INVESTMENT & CAREER SEEKER SUPPORT

INTENSIVE TALENT SOLUTIONS

\$16.9M

GOALS

- ✓ 3,000 Career Seekers
- ✓ Training Services Offered
 - ✓ Traditional Scholarships
 - ✓ Apprenticeships
 - ✓ Internships
 - ✓ On-the-Job Training
 - ✓ Pilots for Special Populations
- ✓ \$2.9M in Subrecipient Contracted Services
 - ✓ Youth Navigators
 - ✓ Construction Training for Justice-Involved Individuals
 - ✓ Pilot Innovative Training Systems Using Technology

CAREER SEEKER SUPPORT & INCENTIVES

\$1.2M

GOALS

- ✓ 2,500 Career Seekers
 - ✓ Receive training credentialing and transportation support
 - ✓ Fees, licenses or other employment related needs
 - ✓ Youth Incentive payments
 - ✓ Average support account is \$480 per Career Seeker

GENERAL AND ADMINISTRATIVE

GENERAL SUPPORT & ADMIN: FULL YEAR 2022 – 2023

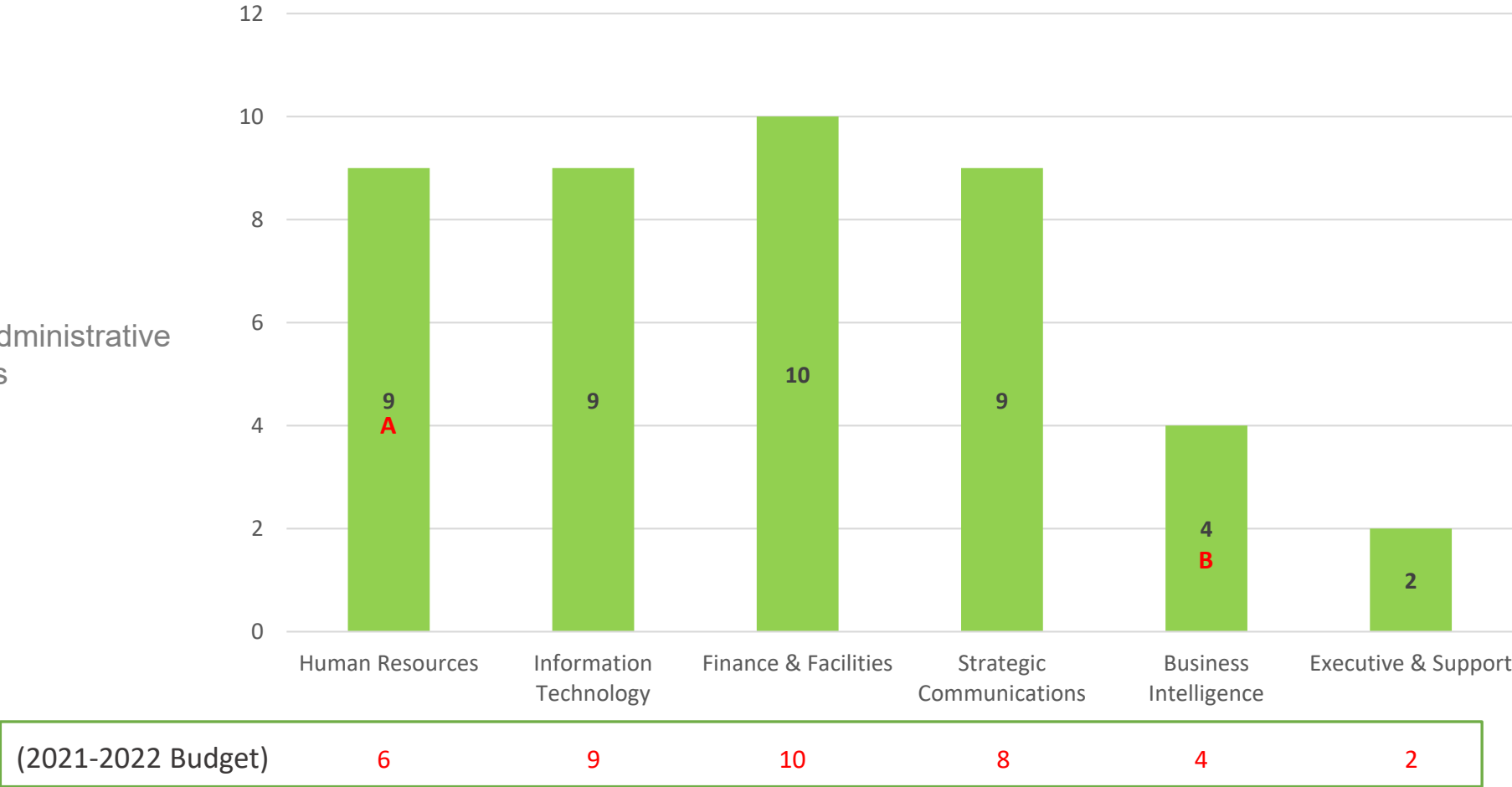
\$8.2M

General Support and Administrative Cost		
Staff Supporting Operations	4,743,113	10.0%
Strategic Communications	800,000	1.2%
Staff Development (Career Sourcers)	445,000	1.0%
IT Cost/Network Expenses	1,452,000	3.8%
Facilities, Maintenance & Related Cost	325,000	1.2%
G&A Professional Services	450,000	1.0%
Total Support and Administrative Cost	\$ 8,215,069	18.2%
TOTAL EXPENDITURES	\$ 44,000,000	100.0%

GENERAL & ADMIN COST	
\$ 8,215,069	18.7%

CSCF STAFF SUPPORTING OPERATIONS – G&A

\$4.7M General & Administrative
43 FTEs



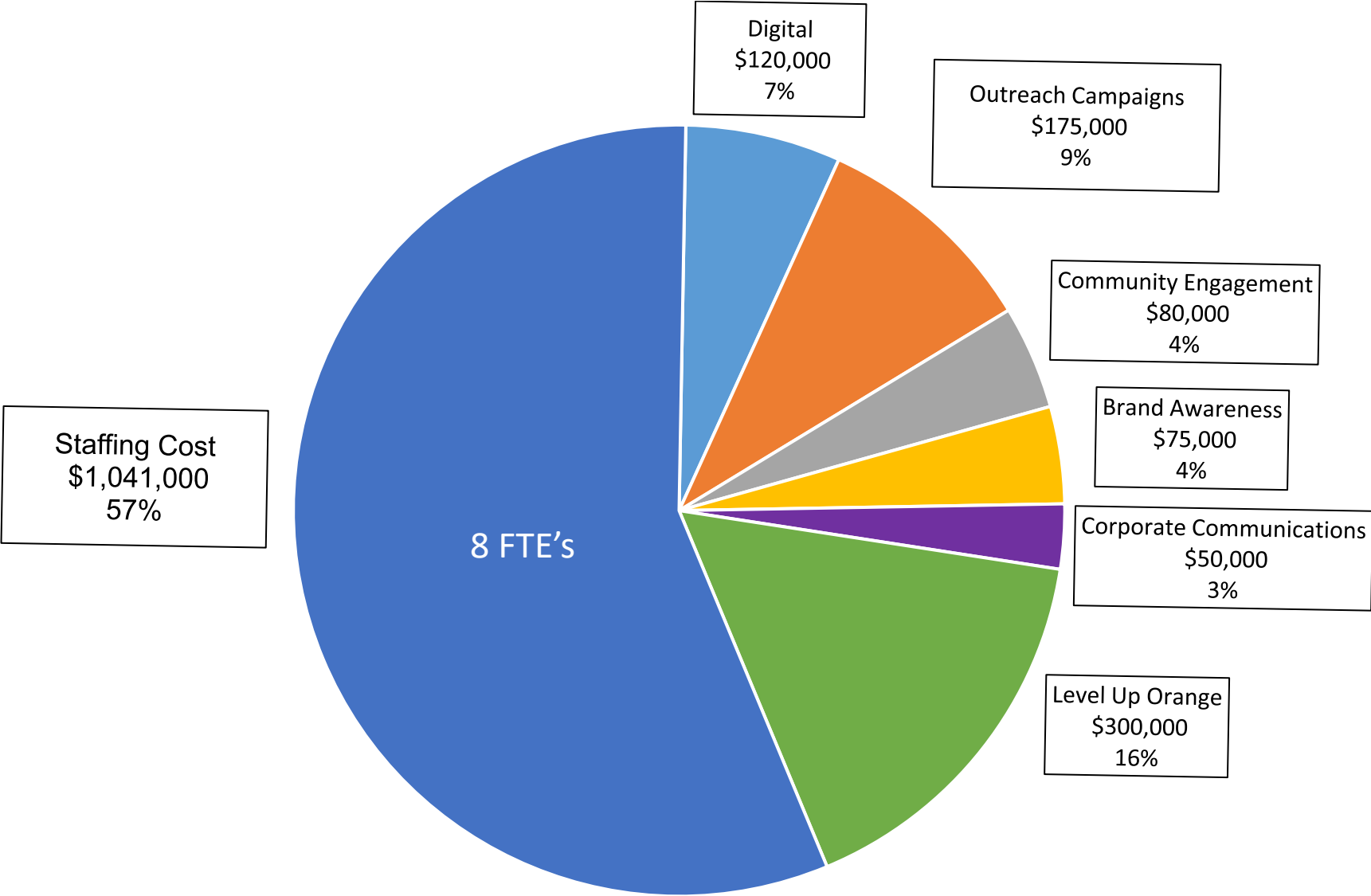
Note A: The Business Intelligence Department has one FTE (BI Manager) and three vacancies

Note B: The Human Resources Department added one new FTE (HR Director) and two internal transfers. One FTE serving as an internal recruiter for CSCF employment needs and one FTE transferring payroll functions from the Finance Department to HR.



COMMUNICATIONS DEPARTMENT– \$1.84M

COMMUNICATIONS STRATEGIC INITIATIVES - \$800K



STRATEGIC COMMUNICATIONS

- **DRIVE AWARENESS & ENGAGEMENT TO ELEVATE TALENT POOL**

Inspire residents to elevate income by driving awareness and engagement in CSCF programs through:

- Innovative marketing (paid ads, publicity, co-branded partnerships)
- Compelling company communications (social media, website, collateral)
- Broadscale community awareness

- **GROW REPUTATION & ENGAGEMENT IN CSCF TALENT SOLUTIONS**

Increase awareness of the benefit/ ROI of CSCF to the regional economy

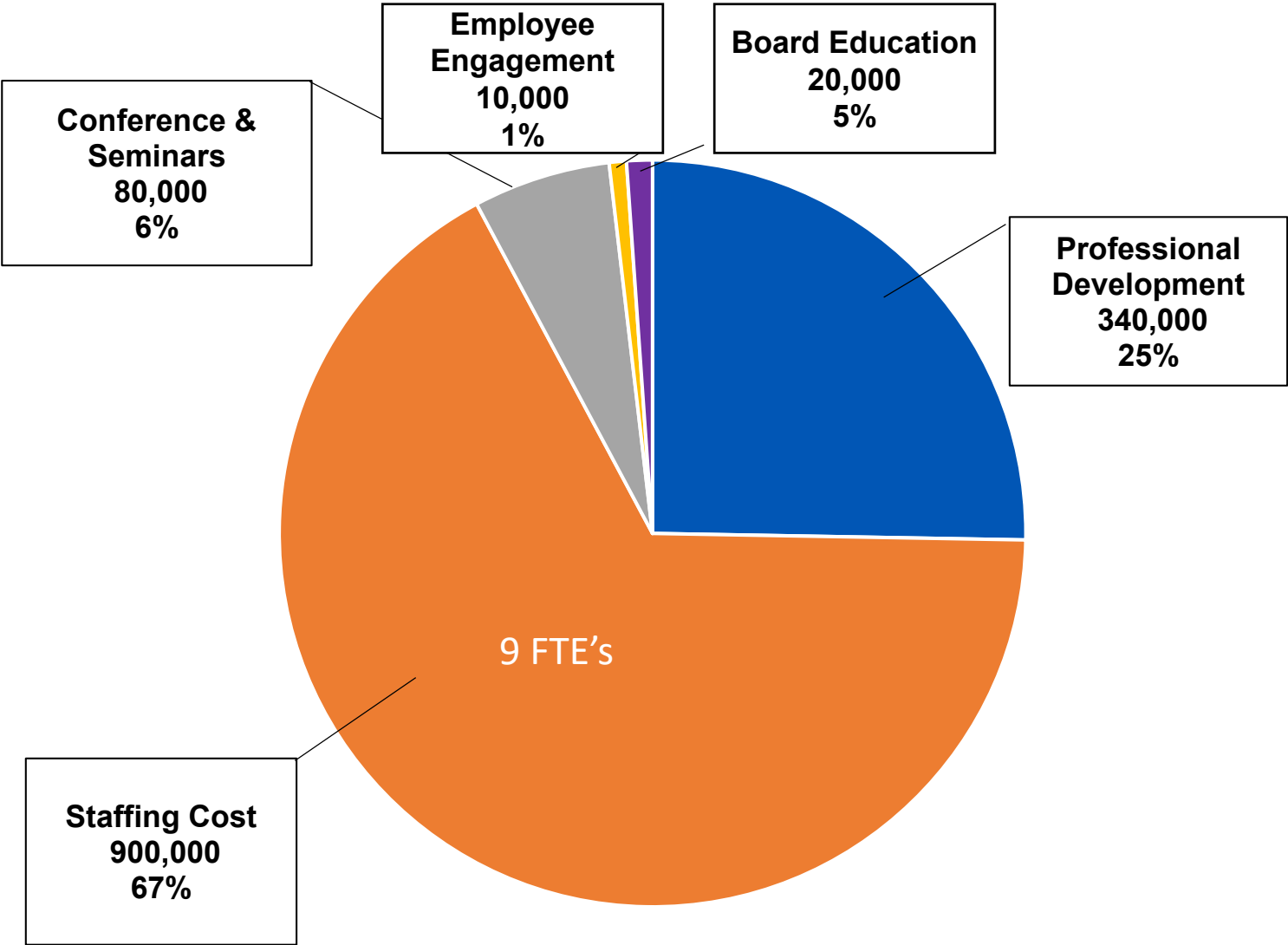
- Strengthen cooperative stakeholder relationships (government, business, media, educational)
- Help business clients navigate labor challenges by driving awareness of, and engagement in, our services
- *Define an organizational process and plan for how we prioritize, introduce and deliver Business Intelligence (data & insights) externally and internally to elevate CSCF as a critical resource across the region.*

- **STRENGTHEN & EVOLVE THE ORGANIZATION BRAND**

- Develop a strategic organizational communications plan that articulates and builds the vision, value and services of CSCF, and new entities, both as a whole and individually
- Inform, inspire and equip our employees to align to best serve the community

HUMAN RESOURCES DEPARTMENT—\$1.35M

HR STRATEGIC INITIATIVES - \$445K



CSCF PROFESSIONAL DEVELOPMENT

Create CareerSourcers Culture

Goal

Align Professional Development Priorities to Key CSCF Values

- Purpose Driven (North Star)
- Innovation (Training)
- Integrity (Trust Creed)

Key Performance Outcomes

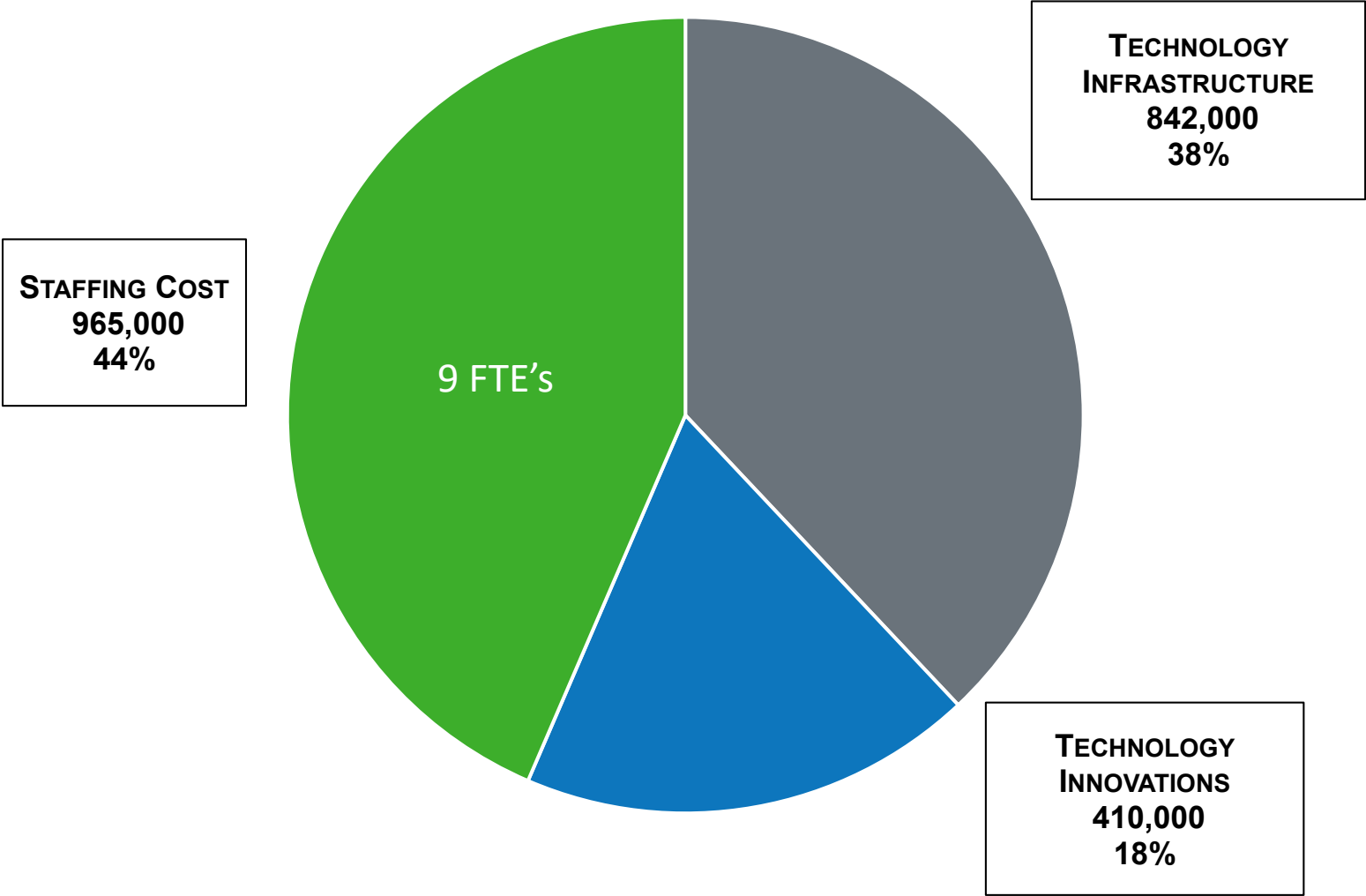
- ✓ Improve Job Performance and Ensure Compliance
- ✓ Talented and Effective Leaders Through Leadership Development and Succession Management
- ✓ Elevate Emotional Intelligence and Increase Adoption of “CareerSourcer” Attributes and competencies
- ✓ Ensure New CSCF Staff are Acclimated into Culture Effectively



CSCF Professional Development Priorities

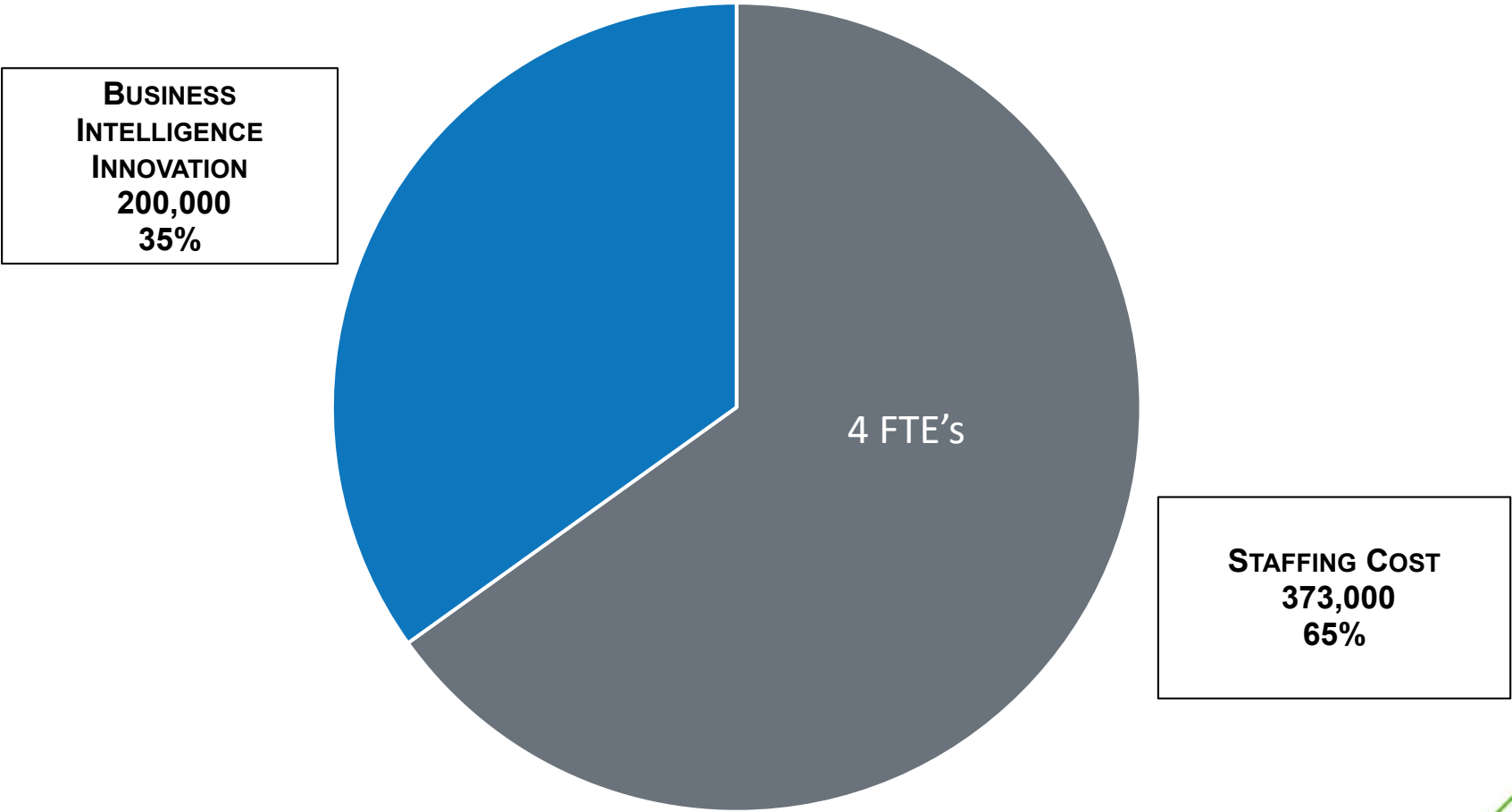
INNOVATION & TECHNOLOGY DEPARTMENT – \$2.22M

INNOVATION & TECHNOLOGY STRATEGIC INITIATIVES - \$1.45M



BUSINESS INTELLIGENCE & INNOVATION– \$573K

INNOVATION & TECHNOLOGY STRATEGIC INITIATIVES -
\$1.452M - CONTINUED



INNOVATION & TECHNOLOGY STRATEGY

Deliver Best-in-Class Technology Solutions (Infrastructure)

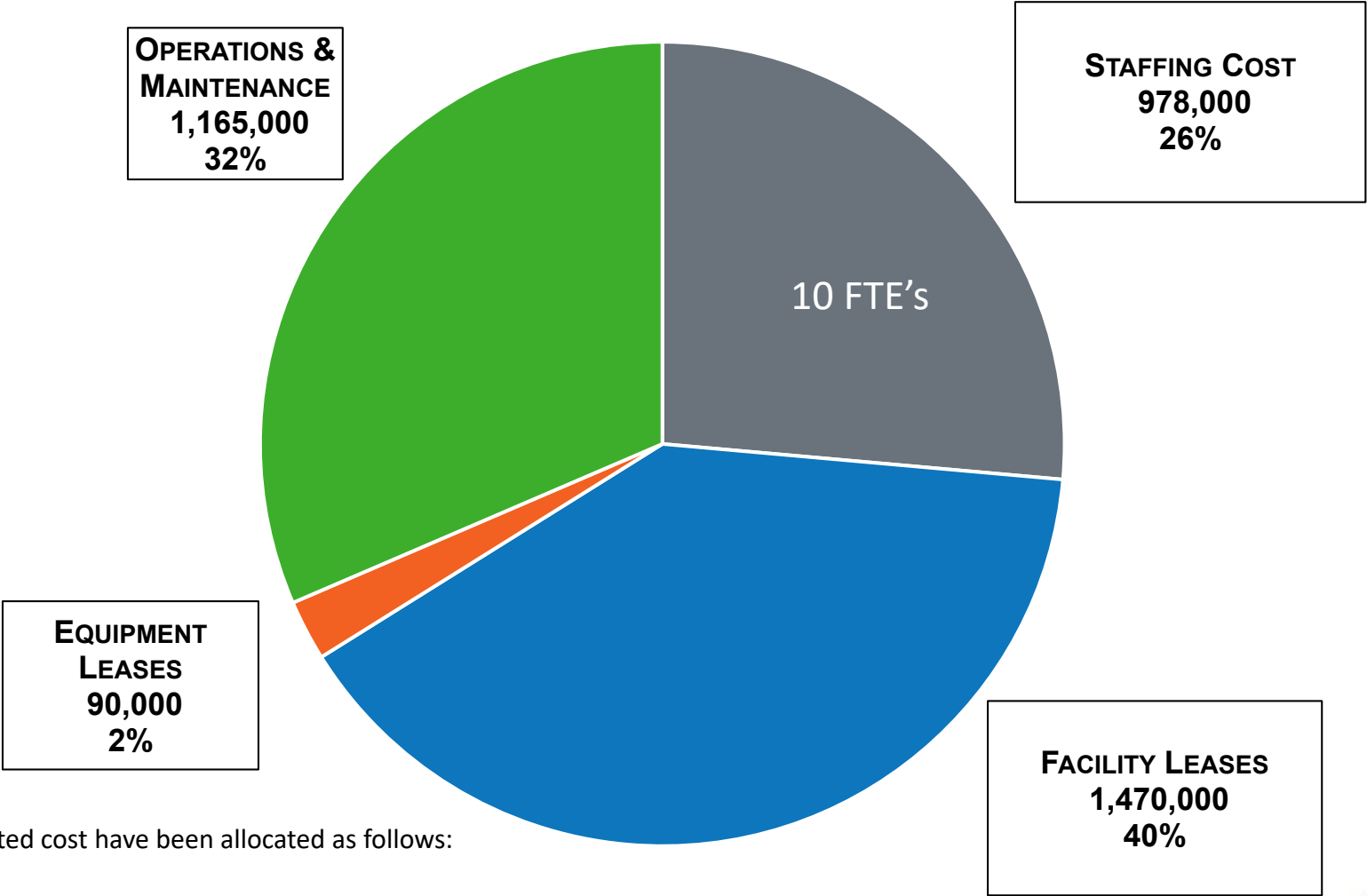
- Expand CSCF's Technology Portfolio to Enhance Digital Solutions that Inform and Engage Internal and External Audiences (Automation/Integration points, Online forms and Signature)
- Design a Modern, Resilient Technology Infrastructure and Hybrid working environment with secure platforms to Meet Next Generation Technology Requirements. (Business resiliency and fully remote work- Mobile Device management, Zero Trust Network Access)
- Improve and Enhance Cloud-based and Mobile Technology Solutions for Secure Virtual Service Delivery (Cloud services and performance, Sophos Technical Account manager)

Deliver Technology & Business Intelligence Innovations

- Elevate CSCF's Contact Center to Become a Virtual Full-Service Experience Aligned to the Customer Journey. (2022 Strategy alignment)
- Develop a Customer Satisfaction Strategy Driving Deep Loyalty that is measurable and proactive. (2022 Strategy alignment)
- Enhance and leverage business intelligence to make data driven decisions, strategies, and provide insights about the region's workforce (workforce intelligence, operational excellence model)
- Expand Customer Relationship Management solutions with industry leading marketing tool integration and data integrity. (CRM)

FINANCE, FACILITIES & RELATED COST – \$3.7M

FACILITIES, MAINTENANCE & RELATED COST- \$2.73M



***Note:** The \$2.73M in facilities & related cost have been allocated as follows:

- \$2.4M Talent & Recruitment
- \$325K in G&A

FACILITIES

(1) Lake (Lake Sumter SC)	
Total Square Foot	11,669
Annual Rental Cost	\$169,666
Expiration Date	1/23/2024

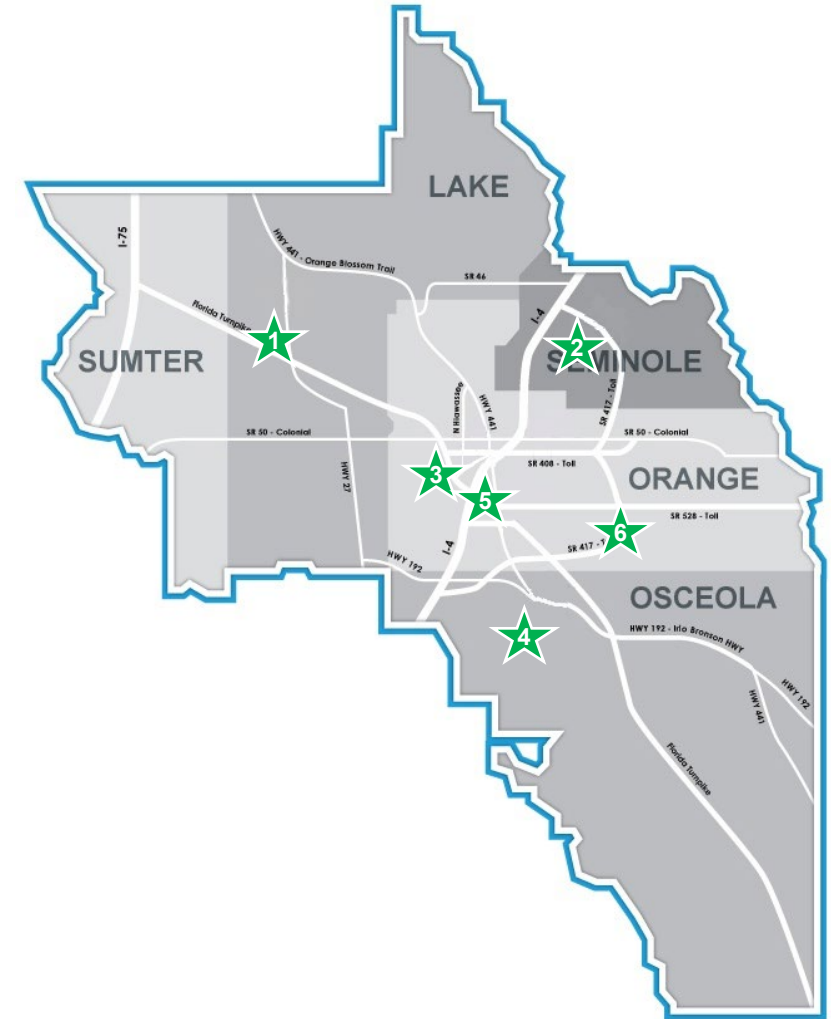
(2) Seminole	
Total Square Foot	10,031
Annual Rental Cost	\$176,822
Expiration Date	6/30/2026

(3) West Orange	
Total Square Foot	12,041
Annual Rental Cost	\$313,846
Expiration Date	07/31/2026

(4) Osceola	
Total Square Foot	12,731
Annual Rental Cost	\$190,965
Expiration Date	12/31/2024

(5) Administration	
Total Square Foot	11,792
Annual Rental Cost	\$422,276
Expiration Date	7/31/2026

(6) Southeast Orange	
Total Square Foot	12,363
Annual Rental Cost	\$197,808
Expiration Date	9/30/2024



Rent / Related cost for maintaining locations represents approximately 6.2% of total rent

G&A PROFESSIONAL SERVICES

\$450K

Accounting / External Monitoring

\$200K

- External Financial Audit Fees and Third-party Financial Monitoring

Payroll & Broker Fees

\$150K

- Benefit Broker Fees and Third-party Payroll Services

Legal

\$100K

- General Counsel Fees and Employment Law Support

SUMMARY & BUDGET ASSUMPTIONS

- Fiscal Responsibility
 - Total Funding Revenue \$44M; Year-over-Year \$2M or 4.8% increase
 - 81.3% Earmarked to Deliver Talent Solutions; 18.7% in General & Administrative
 - The proposed budget for salaries will reflect a 4% merit increase average overall. Merit increases are awarded based upon achievement of annual performance goals.
 - Employee health benefits reflects an increase of 2% of current cost based on market rate, with minimal impact to employee costs or plan structure for the program year.
 - The total amount budgeted for administrative cost will be to not exceed 9%, lower than the state allowable cap of 10%.

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Action Item

To: Finance Committee

From: Leo Alvarez

Subject: CareerSource Central Florida – Streamline and Upgrade Financial ERP System

Date: June 8, 2022

Purpose: The purpose of this Memo is to provide a final ERP Finance System recommendation to CareerSource Central Florida's Finance Committee.

Background: CareerSource Central Florida currently utilizes Abila MIP as its main accounting system. Over the years additional ancillary systems have been added to support the organizational needs, bringing the total number of accounting software systems to five. In the last six months staff has been conducting discovery and exploring solutions to upgrade the ERP system. Staff has engaged the current system vendors, as well as identified Oracle NetSuite and Sage Intacct as potential new systems. Below is a list of benefits of CSCF changing to a new ERP system:

- One application versus five - All functions are integrated in one system - less manual process.
- More operational efficiency – more insight and faster time-to-decision
- Finance department efficiency improvement – team members will repurpose to higher value work with the added efficiency of a streamlined model
- More effective spending/payment practices by controlling spend/budget and managing vendor base
- Benefit from shared best practices in process automation
- Interface is more modern – Automate reporting and dashboards
- Cloud-based for simplified remote access as needed; Cloud systems connect easily & securely to other applications which eliminates the need for workarounds; Cloud system allows freedom to adapt
- Real-time data availability to department heads and other users
- Dedicated training and support resources (support 24/7)
- CSCF won't need to maintain server
- Disaster recovery simplified
- Moves responsibility for data security to vendor
- Annual license cost is less and no more upgrades (no IT burden)
- We estimate improvements will be seen in Compliance, Revenue Management, Budgeting & Planning, Reporting & Audit and Analytics

We have held numerous discovery calls with representatives from both Sage and NetSuite and evaluated both systems from a fit perspective in both Finance and IT. We have also appraised our current and future needs from both a fiscal standpoint, IT infrastructure and ongoing support that will be needed during implementations and ongoing support. Based on these factors, Finance and IT have agreed that Sage Intacct presents the best fit for CSCF.

Cost Analysis

<u>Comparative Analysis</u>	<u>Implementation Cost</u>	<u>Annual Cost</u>	
Current System	\$ -	\$ 86,036	
NetSuite	\$ 67,193	\$ 77,855	**
Sage Intaact	\$ 67,250	\$ 79,876	*
* Includes 15 mos in first year (3 mos free)			
** 5 Year Average			

The annual cost of the new ERP system does not reach the \$150K procurement threshold requiring committee and board approval, but it is a significant change in operations and therefore being presented for approval. The goal is to implement the new system by January of 2023.

Action:

Staff is recommending that approval be granted to complete contract negotiations and select Sage Intaact as the vendor of choice for CSCF's new Financial ERP system.



Action Item

To: Finance Committee

From: Leo Alvarez, CFO

Subject: CareerSource Central Florida – Fiscal and Programmatic Monitoring Services

Date: June 8, 2022

Purpose:

The purpose of this memo is to provide a summary of CareerSource Central Florida's procurement process for year-round fiscal and programmatic monitoring. Below is a description of the process and a recommendation to complete negotiations with the selected firm.

Background:

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms possessing expertise and experience in certified public accounting practices. Services of a Certified Public Accounting firm are required to support Central Florida Regional Workforce Development Board, Inc., d/b/a CareerSource Central Florida, in the areas of fiscal and programmatic monitoring. Vendor shall provide technical assistance to both the finance and programs staff, focused in the areas of fiscal and programmatic compliance with federal and state workforce development grants.

The RFP was released via the company website for a 15-day duration beginning May 16, 2022, with a bid closing date of May 31, 2022, in conjunction with publishing a legal notice in the Orlando Sentinel. The RFP was based on specifications developed by the CareerSource team. Advance notification of legal notice publication for the internal audit RFP was provided to fourteen (14) firm representatives deemed capable of providing internal audit services. Proposals were submitted by the following: (1) Taylor Hall Miller Parker, P.A.

Since only one response was received, the proposal was reviewed by CSCF's CFO and the Finance Committee Chair. Taylor Hall Miller Parker, P.A. is the firm currently providing monitoring services for CSCF and specializes in workforce development audits, representing many organizations in Florida and Georgia.

Action:

The Review Team is recommending that approval be granted to complete contract negotiations and select Taylor Hall Miller Parker, P.A. as the vendor of choice for fiscal and programmatic monitoring services.

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

OTHER BUSINESS



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ADJOURNMENT



THANK YOU!

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