

Please be reminded pursuant to Section 3 of Article X of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article IX Section 3 shall govern the voting requirements on such matter.

Audit Finance Committee Meeting Agenda

January 13, 2022 – 9:00 a.m.

Join the meeting via Microsoft Teams

Committee Members

Turner Arbour, Mark Barry, Mark Earl, Joelle Neri, Lex Smith

Call to order Mark Barry, Chair

Public Comments

No requests from the public were received during the allotted time published in the Public Notice.

Action Items

1. Meeting Minutes (Mark Barry).....Page 2
2. Procurement Thresholds (Theresa Miner)Page 5

Information Items

1. Financial Reports (Theresa Miner).....Page 15
2. RFP for Auditing Services (Theresa Miner)Page 20

Discussion Items

1. Board Member Recruitment (Jerome Salatino).....Page 29

Chair Comments

CEO Comments

Adjournment



ACTION ITEM 1
Approval of Minutes

In accordance with Article VI, Section 2 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the August 12, 2021 Audit Finance Committee Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of August 12 Audit Finance Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

Audit Finance Committee Meeting Minutes - DRAFT

August 12, 2021 – 9.00 a.m.

Committee Members**Present:** Turner Arbour, Mark Barry, Mark Earl, Joelle Neri **Absent:** Lex Smith**Quorum Present:** Yes**Others Present:**

PHWB Staff – Brenda Gause, Heather Harter, Theresa Miner, Kenneth Russ, Jerome Salatino, Jessica Weightman

Proceedings:

Meeting called to order at 9:00 a.m. by Mark Barry

Public Comments

No public comments were received.

Action Item 1 – Approval of May 13, 2021 Audit Finance Committee Meeting Minutes

Mark Barry asked the committee members to review the minutes from the May 13, 2021 Audit Finance Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Mark Earl and seconded by Turner Arbour to approve the minutes. MOTION carried 4-0.

Action Item 2 – Approval of Budget, July 1, 2021-June 30, 2022

Committee members reviewed the budget for program year 2021-2022. This budget, once approved by the Audit Finance Committee and then the Executive Committee, will be sent to the Board of County Commissioners for their approval. Finally, the fully approved budget will be sent to the state to meet their October 1 deadline.

MOTION was made by Mark Earl and seconded by Joelle Neri to approve the budget for program year 2021-2022. MOTION carried 4-0.

Action Item 3 – Pay and Classification Study

The Committee reviewed the Pay and Classification Study conducted by Professional Human Resource Partners. Included in the Pay and Classification Study was a Salary Administration plan which outlines the methodology to be used by PHWB for the purpose of valuating all positions to determine the appropriate pay grade and pay range.

MOTION was made by Mark Earl and seconded by Turner Arbour to approve and adopt the Salary Administration Plan, approve and adopt the Annual Base Salary Ranges for Exempt and Non-Exempt Positions; and approve the pay adjustments outlined on the Impact Statement as soon as fiscally possible. MOTION carried 4-0.

Audit Finance Committee Meeting Minutes – DRAFT**Page 2**

August 12, 2021 – 9.00 a.m.

Action Item 4 – Financial and Procurement Policies and Procedures

The Committee reviewed the combined Finance and Procurement Policies and Procedures, with a summary of the changes highlighted for easy reference.

MOTION was made by Mark Earl and seconded by Joelle Neri to approve the Financial and Procurement Policies and Procedures document. MOTION carried 4-0.

CEO Comments

Jerome informed the Committee that the State of Florida awarded CareerSource Pasco Hernando \$198k in incentive funds for being a top performer. Jerome suggested that staff receive a 3% incentive in acknowledgement of their performance. Additionally, he noted that the funds have to be spend by mid to end of September 2021. Mark Earl suggested that, if used for incentives to staff, there should be some explanation, perhaps linking it to COVID so that this does not become an annual expectation.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2

Procurement Thresholds

The Financial and Procurement Policies and Procedures were approved at the August 12, 2021 Executive Committee Meeting. The policy sets the threshold for Small Purchases at \$50,000 which is low considering most needed items and services exceed this amount. For purchases exceeding \$50,000, sealed bids or competitive proposals are required.

Increasing the Small Purchase threshold to \$150,000 and the Sealed Bids and Competitive Proposals threshold to over \$150,000 will prevent potential business delays, which could lead to loss of funding.

All other language in the Financial and Procurement Policies and Procedures would remain as is, including the ability to competitively procure services that fall below these thresholds, e.g. audit, IT, cleaning, etc., if that is determined to be in the best interest of the organization.

FOR CONSIDERATION

Increase the threshold for Small Purchase Procedures from \$50,000 to \$150,000 and increase Sealed Bids and Competitive proposals from \$100,000 to \$150,000.

Summary of Finance and Procurement Policy Changes

1. Increase 15.4.2, Small Purchase Procedures, from \$50,000 to \$150,000.
2. Increase 15.4.3 and 15.4.4, Sealed Bids and Competitive Proposals, from \$100,000 to \$150,000.

15.0 PROCUREMENT

15.1 Responsibility for Procurement. The Finance Department will be responsible for processing procurement transactions. The Finance Department will review all procurement requests not made by the Finance Department. Following the initial review and approval by the Finance Department, further review and approval may be necessary, in accordance with the PHWB's procurement thresholds or other policies. For certain transactions, approval of the PHWB's Board Chair may be necessary, in accordance with the PHWB's procurement thresholds or other policies.

15.2 General Requirements. The following provisions apply to the PHWB's procurement of goods and services:

15.2.1 Solicitations. The PHWB will incorporate into solicitations a clear and accurate description of the technical requirements for products or services to be procured and will identify all requirements which potential contractors must fulfill as well as all other factors to be used in evaluating bids and proposals. Solicitations must not contain features which unduly restrict competition and should avoid overly detailed specifications. However, solicitations may include a statement of the qualitative nature of the goods or service and must include the minimum essential characteristics and standards to satisfy the intended use. Use of a "brand name or equivalent" description is discouraged but is permissible when defining relevant requirements needed for clear and accurate technical requirements is otherwise not practical or economical, but the specific, required "brand name" features must be clearly stated.

15.2.2 Efficiency. The PHWB will avoid making unnecessary or duplicative purchases. As appropriate PHWB will consider taking the following actions:

- (a) Conducting a lease/purchase analysis for property and large equipment;
- (b) Consolidating or dividing transactions to obtain a more economical purchase;
- (c) Using buying pools, inter-entity agreements, and shared goods and services;
- (d) Using federal excess or surplus property;
- (e) Using value engineering clauses; and,
- (f) Limiting use of time-and-materials contracts and including a price ceiling.

15.2.3 Competition. The PHWB will conduct procurement in a manner that provides, to the maximum extent practicable, full and open competition. Contractors that develop specifications, requirements, or proposals, will not be allowed to bid or to submit proposals or quotations for such procurements. In addition, the PHWB will avoid practices that tend to limit competition, including:

- (a) Imposing unreasonable qualification requirements;
- (b) Imposing unnecessary experience requirements;
- (c) Imposing excessive bonding requirements;
- (d) Condoning or failing to be alert to noncompetitive pricing practices between firms or affiliated companies;
- (e) Awarding noncompetitive contracts to consultants on retainers and other existing contractors;

- (f) Allowing or not being alert to organizational conflicts of interest;
- (g) Specifying “brand name” only products; and,
- (h) Engaging in any arbitrary actions.

15.2.4 Geographic Preferences. As appropriate and to the extent consistent with law and practicable under a federally assisted award, the PHWB will provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This preference will also be included in all subawards and contracts to be made using federal financial assistance. However, the PHWB will not use any state or local geographic preferences in the selection of contractors or the procurement of goods or services to be paid using federal financial assistance, except to the extent required or permitted by federal law. State or local geographic preferences may be used in the selection of contractors or the procurement of goods or services to be paid using non-federal funds.

15.2.5 Covered Technologies. The PHWB will not use federal funds to enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications or security equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, as described in Public Law 115–232, § 889.

15.2.6 Disadvantaged Businesses. The PHWB will take affirmative steps to use small businesses, minority-owned firms, women’s business enterprises, labor surplus area firms, and other disadvantaged business enterprises (collectively “disadvantaged businesses”), whenever appropriate and possible. These requirements also apply to contractors and their lower tier subcontractors, and appropriate terms to implement these requirements will be included in all contracts and subcontracts. At a minimum, the following steps will be taken:

- (a) Placing qualified disadvantaged businesses on solicitation lists;
- (b) Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
- (c) Dividing requirements (when economically feasible) into smaller tasks or quantities or contracting with joint ventures or consortia of disadvantaged businesses to permit their maximum participation;
- (d) Considering whether contractors intend to subcontract with disadvantaged businesses;
- (e) Establishing schedules (where requirements allow) that encourage participation by disadvantaged businesses; and,
- (f) Using appropriate services and assistance.

15.2.7 Prior Approval. The PHWB will obtain prior approval from the Florida Department of Economic Opportunity for the following:

- (a) All purchases of equipment costing \$5,000 or more;
- (b) All capital improvements; and,
- (c) Contracts exceeding \$25,000 between the PHWB and a member of the Board of Directors or an employee.

15.2.8 Segregation of Duties (Procurement). To the extent possible, the following duties should not be performed by the same person: preparing procurement requests, approving procurement requests, receiving goods or services, approving payment for procurement transactions, preparing checks, signing checks, and preparing bank reconciliations. If personnel limitations prevent full segregation of duties, the PHWB will implement and maintain appropriate compensating controls.

15.3 Contractor Selection. In selecting contractors, the PHWB will, at a minimum, consider:

- Integrity
- Public policy compliance
- Past performance (if any)
- Financial and technical resources
- Verification of lawfully existing entity registered to do business in Florida

For covered contracts, the PHWB will also confirm and document that the contractor is not debarred, suspended, or otherwise excluded from participation before entering into a contract and, as appropriate, will obtain a signed debarment certificate substantially in the form prescribed.

15.4 Methods of Procurement. The PHWB will employ the following methods of procurement:

15.4.1 Micro-Purchase. The PHWB may use the micro-purchase method to procure property or services with an aggregate value that does not exceed the micro-purchase threshold.

- (a) The micro-purchase threshold is the lesser of \$10,000 or the applicable micro-purchase threshold provided in the Federal Acquisition Regulation at 48 C.F.R. subpart 2.1.
- (b) Micro-purchases may be made without soliciting competitive quotations, bids, or proposals, provided that the price is deemed reasonable. Determinations of reasonable price should be based on research, experience, purchase history or other relevant information and documented in the PHWB's records accordingly,
- (c) Purchases will not be split or divided into multiple orders to evade the micro-purchase threshold limitation.
- (d) The PHWB will endeavor to equitably distribute micro-purchases among suppliers, to the maximum extent practicable.

15.4.2 Small Purchase Procedures. Small purchase procedures may be used to procure property or services the value of which is more than the applicable micro-purchase threshold but less than or equal to \$150,000. Competitive price or rate quotations will be solicited from at least three (3) qualified contractors. Purchases may be made from the qualified contractor determined to have provided the quote most advantageous to the

PHWB taking into account pricing and other relevant factors (e.g., quality, timing, or prior performance).

15.4.3 Sealed Bids. Sealed bids represent a Formal Procurement Method. Use of sealed bids or another Formal Procurement Method is required for procurement transactions exceeding \$150,000. However, sealed bids may be used for procurement transactions less than \$150,000 when the PHWB determines that use of sealed bids is appropriate.

(a) Bids must conform in all material respects to the terms and conditions of the bid invitation, but minor or immaterial deviations may be waived at the PHWB's sole discretion.

(b) The PHWB will prepare an invitation for bid containing a complete, adequate, and realistic specification or purchase description that sufficiently defines the items or services being solicited. The elements to be included are:

- (1) Statement of purpose;
- (2) General information;
- (3) Deadlines;
- (4) Statement of work with relevant specifications, requirements, milestones, and deliverables;
- (5) Preparation and submission instructions;
- (6) All evaluative criteria;
- (7) Award notification;
- (8) Budget and estimated pricing instructions;
- (9) Special award terms and conditions, if any;
- (10) Statement in conformity with the Stevens Amendment of the percentage of the total costs of the program or project which will be financed with federal money, the dollar amount of federal funds for the project or program, and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources; and,
- (11) Required vendor certifications.

(c) All procurement to be made using sealed bids will be advertised publicly on the PHWB's website for at least 24 hours in advance of the bidding deadline. The PHWB may also advertise the proposed procurement in a newspaper and directly solicit bids from qualified bidders.

(d) The bid invitation must specify the time and place for opening bids.

(e) In general, the contract will be awarded to the lowest responsible and responsive bidder. However, the PHWB reserves the right to reject all bids.

15.4.4 Competitive Proposals. Competitive proposals (also known as requests for proposals or an RFP) represent a Formal Procurement Method. Use of competitive proposals or another Formal Procurement Method is required for procurement transactions exceeding \$1050,000. However, competitive proposals may be used for procurement transactions less than \$1050,000 when the PHWB determines that use of competitive proposals and an RFP is appropriate.

(a) Competitive proposals may be used when a Formal Procurement Method is to be used and the conditions for sealed bids are not satisfied. For example, competitive proposals may be appropriate to obtain consulting or professional

services where experience and recognized expertise are more important factors than price.

(b) The evaluative factors and the weight to be given to each factor as well as the methods for technical evaluation and contractor selection will be in writing and will be included in the request for proposals.

(c) In addition, the request for proposals will include, at a minimum, the following elements:

- (1) Statement of purpose;
- (2) General information;
- (3) Deadlines;
- (4) Statement of work with relevant specifications, requirements, milestones, and deliverables;
- (5) Preparation and submission instructions;
- (6) Award notification;
- (7) Budget and estimated pricing instructions, if any (unless pricing is not a factor);
- (8) Special award terms and conditions, if any;
- (9) Statement in conformity with the Stevens Amendment of the percentage of the total costs of the program or project which will be financed with federal money, the dollar amount of federal funds for the project or program, and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources; and,
- (10) Required vendor certifications.

(d) All procurement opportunities to be made using competitive proposals will be publicized on the PHWB's website for at least 24 hours in advance of the proposal deadline. The PHWB may also advertise the proposed procurement in a newspaper (at least one week in advance of the deadline) and directly solicit proposals from qualified offerors.

(e) The PHWB will consider all proposals received to the extent practicable. In general, the PHWB will award the contract to the responsible offeror with the proposal found to be most advantageous to the PHWB. However, the PHWB reserves the right to reject all proposals.

15.4.5 Noncompetitive Procurement. Noncompetitive procurement may be used when the conditions for competitive procurement cannot be met. Noncompetitive procurement may be used when:

- (a) The requirements for micro-purchase are satisfied;
- (b) The item is available only from a single source (e.g., utilities, government services, or proprietary part or component for existing equipment or system);
- (c) A public exigency or emergency will not permit delay;
- (d) The federal awarding agency or pass-through has expressly authorized noncompetitive procurement in response to the PHWB's written request; or,
- (e) After solicitation of a number of sources, competition is determined inadequate.

15.4.6 Approval Procedures. The PHWB will follow the following procedures with respect to review and approval of procurement requests:

(a) Generally. Procurement requests equal to or less than the micro-purchase threshold will be reviewed by the FM and must be approved by the SVPF.

Procurement requests greater than the micro-purchase threshold but less than or equal to the small purchase threshold will be reviewed by the SVPF and must be approved by the CEO. All procurement requests in excess of the small purchase threshold will be reviewed by the CEO and must be approved by the PHWB's Board of Directors.

(b) Special Situations. Procurement requests from the SVPF must be reviewed and approved by the CEO. All procurement requests from the CEO must be reviewed and approved by the PHWB's Executive Committee, Board of Directors,

(c) Compliance with Specific Requirements. The foregoing policies and procedures notwithstanding, the PHWB will follow any additional or different approval requirements under applicable laws, regulations, award terms, or funding source requirements.

15.5 Cost or Price Analysis. The following provisions apply with respect to cost or price analysis and pricing:

15.6.1 For procurement transactions in excess of \$10,000, including contract modifications, the PHWB will perform a cost or price analysis.

15.6.2 For procurement transactions with no price competition or when cost analysis is used, profit will be negotiated as a separate element of the price. To establish a fair and reasonable profit, the PHWB will consider the complexity of work performed, risk borne by contractor, contractor's investment, amount of subcontracting, quality of contractor's record of past performance, and industry profit rates for similar work in surrounding geographical areas.

15.6 Contracts. The following provision apply with respect to contracts:

15.6.1 The PHWB will include, as applicable, the contract clauses found in Appendix II to 2 C.F.R. pt. 200 in all contracts funded under federally assisted awards.

15.6.2 The PHWB will use a time-and-materials contract only after a determination that no other contract is suitable and will include a ceiling price in the contract that the contractor exceeds at its own risk.

15.6.3 The PHWB will not enter into or use cost plus a percentage of cost or percentage of construction cost contracts for transactions funded under federally assisted awards.

15.6.4 For construction or facility improvement contracts or subcontracts exceeding \$100,000, the following terms and conditions will be included:

(a) PHWB will require bonds meeting the following minimums:

- (1) A bid guarantee from each bidder equivalent to 5% of the bid price;
 - (2) A performance bond on the part of the contractor for 100% of the contract price; and,
 - (3) A payment bond on the part of the contractor for 100% of the contract price.
- (b) All bonds must be obtained from companies holding certificates of authority as acceptable sureties pursuant to the surety requirements for companies doing business with the United States (31 C.F.R. pt. 223).

15.7 Receipt and Acceptance. The PHWB will inspect all goods upon their receipt. As may be appropriate, the inspection may include the following actions:

- Review bill of lading
- Verify the quantities using the bill of lading
- Examine for exterior damage and note any discrepancies on the bill of lading
- Sign and date the bill of lading
- Remove the packing slip(s)
- Compare the description and quantity of goods ordered to the packing slip
- Examine for physical damage
- Verify quantity and note on the purchase order
- Adjust invoice for any credits before submission for processing

This inspection must be performed in a timely manner to facilitate prompt return of goods and communication with contractors.

15.8 Documentation. The PHWB will maintain records sufficient to detail the history of each procurement transaction.

- 15.8.1 These records should include as appropriate (but are not limited to) the following:
- (a) A description and supporting documentation of the rationale for the procurement method (such as cost estimates);
 - (b) Selection of contract type;
 - (c) Written price or rate quotations (such as catalog price, online price, e-mails, or written quote), if applicable;
 - (d) Copies of advertisements, bid sheets, or bid proposal packets;
 - (e) Reasons for vendor selection or rejection (including, as applicable, Board of Directors meeting minutes, rejection letters, and award letters); and
 - (f) The basis for the contract price.

15.8.2 For transactions funded under federally assisted awards, the PHWB will obtain a signed lobbying certificate substantially in the form prescribed by the funding source, as appropriate.

15.9 Protests and Appeals. The PHWB will consider appeals or protests of procurement decisions only for procurement transactions for which a Formal Procurement Method was used. Upon the determination of the preliminary awardee (e.g., the apparent lowest responsible bidder

or apparent most advantageous offeror), any other candidate that submitted a bid or proposal may submit a written protest to the CEO and request an appeal (which will be heard by the Executive Committee of the PHWB's Board of Directors). The written protest and request for an appeal must be submitted to the CEO within three (3) business days following the determination of the preliminary awardee. The protestor may supplement the protest before the appeal. The appeal will be heard at the next meeting of the Executive Committee of the PHWB's Board of Directors. The Executive Committee will not be bound by any formal rules of evidence or procedure but may allow such evidence and conduct the appeal in the manner that the Executive Committee believes will most effectively and expeditiously resolve the dispute. The decision of the Executive Committee will be final.

INFORMATION ITEM 1
Financial Reports

This item is presented as information for the Committee. No action is required.

Pasco Hernando WFB 16

Statement of Activities - Unposted Transactions Included In Report
From 7/1/2021 Through 11/30/2021
(In Whole Numbers)

	Apprenticeship	Corporate	PCBCC	Indirect Pool	NCPEP	Other Pooled Costs	RESEA	SNAP
Revenue								
Grant Revenue.	(12,322.00)	0.00	0.00	0.00	509,335.00	28,223.00	101,868.00	80,996.00
Other Revenue	0.00	13,458.00	175,074.00	31.00	0.00	1.00	0.00	0.00
Total Revenue	(12,322.00)	13,458.00	175,074.00	31.00	509,335.00	28,224.00	101,868.00	80,996.00
Expenditures								
Personnel	22,636.00	1,386.00	69,203.00	251,233.00	5,076.00	564,017.00	47,518.00	42,044.00
Program Expenses	(43,368.00)	29,706.00	19,875.00	0.00	636,673.00	0.00	0.00	0.00
Professional Services	131.00	18.00	1,179.00	8,186.00	290.00	63,443.00	709.00	360.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	6,759.00	0.00	0.00
Insurance	0.00	0.00	0.00	5,108.00	0.00	29,331.00	0.00	0.00
Travel	0.00	0.00	0.00	324.00	0.00	507.00	0.00	0.00
Leases	0.00	0.00	0.00	4,384.00	0.00	233,499.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	288.00	0.00	15,898.00	0.00	0.00
Software License renewals	0.00	84.00	0.00	556.00	0.00	11,963.00	0.00	1,055.00
Communications	0.00	0.00	257.00	1,949.00	0.00	33,039.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	321.00	0.00	19,559.00	0.00	0.00
Office Expenses	0.00	2,125.00	0.00	2,776.00	0.00	1,898.00	0.00	0.00
Outreach	0.00	29,697.00	0.00	0.00	0.00	4,000.00	0.00	0.00
Equipment	0.00	0.00	0.00	706.00	0.00	0.00	0.00	0.00
Indirect Costs	5,428.00	332.00	21,803.00	(275,831.00)	1,249.00	0.00	16,293.00	9,778.00
Program Costs Pool	6,907.00	423.00	27,747.00	0.00	1,593.00	(351,081.00)	20,735.00	3,460.00
Business Services Pool	0.00	0.00	22,401.00	0.00	0.00	(222,892.00)	21,065.00	7,754.00
One Stop Cost Pool	2,065.00	126.00	6,593.00	0.00	532.00	(409,939.00)	6,200.00	1,350.00
Total Expenditures	(6,200.00)	63,898.00	169,056.00	0.00	645,413.00	0.00	112,521.00	65,801.00

Pasco Hernando WFB 16

Statement of Activities - Unposted Transactions Included In Report

From 7/1/2021 Through 11/30/2021

(In Whole Numbers)

VEIS	Wagner Peyser	WIOA AD	WIOA DW	WIOA NEG	WIOA- Other	WIOA Youth	Welfare Transition	Total
48,754.00	329,980.00	221,623.00	220,258.00	11,470.00	118,529.00	448,506.00	662,778.00	2,769,997.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188,564.00
<u>48,754.00</u>	<u>329,980.00</u>	<u>221,623.00</u>	<u>220,258.00</u>	<u>11,470.00</u>	<u>118,529.00</u>	<u>448,506.00</u>	<u>662,778.00</u>	<u>2,958,561.00</u>
10,437.00	0.00	105,343.00	61,162.00	9,619.00	91,454.00	54,045.00	163,184.00	1,498,359.00
0.00	0.00	61,428.00	20,988.00	1,694.00	7,560.00	321,228.00	70,738.00	1,126,522.00
71.00	1,358.00	1,332.00	757.00	35.00	0.00	617.00	(3,938.00)	74,544.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,759.00
0.00	0.00	0.00	0.00	0.00	0.00	2,268.00	0.00	36,707.00
3,137.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,968.00
0.00	0.00	0.00	0.00	0.00	0.00	26,277.00	0.00	264,160.00
0.00	0.00	0.00	0.00	0.00	0.00	915.00	0.00	17,101.00
57.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,715.00
1,779.00	0.00	513.00	0.00	0.00	0.00	513.00	0.00	38,051.00
0.00	0.00	0.00	0.00	0.00	0.00	2,641.00	0.00	22,521.00
8.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00	6,819.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,697.00
0.00	26,784.00	0.00	0.00	0.00	0.00	0.00	(26,784.00)	706.00
32,346.00	20,258.00	8,641.00	11,021.00	2,306.00	57,949.00	17,241.00	71,187.00	0.00
12,813.00	24,915.00	408.00	84,528.00	2,935.00	2,323.00	16,575.00	145,718.00	0.00
0.00	0.00	37,640.00	36,173.00	0.00	12.00	23,959.00	73,888.00	0.00
6,154.00	309,456.00	6,317.00	14,756.00	878.00	1,194.00	6,560.00	47,759.00	0.00
<u>66,803.00</u>	<u>382,769.00</u>	<u>221,623.00</u>	<u>229,386.00</u>	<u>17,467.00</u>	<u>160,491.00</u>	<u>472,840.00</u>	<u>541,763.00</u>	<u>3,143,630.00</u>

Pasco Hernando WFB 16
Balance Sheet - Unposted Transactions Included In Report
As of 11/30/2021
(In Whole Numbers)

	<u>Beginning Year Balance</u>	<u>Current Year</u>	<u>YTD Change</u>
Assets			
Current Assets			
Cash - Operating	323,576.00	112,451.00	(211,125.00)
Cash - Corporate Unrestricted	228,610.00	228,610.00	0.00
Cash - Money Market	192,957.00	177,851.00	(15,107.00)
Cash - Payroll	9,977.00	8,400.00	(1,577.00)
BB&T Banking Solutions	1,355,922.00	1,655,834.00	299,911.00
Prepaid Expenses	69,330.00	12,000.00	(57,330.00)
Deposits	46,369.00	46,369.00	0.00
Accounts Receivable	1,356.00	2,475.00	1,119.00
Grants Receivable	<u>823,892.00</u>	<u>0.00</u>	<u>(823,892.00)</u>
Total Current Assets	3,051,990.00	2,243,990.00	(808,000.00)
Long-term Assets			
Fixed Assets - Computer Equipment	286,407.00	286,407.00	0.00
Fixed Assets - Furniture & Fixtures	7,742.00	7,742.00	0.00
Fixed Assets - Office Equipment	110,346.00	110,346.00	0.00
Fixed Assets - Vehicles	294,932.00	294,932.00	0.00
Fixed Assets - Software	62,900.00	62,900.00	0.00
Accumulated Depreciation	(735,453.00)	(735,453.00)	0.00
Total Long-term Assets	<u>26,874.00</u>	<u>26,874.00</u>	<u>0.00</u>
Total Assets	<u>3,078,863.00</u>	<u>2,270,864.00</u>	<u>(808,000.00)</u>
Liabilities			
Short-term Liabilities			
Sales Tax Payable	18.00	7.00	(10.00)
Accounts Payable - Vendors	43,355.00	26,855.00	(16,501.00)
Accrued Expenses	176,872.00	0.00	(176,872.00)
Contracts Payable	351,113.00	234,117.00	(116,996.00)
Benefits Payable	4,880.00	(1,220.00)	(6,100.00)
Payroll Taxes Payable	0.00	14.00	14.00
Workers Comp Liability	(14,576.00)	(9,449.00)	5,127.00
Accrued Wages	34,984.00	0.00	(34,984.00)
Accrued Leave	354,665.00	198,772.00	(155,894.00)
Accrued Payroll Taxes	29,718.00	15,206.00	(14,512.00)
Accrued Pension	18,745.00	12,663.00	(6,082.00)
Deferred Grant Revenue	<u>101,057.00</u>	<u>0.00</u>	<u>(101,057.00)</u>
Total Short-term Liabilities	<u>1,100,830.00</u>	<u>476,964.00</u>	<u>(623,866.00)</u>
Total Liabilities	<u>1,100,830.00</u>	<u>476,964.00</u>	<u>(623,866.00)</u>
Net Assets			
Beginning Net Assets	1,978,033.00	1,978,968.00	935.00
Current YTD Net Income	<u>0.00</u>	<u>(185,069.00)</u>	<u>(185,069.00)</u>
Total Net Assets	<u>1,978,033.00</u>	<u>1,793,900.00</u>	<u>(184,134.00)</u>
Total Liabilities and Net Assets	<u>3,078,863.00</u>	<u>2,270,864.00</u>	<u>(808,000.00)</u>

Pasco-Hernando WFB 16
Statement of Revenues and Expenditures
Period: 7/1/2021 -11/30/2021

	2020-2021 BUDGET	Period: 7/1/2021 - 11/30/2021	Net	Burn Rate
				41.67%
Operating Revenue				
Grant Revenue	11,920,282.00	2,769,997.00 \$	9,150,285	
Contract Revenue - PC	1,365,838.00	175,000.00 \$	1,190,838	
Tobacco Free	143,000.00	2,888.00 \$	140,112	
Ticket to Work	25,000.00	10,570.00 \$	14,430	
Interest Income	<u>0.00</u>	<u>107.00</u> \$	(107)	
Total Operating Revenue	<u>\$ 13,454,120</u>	<u>2,958,562</u> \$	<u>10,495,558</u>	22%
Expenditures				
Personnel Expenses	4,832,274.00	1,498,359.00 \$	3,333,915	31%
Insurance	65,000.00	36,707.00 \$	28,293	56%
One Stop Operator	21,000.00	6,759.00 \$	14,241	32%
Program Expenses	4,572,453.00	1,126,522.00 \$	3,445,931	25%
Professional Fees	304,405.00	74,544.00 \$	229,861	24%
Supplies	120,550.00	15,168.00 \$	105,382	13%
Telephone	158,791.00	38,051.00 \$	120,740	24%
Postage & Shipping	7,750.00	1,115.00 \$	6,635	14%
Occupancy	433,700.00	269,226.00 \$	164,474	62%
Maintenance & Repairs	71,750.00	22,521.00 \$	49,229	31%
Equipment Rental	38,250.00	12,035.00 \$	26,215	31%
Travel & Training	26,880.00	3,968.00 \$	22,912	15%
Dues & Subscriptions	1,100.00	4,250.00 \$	(3,150)	386%
Outreach	25,500.00	33,697.00 \$	(8,197)	132%
Equipment < \$5,000 capital threshold	34,000.00	<u>706.00</u> \$	33,294	2%
Capital Expenditures	<u>0.00</u>	<u>0.00</u> \$	-	
Total Expenditures	<u>\$ 10,713,403</u>	<u>\$ 3,143,628</u>	<u>\$ 7,569,775</u>	
Net Revenue Over Expenditures (Carryover)	<u>\$ 2,740,717</u>	<u>(185,066)</u>		

INFORMATION ITEM 2
RFP for Auditing Services

This item is presented as information for the Committee. No action is required.

Request for Proposals for Auditing Services

Pasco Hernando Workforce, Inc.

Date of Issue: March 1, 2022

Pasco Hernando Workforce Board, Inc., hereinafter referred to CareerSource Pasco Hernando, is competitively soliciting services for the purpose of conducting a financial audit of the organization. CareerSource Pasco Hernando is a nonprofit organization with an annual operating budget of approximately \$14 million. Funding received by CareerSource Pasco Hernando consist of both local government funding and federal revenue and its duties are to provide oversight of the federal employment and training programs under the Workforce Investment Act, Personal Responsibility and Work Opportunities Assistance Act for welfare transition services, Veterans, Wagner-Peyser and other federal programs and their related regulations, rules and policies. CareerSource Pasco Hernando is seeking proposals for the provision of auditing services for the fiscal years ending June 30, 2022, 2023, 2024, 2025 and 2026. This audit will be conducted in accordance with Generally Accepted Auditing Standards (GAAP), current Government Auditing Standards (“Yellow Book”), as issued by the Comptroller General of the United States, and provisions of the Office of Management and CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Audit of Institutions of Higher Education and Other Nonprofit Institutions.” Attachment 1 of this Request for Proposal (RFP) states all Financial and compliance Audit requirements.

Submission of Proposals

Proposals are to be submitted to:

Name: Theresa H. Miner
Title: Chief Financial Officer Entity:
Pasco Hernando Workforce, Inc.
Address: PO Box 6589
Spring Hill, FL 33609
Phone: (352) 593-2235
Email: Tminer@careersourcepascohernando.com

All proposals must be received no later than **March 31, 2022**, by 4:00PM, Eastern Standard Time (EST). Proposals that are received after the above deadline will be deemed non-responsive, will not

be reviewed nor rated, will not be considered for services, and will be returned to the Offeror with a written notice stating why the proposal is non-responsive.

Proposals shall be typed in 12 point font on 8 1/2" x 11" paper. The written narrative of the proposal shall not exceed ten (10) pages excluding any attachments. **One original and three copies must be submitted in accordance with the timeline identified below.**

All costs incurred by the organization or individual, hereinafter referred to as the Offeror, in the preparation of a proposal responding to this RFP are the responsibility of the Offeror and will not be reimbursed by the CareerSource Pasco Hernando.

Only Certified Public Accountants who are licensed by the State of Florida are eligible to submit a proposal in response to this RFP. The Offeror must provide a copy of their most recent license/CPA certification as **Attachment I** to the proposal.

This RFP is to contract for a financial and compliance audit for fiscal year 2022, with the ability to renew for years 2023, 2024, 2025 and 2026. The option for continuation of agreement each year shall be contingent upon the performance of the services being solicited. The CareerSource Pasco Hernando's fiscal year begins July 1 of any given year and ends June 30 of any given year.

The following timelines are proposed, but may be revised at the discretion of the CareerSource Pasco Hernando's CEO and/or Board of Directors. They are:

March 1, 2022	Legal Notice
March 1, 2022	Publish RFP
March 15, 2022	Letter of Intent (See below)
March 31, 2022	Deadline for Proposals to be submitted (4 PM)
April 6, 2022	Evaluation Team to review RFP Responses
April 14, 2022	Audit/Finance Committee review of Evaluation – may request presentation
TBD	Presentation – if requested
April 14, 2022	Audit/Finance Committee Recommendation to Executive Committee
June 9, 2022	Executive Committee to present to Full Board

Recommendation of Award from Board to firms are notified of selection by July 1, 2022. Engagement to begin September 12, 2022.

Interested parties are required to submit a Letter of Intent to Bid to Theresa H Miner, Chief Financial Officer, no later than March 15, 2022, 3 p.m.

Inquiries concerning the RFP will be directed to Theresa H. Miner, tminer@careersourcepascohernando.com.

CareerSource Pasco Hernando requests an overall cost quote based on firm estimates of staff to be involved and the number of hours needed to complete the services identified in the RFP, and any other costs associated with the services. The Offeror must provide a bottom-line quote which states the amount the contract will not exceed based upon the services being solicited.

CareerSource Pasco Hernando reserves the right to reject any and all proposals received in response to this RFP. An agreement for the accepted proposal will be based upon the factors described in the RFP.

It is expected that a decision selecting the successful audit firm will be made by June 9, 2022. All firms that submitted proposals will receive written notification of the decision of the Executive Committee or Board of Directors.

The contract will be based upon progress invoices tied to completion of audit requirements not to exceed the amount agreed to with renewal options for four (4) additional years contingent upon performance of the services being solicited and funding allocations.

Background Information

CareerSource Pasco Hernando is responsible for providing oversight and policy direction regarding federal employment and training programs operated in Pasco and Hernando Counties, Florida. There are 24 regional workforce boards within the State of Florida and are created in Florida Statute 445. A large portion of the federal funds received are allocated to the State of Florida from the U. S. Department of Labor and from the Department of Health and Human Services for activities associated with Temporary Assistance for Needy Families. Local regional workforce boards are responsible for several federal programs to include services to unemployed, underemployed, dislocated workers, welfare transition individuals, youth, veterans, and other targeted populations. Federal rules as well as state legislation govern local decisions and operations; however, local regional workforce boards have the flexibility to design and implement programs that best fit the needs of their geographical area.

CareerSource Pasco Hernando is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Service Code. It is governed by a Board of Directors. Administrative offices are located at 16336 Cortez, Blvd., Brooksville, FL 33609. Fiscal records are located at the administrative offices.

The following Financial statements and audit reports are required as part of this audit:

- Statement of Financial Position
- Statement of Activities
- Statement of Changes in Net Assets
- Statement of Cash Flows
- Statement of Functional Expenses
- Supplementary Information (as required by 2 CFR 200; State Policies and agreements and other other governing agency)
- Independent Auditor's Report on financial Statements
- Schedule of expenditures of State and Federal Awards

- Independent Auditor's Report on Compliance and on Internal control Over Financial Reporting based on an audit of financial statements in Accordance with Government Auditing Standards.
- Independent Auditor's Report on Compliance with Requirements applicable to each major program and internal control over compliance in Accordance with CFR Part 200- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
- Independent Auditor's Report on compliance with Requirements Applicable to State Grants and Aids Appropriations
- Schedule of Findings and Questioned Costs
- Management Letter and Organization's Response to Management Letter
- IRS Form 990
- IRS form 990T, if applicable
- Data Collection form for reporting on Audits of States, Local Governments and Non-Profit Organizations

CareerSource Pasco Hernando is responsible for preparing all financial statements for the organization.

All required CareerSource Pasco Hernando documents are available for review by appointment prior to the RFP submittal. The Offeror will need to contact Theresa Miner via email at tminer@careersourcepascohernando.com to schedule an appointment.

The purpose of this RFP is to obtain the service of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States to perform a financial and compliance audit of CareerSource Pasco Hernando.

Government Audit Standards- "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" (1994 Revision), states on page 2-4:

"Financial statement audits provide reasonable assurance about (1) whether the financial statements of an audited entity present fairly the financial position, results of operations and cash flow or changes in financial position in accordance with Generally Accepted Accounting Principles,...(2) the entity has adhered to specific financial compliance requirements, or (3) the entity's internal control structure over financial reporting and/or safeguarding assets is suitably designated....and whether the entity has complied with laws and regulations" for those transactions and events that may have a material effect on the financial statements.

Scope of Work/Performance

The successful Offeror will be contracted to prepare audit reports in accordance with the **Government Audit Standards- Standards for Audit of Governmental Organizations, Programs and functions.**

The Contractor is to transmit one copy of the draft audit report to the Pasco Hernando Workforce Board Executive Director and Chief Financial Officer at the agreed upon date, but prior to the December full board meeting.

The Contractor shall deliver final audit reports to the Executive Committee of the Board of Directors as soon as is reasonably possible, but no later than the December Board meeting of the year in which the audit is conducted. Reports may be submitted earlier than the above schedule. However, if the Contractor fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, PHWB may, by written notice of default to the Contractor, terminate the whole or part of this contract within 72 hour of delivery of notice. Under certain extenuating circumstances, the Executive Director or Pasco Hernando Workforce Board of Directors may extend this schedule upon written request of the Contractor with sufficient justification.

Final payment shall be made upon the determination that all services have been performed in accordance with federal guidelines and the final report has been delivered and accepted by PHWB, and upon receipt of an invoice. Should PHWB reject the report, PHWB's authorized representative will notify the contractor in writing of such rejection stating the reasons for the rejection. The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Contractor submits the final invoice for payment.

All audit reports prepared under this contract will be reviewed by PHWB's Audit/Finance Committee, Executive Committee, Board of Directors, and its funding sources to ensure compliance with General Accounting Office's (GAO) **Government Audit Standards- "Standards for Audit of Governmental Organizations, Programs, Activities and Functions"** and other appropriate guides.

The final audit will be provided to the full Board of Directors for review, discussion and acceptance. Observations and recommendations must be summarized in writing and discussed with the Board of Directors. It should include internal control and program compliance observations and recommendations.

Upon request, the Contractor will be required to provide a copy of the work papers pertaining to any questioned costs determined by the audit. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem. The work papers will be retained for at least five (5) years from the end of the audit period. The work papers will be available for examination by authorized

representative of any federal or state audit agency, the General Accounting office and Pasco Hernando Workforce Board.

The Contractor agrees to keep any confidential information related to all contracts in strict confidence. Other than the reports submitted to the Pasco Hernando Workforce Board, the Contractor agrees not to publish, reproduce or otherwise divulge such confidential information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Contractor's possession, to those employees on the Contractor's staff who must have the information or to those employees on the Contractor's staff who must have the information on a "need-to-know" basis. The Contractor agrees to immediately notify, in writing, Pasco Hernando Workforce Board's Executive Director in the event the Contractor determines or has reason to suspect a breach of this requirement.

AIPCA Professional Standards: Ethics Interpretation 501-3- Failure to Follow Standards and/or Procedures or other Requirements in Governmental Audits.

"Engagements for audits of governmental grants, governmental units or to her recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted audit standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report that fact that such requirements were not followed and the reasons therefore."

The Offeror must sign and include as an attachment to its proposal the Certifications form with the RFP (See **Attachment II of the RFP Instruction package**). The Offeror must complete the forms as required by federal and state law, and will include them as an attachment to their proposal.

RFP Written Narrative Response Format

The Offeror must follow the format outlined below. All items must be addressed and responded to in the written narrative of the proposal. If an item is not addressed and is omitted, the proposal shall be deemed non-responsive, shall not be rated nor ranked, and shall not be considered for funding. The proposal shall be returned to the Offeror with a written statement noting why the proposal was deemed non-responsive. Proposals may also be deemed non-responsive due to the following reasons:

The proposal does not contain the required attachments

- Attachment I – CPA Certification and/or license

The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Audit Standards – "Standards for Audit of

Government Organizations, Programs, Activities and Functions” of the U.S. Comptroller General.

The Offeror in its proposal shall, at a minimum, include the following:

Prior Auditing Experience

The Offeror will need to describe its prior auditing experience including the names, addresses, contact persons and telephone numbers of at a minimum three prior organizations the Offeror has audited. Experience should include the following categories:

Prior experience auditing similar programs funded by a variety of sources, such as grants, foundations and in-kind donations.

Prior experience auditing programs financed by the Federal Government and by the State of Florida.

Prior experience auditing nonprofit organizations.

Organization, Size and Structure

The Offeror will need to describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, whether or not the firm is a small or minority-owned business. Offeror will need to include a copy of the most recent Peer Review, if the Offeror has had a Peer Review, as Attachment III to this response. If the Offeror has not had a Peer Review/Quality Review, under Attachment III, the Offeror will need to provide a statement as to why this has not been completed.

Staff Qualifications

The Offeror will need to provide the qualifications of staff to be assigned to the audits. Descriptions will include:

Staff positions that will comprise the Audit Team. Only include bios of staff to be assigned to the audits. Include education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA (only licensed CPA's will be considered.)

Understanding of Work to be Performed

The Offeror will need to briefly describe its understanding of work to be performed, including audit procedures and other pertinent information.

Budget

Provide a budget to show estimated number of hours for each staff person to be involved in the audit, hourly rate to be charged for that staff person's time, any other cost that will affect this contract, and an estimated full cost for completion of the audit in accordance with this RFP.

Proposal Evaluation

Proposals will be rated and then ranked based upon the following criteria:

Prior experience auditing similar or like organizations and or funding (30 points)

Organizations' size and structure (10 points)

Qualifications of staff to be assigned (30 points)

Understanding of the work to be performed (20 points)

Budget (10 points) Total points available: 100

DRAFT

DISCUSSION ITEM 1
Board Member Recruitment

This item is presented as discussion for the Committee. No action is required.