

*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**

August 18, 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. Budget (Theresa Miner) ..... Page 4
3. Gulf Coast Contract Amendment (Theresa Miner) ..... Page 12

### **Discussion Items**

1. Severance Package (Jerome Salatino) ..... Page 13

### **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 January 13, 2022, Audit Finance Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**FOR CONSIDERATION**

Approval of January 13, 2022, Audit Finance Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

**Audit Finance Committee Meeting Minutes - DRAFT**

January 13, 2022 – 9.00 a.m.

**Committee Members****Present:** Turner Arbour, Mark Barry, Mark Earl, Joelle Neri, Lex Smith**Absent:** None**Quorum Present:** Yes**Others Present:**

PHWB Staff – Heather Harter, Theresa Miner, Kenneth Russ, Jerome Salatino

**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 August 12, 2021 Audit Finance Committee Meeting Minutes**

Mark Barry asked the committee members to review the minutes from the August 12, 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 Joelle Neri to approve the minutes. MOTION carried 5-0.

**Action Item 2 – Procurement Thresholds**

Committee members reviewed the changes of the procurement thresholds. The changes included an increase from \$50,000 to \$150,000 for Small Purchase Procedures, and an increase from \$100,000 to \$150,000 for Sealed Bids and Competitive Proposals.

MOTION was made by Mark Earl and seconded by Lex Smith to approve the threshold increases contingent upon attorney approval. MOTION carried 5-0.

**Information Item 1 – Financial Reports**

Theresa Miner reviewed the Financial Reports.

**Information Item 2 – RFP for Auditing Services**

Theresa Miner reviewed the RFP for Auditing Services.

**Discussion Item 1 – Board Member Recruitment**

Jerome Salatino spoke about the board vacancies under the education and labor categories.

With no further business to discuss, the meeting adjourned.

## **ACTION ITEM 2**

### **Budget**

The Pasco-Hernando Workforce Board, Inc. (PHWB) has received preliminary revenue dollars from the Department of Economic Opportunity (DEO), and has our final carryover dollars. Each year, PHWB prepares a budget to be approved by the local Board, the Pasco County Board of County Commissioners, and the Hernando County Board of County Commissioners for approval, and once approved, submits the budget to CareerSource Florida and the Department of Economic Opportunity.

We are bringing this budget, modification #1, before our local committees for approval. Once it is approved, it will be forwarded to both Pasco County and Hernando County for their approvals and signatures, so we can submit it to the Department of Economic Opportunity by October 1, which is required.

This budget is based on the final expenses for period ending June 30, 2022, as well as information provided to us at this time by DEO regarding revenues. This budget is being presented to our Audit Finance Committee and the Executive Committee for approval.

### **FOR CONSIDERATION**

Approval of PHWB's operating budget, modification #1 for the program year July 1, 2022 – June 30, 2023.

# **PASCO-HERNANDO WORKFORCE BOARD**

## **FINAL BUDGET**

### **FY 2022-2023**

#### **BACKGROUND**

DEO has sent out preliminary figures, and we are using those preliminary figures in preparing our Fiscal Year 2022-23 budget. I expect the actual allocations to be close to these budget figures, and I expect to receive the actual NFA's within the next few days of this memo. The Pasco and Hernando Boards of County Commissioners are the "chief elected officials" for Local Workforce Development Area 16 and are responsible for budget approval along with the PHWB.

The Department of Economic Opportunity (DEO) has provided amounts that are expected to be allocated to the regions for Fiscal Year 2023 in the major funding streams. PHWB staff has included estimates in other funding streams based upon current information or budget requests. Carry forward funds are actual. This program year we anticipate another large carryover of WIOA DW funds. The Grantee/Subgrantee Agreement requires final budget figures to be submitted with proper approvals by October 1 of every year.

#### **INFORMATION**

##### **Revenue Budget:**

The total anticipated revenue for Fiscal Year 2022-2023 is \$13,449,754, which includes \$3,545,641 of carryover dollars from funds with an ending date later than June 30, 2022.

The Revenue Comparison provides a comparison of revenues since 2012. It also gives detail as to the types of funds included, for example, \$6,522,795 comes from recurring sources such as WIOA Adult, Dislocated Worker and Youth funds, Trade Adjustment, Wagner Peyser, TANF, SNAP, RESEA, Vets, which are issued by formula each year. Other funds are one-time funding such as the Non-Custodial Parent, Rapid Response and the Back to Work grant, even though we hope to continue the relationships and receive these funds in the future.

The PHWB leases space to various partners in the One Stop Centers and expects to receive \$48,000 which will be used to offset some of the costs of the one stop leases.

Since the fiscal year beginning June 1, 2012, our overall revenue this year is expected to increase by \$2,968,943. This is due mainly to receiving the NCPEP funding these past several years, as well as Pasco County special dollars and the carryover. However, our recurring revenue has decreased by \$2,352,520. Our decrease from last year alone, is estimated to be \$755,973 in recurring funds which is a little more than a 12%. Part of this is due to not needing additional TAA funds, and not receiving actual NFA's as of July 21, 2022.

##### **Planned Expenditures**

The three major categories of the expenditure budget are Board costs, One-Stop Operating costs and Direct Program Costs, including contracts.

The PHWB operates three CareerSource Centers in New Port Richey, Dade City and Brooksville. We also operate a Mobile One Stop, which visits various locations around the region to take services to those who may not be able to access a CareerSource Center.

The major expenditure of the Board is Payroll and Benefits. Total budgeted costs for payroll and benefits this year is \$5,528,362. Major changes are 7% increase for 2021; budgeted a 3% increase for this budget year and we have budgeted a 22% increase in health insurance premiums, based on market.

Staff record their time as their duties dictate. In some cases, they may be included partially in one functional area and partially in a Direct Program-funded position.

We also have Department of Economic Opportunity employees who work in the CareerSource Centers and are under the functional supervision of the Board. They are funded through VETS, Wagner Peyser, and Trade Adjustment Act. Those salaries and benefits are additional funding and not reflected in the budget figures presented.

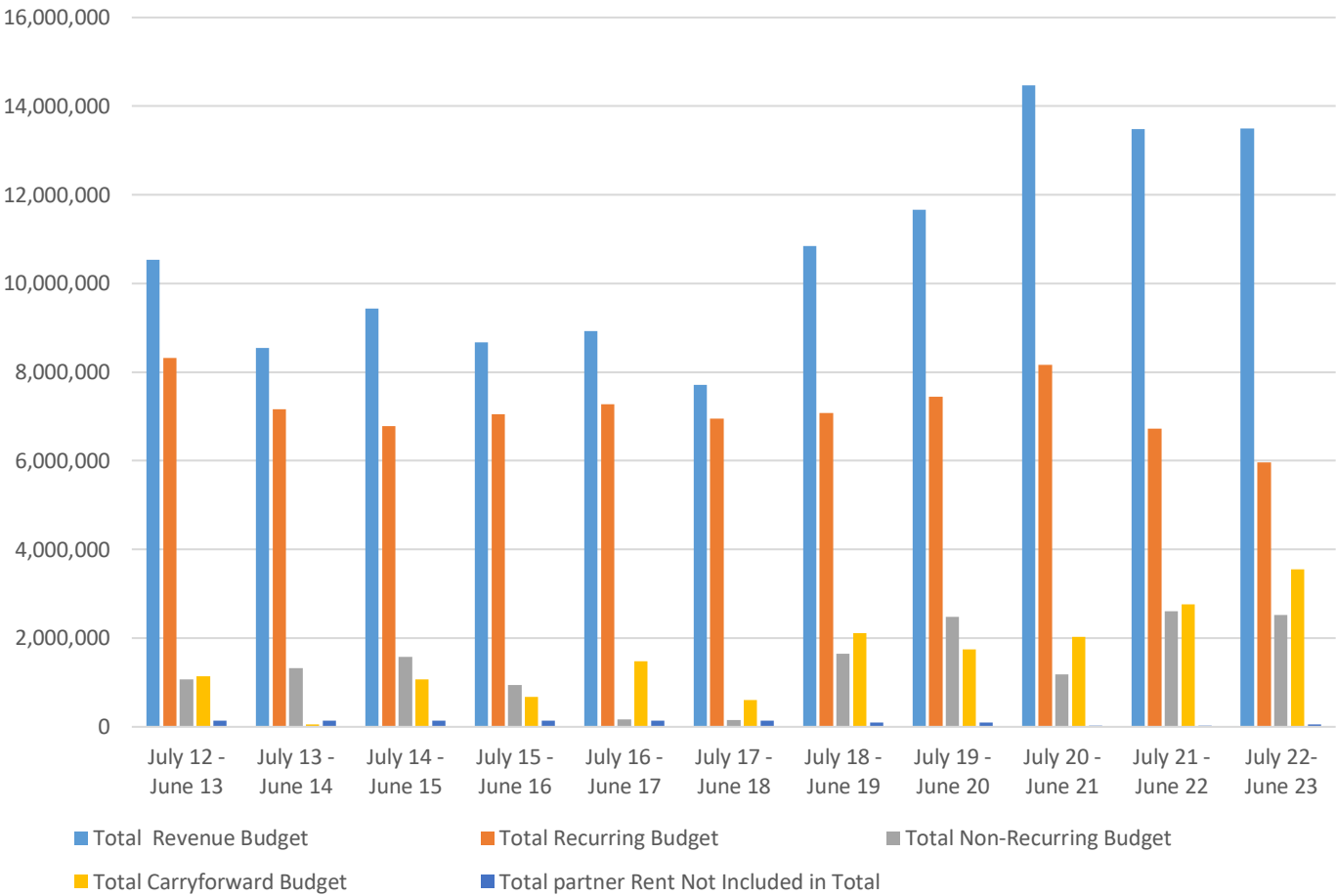
The Board has contracted WIOA Youth Services to Eckerd Youth Alternatives. This program will focus on engaging and retaining out-of-school youth, as well as work experience and career pathways training. We have contracted with Eckerd Youth in the amount of \$950,000. The board has a contract with Goodwill for placement services of our WIOA Dislocated worker for \$200,000, and we are ending a contract with Eckerd Youth Alternatives for assistance with our Welfare to work customers and placement needs which is estimated to be \$25,000.

The Board also has budget funds to concentrate on At-Risk-Programs, to include, but not limited to, individuals with disabilities, out-of-school youth, long term unemployed, displaced homemakers, with a concentration on employment, possibly non-traditional jobs.

This year the budget for direct training and client support for Adults and Dislocated workers, as well as those affected by the Opioid crisis, is budgeted at \$1,143,000. We also expect to continue our support to Welfare to Work recipients in the amount of \$235,000.

Our Pasco County Back to Work contract has been extended until September 30, 2023 which will allow us to continue to plan to serve those hardest to service in Pasco County.

# Revenue Comparison



Pasco Hernando Workforce Board															
Final Budget															
Program Year 7/1/2022 - 6/30/2023															
New funding amounts have not been received															
	TOTAL	WIOA - AD	WIOA - DW	WIOA - Youth	Rapid Respnse	NEG - Opioid	TAA/TAT	SNAP	WTP	RESEA	VETS	WP	NCPEP	Back to Work	Corporate
Funding:															
Approved Preliminary Budget	12,648,676	1,917,132	1,898,122	1,586,116	138,877	301,332	52,008	286,575	2,269,748	641,796	272,479	768,491	1,666,000	700,000	150,000
<b>NEW BUDGET</b>															
Actual Allocations (plus anticipated)	5,968,749	1,008,942	800,833	919,265		-	-		1,946,145	397,398	250,000	646,166		-	-
Actual Allocations (Non Recurring)plus Anticipated	2,376,000				50,000			160,000					2,166,000		
Carryover (recurring \$)	3,545,641	753,291	1,054,512	421,760	127,513	314,231	50,311	103,098	316,813	148,036	24,089	231,987	-	-	-
Supplemntal WIOA	-														
Incentives	-	-													
Ticket to Work/Tobacco Free	150,000														150,000
Other (new or carryover)	1,409,364													1,409,364	
<b>TOTAL FUNDING</b>	13,449,754	1,762,233	1,855,345	1,341,025	177,513	314,231	50,311	263,098	2,262,958	545,434	274,089	878,153	2,166,000	1,409,364	150,000
														709,364	-
Budgeted Expenditures:	-														
Payroll & Benefits - Business Services	747,590	166,280	171,570	68,421		17,219		35,628	216,463	72,009					
Payroll & Benefits - Program Services	1,699,513	227,573	305,774	76,197	19,029	30,645	4,840	28,535	534,068	128,158	80,762	136,899	7,483	113,940	5,610
One Stop Operator	20,999	2,945	2,678	861	517	447	71	925	6,371	1,973	2,101	2,001	109		
One Stop Allocated Costs	739,501	47,872	52,301	16,154	3,354	6,396	1,010	10,683	90,542	26,645	29,611	413,824	1,562	38,294	1,253
Capital Purchases	22,150											22,150			
Program Operations - Allocated	12,850	1,720	1,767	576		232	37	479	2,913	969	1,300	1,035	57	1,723	42
Business Services Allocated	31,000	4,703	3,459	1,375		714		1,477	16,286	2,986					
Board & One-Stop Pooled Operating Costs	3,273,604	451,093	537,549	163,584	22,900	55,653	5,958	77,727	866,643	232,740	113,774	575,909	9,211	153,957	6,905
DIRECT CUSTOMER TRAINING															
Eckerd Youth Alternatives Program	950,000			950,000											
Eckerd WTP pilot project continued	25,000								25,000						
Goodwill - Pilot project continued	200,000		200,000												
ITAs	790,000	200,000	500,000			30,000	35,000		25,000						
At Risk Programs	150,000	75,000	30,000	30,000					15,000						
Customized Training/IWT	180,000	100,000				80,000									
OJT	150,000	100,000												50,000	
Gulf Coast Jewish	2,132,000												2,132,000		
Internships or other projects in line with mission	0														
Direct Participant Costs- Support Svcs)	235,900					8,000			227,900						
Summer Program	200,000								200,000						
Total Direct Customer Training Costs	5,012,900	475,000	730,000	980,000	0	118,000	35,000	0	492,900	0	0	0	2,132,000	50,000	0
Board Direct Costs															
Direct Payroll & Benefits	2,129,731	300,783	221,278	87,963	86,789	45,677		94,512	574,213	191,018	32,934		15,359	467,692	11,513
Direct Operating Costs - Total															
operating cost minus rent from WP	287,601	8,000	4,755	33,792	14,270	3,058		2,168	22,793	3,923	7,533	172,500	3,195	11,394	220
	0														
Total Board Direct Costs	2,417,332	308,783	226,033	121,755	101,059	48,735	0	96,680	597,006	194,941	40,467	172,500	18,554	479,086	11,733
Indirect Costs	1,199,738	160,651	161,573	53,790	24,473	21,634	3,417	36,697	306,379	90,471	100,254	96,640	5,283	134,516	3,960
Total Indirect Costs	1,199,738	160,651	161,573	53,790	24,473	21,634	3,417	36,697	306,379	90,471	100,254	96,640	5,283	134,516	3,960
Total Planned Expenditures	11,903,574	1,395,527	1,655,155	1,319,129	148,432	244,022	44,375	211,104	2,262,928	518,152	254,495	845,049	2,165,048	817,559	22,598



PASCO-HERNANDO WORKFORCE BOARD (PHWB)						
Revenue Budget Comparison						
July 2012 - July 2022 FUNDING						
	Total	Total	Total	Total	Total	Total
Program Years:	Revenue	Recurring	Non-Recurring	Special	Carryforward	partner Rent
	Budget	Budget	Budget	Programs	Budget	Not Included in Total
July 12 - June 13	10,528,811	8,321,269	1,074,363		1,133,179	144,287
July 13 - June 14	8,544,775	7,168,226	1,326,549		50,000	135,201
July 14 - June 15	9,429,732	6,776,316	1,584,083		1,069,333	137,623
July 15 - June 16	8,669,596	7,049,086	948,454		672,056	142,416
July 16 - June 17	8,928,200	7,276,185	171,450		1,480,565	142,282
July 17 - June 18	7,712,074	6,958,114	153,960		600,000	137,937
July 18 - June 19	10,846,365	7,084,545	1,647,835	350,000	2,113,985	96,724
July 19 - June 20	11,668,990	7,441,339	2,484,873	931,140	1,742,778	94,594
July 20 - June 21	14,471,558	8,160,360	1,187,268	2,451,205	2,035,393	25,000
July 21 - June 22	13,479,120	6,724,722	2,604,958	1,365,838	2,758,602	25,000
July 22-June 23	13,497,754	5,968,749	2,526,000	1,409,364	3,545,641	48,000
NOTES:						
Recurring Budget consists of formula funds allocated annually to each of the Regional Workforce Boards. These are federal funds passed through the State of Florida. Past years information is based on allocation received at time of budgeting. These funds include WIOA, TAA, Wagner Peyser, Welfare Transition, SNAP, RESEA, VETS.						
Non-Recurring Budget consists of grants received for targeted projects and additional funds provided by the State of Florida that may not be recurring. They include NCPEP, Apprenticeship, Rapid Response, NEG Funding. This also includes incentive dollars. This also includes Ticket to Work and Tobacco Free Florida						
Special Programs consist of funding received due to special circumstances. Some of this years funding is due to a special contract with Pasco County Gov't with the intent of getting workers re-trained in a field necessary to allow them to return to work, as well as our Back to Work program funded by Pennies for Pasco, which includes carryover						
Carryforward budget consists of funds for programs that extend beyond the end of the fiscal year for all recurring funding sources.						
Rents received from One Stop partners and others is treated as a credit to Lease expense rather than revenue.						



CareerSource Florida  
1590 Waldo Palmer Lane, Ste 1  
Tallahassee, FL 32308

And

Department of Economic Opportunity  
107 E. Madison Street  
Caldwell Building  
Tallahassee, FL 32399

To the Attention of Budget Review:

This budget, approved by the Executive Committee for Workforce Region 16 on August 18, 2022 has been approved by the designated Chief Elected Official(s) for Region 16 on September 20, 2022.

[SEAL]

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF PASCO COUNTY, FLORIDA

\_\_\_\_\_  
Nikki Alvarez-Sowles, Esq.,  
Pasco County Clerk & Comptroller

By: \_\_\_\_\_  
Kathryn Starkey, Chair

\_\_\_\_\_  
Chair of the RWB

Contact name and phone number for questions related to submitted budget:

*Theresa H. Miner, Sr. VP of Finance; phone: 352-593-2235*

\_\_\_\_\_  
President and CEO

[info@careersourcepascohernando.com](mailto:info@careersourcepascohernando.com)  
PO Box 6589 | Spring Hill, FL 34611  
p: 352-593-2222 | f: 352-593-2200





CareerSource Florida  
1590 Waldo Palmer Lane, Ste 1  
Tallahassee, FL 32308

And

Department of Economic Opportunity  
107 E. Madison Street  
Caldwell Building  
Tallahassee, FL 32399

To the Attention of Budget Review:

This budget, approved by the Executive Committee for Workforce Region 16 on August 18, 2022 has been approved by the designated Chief Elected Official(s) for Region 16 on September 13, 2022.

---

Chief Elected Official – Hernando County

---

Chair of the RWB

Contact name and phone number for questions related to submitted budget:

*Theresa H. Miner, Sr. VP of Finance; phone: 352-593-2235*

---

President and CEO



**ACTION ITEM 3**  
**Gulf Coast Jewish Family and Community Services Contract Amendment**

Gulf Coast Jewish Family and Community Services receives pass through funds from the State of Florida through Pasco-Hernando Workforce Board, Inc. The state funding for the program year, 2022-2023, has increased from \$250,000 to \$500,000.

The State of Florida has legislation that requires Pasco-Hernando Workforce Board, Inc. to pass through the dollars to Gulf Coast Jewish Family Services, after a reasonable holdback for managing the funds.

**FOR CONSIDERATION**

Approval of contract amendment with Gulf Coast Jewish Family and Community Services, Inc.

**PASCO HERNANDO WORKFORCE BOARD**  
**AMENDMENT NO. 9 to the NCPEP Sub-Award AGREEMENT**

THIS AMENDMENT ("Amendment No. 9") made this 18th day of August, 2022, amends that certain NCPEP Sub-Award AGREEMENT originally dated July 1, 2019, (the "Agreement") and entered into between the Pasco Hernando Workforce Board. (hereinafter referred to as "PHWB"), and Gulf Coast Jewish Family and Community Services, Inc., (hereinafter referred to as "Service Provider"), a Florida corporation whose address is 14041 Icot Blvd., Clearwater, FL 33760.

**WHEREAS**, on the 1st day of July, 2019, PHWB and Service Provider entered into an Agreement to provide PHWB with services to non-custodial parents; and,

**WHEREAS**, PHWB and Service Provider, pursuant to Amendment 8 of the Agreement have agreed to amend certain terms of the Agreement.

**NOW THEREFORE**, this Amendment No. 9 shall amend and modify the Agreement as follows:

1. Budget. Exhibit B represents the budget for the period of July 1, 2022 through June 30, 2023, and is incorporated herein.

2. Preservation of Original Agreement. Except as otherwise provided herein, all terms and conditions of the original Agreement not amended by this Amendment shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals effective on the day and year first above written.

Service Provider:

\_\_\_\_\_  
Dr. Sandra E. Braham, CEO  
Gulf Coast Jewish Family and Community  
Services, Inc.

Pasco-Hernando Workforce Board, Inc.:

\_\_\_\_\_  
Charles Gibbons  
Board Chair

**PASCO HERNANDO WORKFORCE BOARD**  
**AMENDMENT NO. 9 to the NCPEP Sub-Award AGREEMENT**

NCPEP 2022-2023											
BUDGET Modification # 1											
Gulf Coast Jewish Family and Community Services, Inc.											

**DISCUSSION ITEM 1**  
**Severance Package**

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