

**AGENDA
CAREERSOURCE ESCAROSA
BOARD OF DIRECTORS
JUNE 29, 2017**

**Location: Pensacola Socialdesk
3695 North L Street
Pensacola, FL 32505**

- I. Call Meeting to Order Larry Strain**
- II. Call for Public Comment**
- III. Approval of Minutes – May 25, 2017**
- IV. Reading of Public Disclosures..... Janay Sims**
- V. Attorney-Client Executive Session..... Erick Drlicka**
RE: Case No. EO346-137133
CareerSource Escarosa vs. Denson, Samuel L.
- VI. Adjourn Executive Session**
- VII. Return to Public Forum**
- VIII. Items for Consideration Larry Strain**
Action Items
Financial Statements, May 31, 2017
Individual Training Account (ITA) Waiver Request
- IX. Other Business**
- X. Executive Director’s Report**
- XI. Adjournment**

**NEXT BOARD MEETING – AUGUST 24, 2017
LOCATION: TBD**

**CAREERSOURCE ESCAROSA
BOARD OF DIRECTORS
JUNE 29, 2017
PUBLIC COMMENT SIGN-UP SHEET**

Agenda Item	Name & Organization
Financial Statements, May 31, 2017	
Individual Training Account (ITA) Waiver Request	

If you would like to make a public comment on any of the above items, you will need to: 1) sign your name and identify the organization (if applicable) you are with under the item you wish to speak, and 2) forward the completed form to Janay Sims at jsims@careersourceescarosa.com at your earliest convenience, or present prior to the Board Meeting.

CareerSource Escarosa

BOARD OF DIRECTORS MEETING MAY 25, 2017 MINUTES

Member Present: Larry Strain (Chairperson)

Members Participating via Teleconference: Steve Rhodes (Vice-Chairperson), Russell Branch, Robert Gravely, Michelle Kaufman, Jade Kelly, Dana Mullins, Kristine Rushing, Erin Spicer, and Tina Stewart

Members Not Participating: Gretchen Clarke (Secretary) Brenda Moorer (Treasurer), Kathaleen Cole, Mark Lewellyn, Michelle Taylor, and Katrina Simpkins

Others Present: Janet Summers, Kathy Karshna, Cliff Krut, and Janay Sims – CareerSource Escarosa

Chairperson Larry Strain called the meeting to order at 11:30 a.m. at CareerSource Escarosa.

Mr. Strain called the roll to confirm those participating via teleconference.

CALL FOR PUBLIC COMMENT

Two public comments were noted: Phyllis Curl and Lindsey Cannon both with Children's Home Society. Mrs. Curl asked that her comments be made after the vote on the item – Youth Services Contract Renewals (PY 2017-2018): Escambia County School District, Santa Rosa County School District, and Children's Home Society.

APPROVAL OF MINUTES – MARCH 23, 2017

The minutes of the March 23, 2017 Board of Directors were reviewed for approval.

Action Taken: Motion by Dana Mullins, and seconded by Robert Gravely to approve the March 23, 2017 Board of Directors meeting minutes. Motion carried .

READING OF PUBLIC DISCLOSURES

Janay Sims read the public disclosures from the March 23, 2017 Board of Directors meeting.

ITEMS FOR CONSIDERATION

YOUTH SERVICES CONTRACT RENEWALS (PY2017-2018): ESCAMBIA COUNTY SCHOOL DISTRICT, SANTA ROSA COUNTY SCHOOL DISTRICT, AND CHILDREN'S HOME SOCIETY

Total funding amount available for PY 2017-2018 WIOA youth contracts is \$930,000.00, (a reduction from PY 16-17). Based upon this, staff recommended the following funding levels for PY 2017-2018 as follows:

<u>Contractor</u>	<u>Funding Amount</u>
Children's Home Society:	\$465,585.00
Santa Rosa Co. School District:	\$277,194.00
Escambia County School District:	\$187,221.00

The percentages are in line with the initial allocation to training providers based on proposal review.

Action Taken: Motion by Steve Rhodes, and seconded by Tina Stewart that the Board of Directors approve the above three contracts at the funding levels indicated for PY 17-18. Motion carried.

Public comment was noted at this time from Phyllis Curl. She made inquiry regarding:

- Numbers served – will the numbers served by the contractor be reduced by the same percentage of the reduction?
Staff noted the numbers served will be reduced based on funding reduction.
- Unexpended dollars – will dollars not expended in CHS's current program year contract be allowed to be recouped in the carryover for next program year?
Staff responded that current policy does not allow for this. Dollars not expended by the contractor will go back to CareerSource Escarosa.

STAFF BONUSSES

CareerSource Escarosa staff has not had a Cost of Living raise since July 1, 2015. Staff recommended that the board approves a 5% bonus in lieu of a Cost of Living raise, which will be funded from performance incentive dollars received from the Department of Economic Opportunity (DEO). Sufficient performance incentive dollars will remain for strategic programmatic initiatives.

Larry Strain noted CareerSource Escarosa is a high performing organization with underpaid employees. This bonus would be an opportunity to recognize staff for their hard work.

Several inquiries were made as follows:

- Has any type of equity analysis been done on current staff to identify the staff that's more underpaid than others and to allocate the resources accordingly?
- Will employees who are under performing be excluded from receiving the bonus?
- Will a bonus be considered for staff that currently may have any violations, none performing issues, or may be on the verge of on-going performance management?
- Will the bonus be a shared amount among all staff?

Staff's responses were as follows:

- The bonus is not tied to individual performance, but overall performance.
- Performance management is an on-going process and there are no current employees being counseled for performance at this time
- The Department of Economic Opportunity (DEO) staff is excluded from receiving the bonus, but will receive a raise from the State.

Action Taken: Motion by Michelle Kaufman, and seconded by Jade Kelly that the Board of Directors considers a 5% bonus to board staff in lieu of a Cost of Living Raise. Motion carried.

ITA WAIVER

Approximately 36 WIOA students required to participate in the summer semester for program completion will exceed their \$3,500 ITA Cap. Staff recommends an ITA waiver for these WIOA participants completing programs over the summer semester. This action will allow these students to complete their training programs and obtain degrees/certifications on schedule without a summer interruption.

Action Taken: Motion by Steve Rhodes, and seconded by Dana Mullins that the Board of Directors approves an ITA Waiver for WIOA participants completing programs over the summer semester. to Motion carried.

INFORMATION/DISCUSSION ITEMS

CHIEF FINANCIAL OFFICER (CFO) HIRING UPDATE

CareerSource Escarosa's CFO will retire on July 31, 2017. A total of six candidates were interviewed for the position. The candidate identified for the position is Naeemah Frazier, and she will begin employment with CareerSource Escarosa on June 15, 2017.

There being no further business, the meeting adjourned.

Larry Strain
for Gretchen Clarke, Secretary
CareerSource Escarosa

**CAREERSOURCE ESCAROSA
TREASURERS REPORT**

FINANCIAL REPORTS FOR JANUARY 31, 2017

DATE: June 29, 2017

TREASURER: Brenda Moore

ACTION ITEM

Attached are Escarosa's Statement of Revenues and Expenses, Service Provider Contract Summary, Required Rates and detailed Financial Statements for the period ended May 31, 2017.

Note that WIOA Tuition & Books expenditures are lower than budgeted which has an effect on both the Administrative and ITA required percentages. Escarosa's administrative percentages are higher than 10% and the ITA percentage is only slightly over the required 35%. We expect additional invoices for summer school tuition which keep the ITA percentage at or greater than 35%.

The required WIOA Youth percentages are well over the requirements.

RECOMMENDATION

That the Board of Directors approves the Financial Statements and related summaries for the period ended May 31, 2017.

WORKFORCE ESCAROSA, INC.
SUMMARY OF EXPENDITURES

May 31, 2017

	Year-to-Date General Ledger Expenditures	Year-to-Date DEO Staff Payroll	Total Expenditures	Available Funds*	Funds Remaining	Percent Expended	Percent of Year	Variance (Over)/Under
<u>PROGRAMS</u>								
WIOA ADULT	1,444,911		1,444,911	2,198,998	754,087	65.7%	91.7%	26.0%
WIOA DISLOCATED WORKER	106,891		106,891	213,690	106,799	50.0%	91.7%	41.7%
WIOA YOUTH	966,668		966,668	1,263,980	297,312	76.5%	91.7%	15.2%
WIOA PERFORMANCE INCENTIVES	42,392		42,392	162,581	120,189			
SNAP	187,442		187,442	212,214	24,772	88.3%	91.7%	3.4%
WAGNER PEYSER	241,677	338,064	579,741	630,929	51,188	91.9%	91.7%	-0.2%
UNEMPLOYMENT COMPENSATION	32,408		32,408	33,074	666	98.0%	91.7%	-6.3%
TRADE ADJUSTMENT ASSISTANCE ACT	19,226	1,244	20,470					
WAGNER PEYSER PERFORMANCE INCENTIVES	14,079		14,079	107,590	93,511		91.7%	6.0%
VETERANS - DVOP	65,937	101,372	167,309	195,191	27,882	85.7%	91.7%	3.6%
VETERANS - LVER	85,639	122,880	208,519	236,677	28,158	88.1%	91.7%	8.5%
WELFARE TRANSITION PROGRAM	1,077,110		1,077,110	1,294,765	217,655	83.2%	91.7%	8.5%
MILITARY FAMILY ADVOCACY	65,097		65,097	78,282	13,185	83.2%	91.7%	8.5%
JUMP START PROGRAM	125		125					
TOTAL	4,349,602	563,560	4,913,162	6,627,971	1,735,404			

COST POOLS

INDIRECT COST POOL	502,728		502,728	553,980	51,252	90.7%	91.7%	1.0%
COMPUTER NETWORK COST POOL	199,579		199,579	221,533	21,954	90.1%	91.7%	1.6%
ONE-STOP COST POOL	1,118,502		1,118,502	1,310,121	191,619	85.4%	91.7%	6.3%
ESCAROSA COST POOL - MONITORING/EFM	154,208		154,208	172,689	18,481	89.3%	91.7%	2.4%
PROGRAM MANAGEMENT	225,984		225,984	274,505	48,521	82.3%	91.7%	9.4%
WIOA DIRECT SERVICES	347,072		347,072	364,515	17,443	95.2%	91.7%	-3.5%

WORKFORCE ESCAROSA, INC.
May 31, 2017

ADMINISTRATIVE RATES (SEE NOTE)	ACTUAL	ALLOWED
WIOA ADULT	11.16%	10.00%
WIOA DISLOCATED WORKER	11.08%	10.00%
WIOA YOUTH	2.66%	10.00%
SNAP	11.01%	10.00%
WAGNER PEYSER	10.39%	10.00%
UNEMPLOYMENT COMPENSATION	9.63%	10.00%
TRADE ADJUSTMENT ASSISTANCE ACT	12.13%	10.00%
VETERANS - DVOP	11.10%	10.00%
VETERANS - LVER	10.86%	10.00%
WELFARE TRANSITION PROGRAM	10.54%	10.00%
MILITARY FAMILY ADVOCACY	11.03%	10.00%
INDIRECT RATE	15.29%	13.80%
OTHER REQUIRED RATES:	ACTUAL	REQUIRED
WIOA STATE ITA (ADULT & DISLOCATED WORKER)	35.95%	35.00%
WIOA YOUTH OUT-OF-SCHOOL	86.99%	75.00%
WIOA YOUTH WORK EXPERIENCE	32.02%	20.00%

Note:

The Actual Administrative Rate is calculated using the applied Indirect Costs divided by total costs. This is the rate allowed by the grant.

WORKFORCE ESCAROSA, INC.
YEAR ENDED JUNE 30, 2017

SERVICE PROVIDER CONTRACTS REPORT

Service Provider	Service	Original Contract Amount	Expended	Unexpended Balance	Month Invoiced Through	Prorated Budget	(Over)/Under Expended	Out of School Percent	Work Experience Percent
WIA Contracts:									
Santa Rosa School Board	Youth Services	307,000	248,391	58,609	31-May-17	281,417	33,026	85%	49%
Escambia Co. School Board	Youth Services	207,352	163,583	43,769	31-May-17	190,073	26,490	85%	61%
Children's Home Society	Youth Services	515,648	400,674	114,974	31-May-17	472,677	72,003	90%	20%

WORKFORCE ESCAROSA INC
STATEMENT OF EXPENDITURES
90 - INDIRECT COSTS
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	Current Year Actual	YTD Original Budget	Percent Expended	YTD Original Budget Variance
EXPENDITURES				
SALARIES	247,656	283,109	87.47%	35,453
EMPLOYEE COSTS	58,615	68,294	85.82%	9,679
RETIREMENT	8,764	14,155	61.91%	5,391
ADVERTISING	1,958	1,000	195.81%	(958)
AUDIT/TAX PREPARATION SERVICES	27,500	27,000	101.85%	(500)
BANK SERVICE CHARGES	1,934	2,300	84.10%	366
COMMUNICATIONS - TELEPHONES	1,205	2,730	44.12%	1,525
COMMUNICATIONS - CELL PHONES	1,107	0	0.00%	(1,107)
TEMPORARY SERVICES	3,581	3,581	99.98%	0
COPIER EXPENSES	58	156	37.42%	98
EQUIPMENT	1,816	2,500	72.65%	684
INSURANCE	1,693	1,800	94.06%	107
LEGAL	31,395	15,000	209.30%	(16,395)
MEMBERSHIPS	2,856	2,856	100.00%	0
POSTAGE	739	1,000	73.91%	261
RENT	31,554	35,789	88.16%	4,235
EQUIPMENT RENTAL	1,184	1,705	69.44%	521
MAINTENANCE CONTRACTS	3,791	3,700	102.46%	(91)
SUPPLIES - GENERAL OFFICE	2,748	4,000	68.71%	1,252
STAFF TRAINING	349	350	99.71%	1
TRAVEL	1,430	2,000	71.48%	570
TRAVEL - OUT OF REGION	5,549	10,000	55.49%	4,451
MAINTENANCE & REPAIRS	453	313	144.69%	(140)
PEO FEE	59,387	64,215	92.48%	4,828
INDIRECT COSTS	(453,703)	(553,980)	81.89%	(100,277)
COMPUTER NETWORK ALLOCATION	5,403	6,427	84.06%	1,024
Total EXPENDITURES	49,025	0	0.00%	(49,025)

WORKFORCE ESCAROSA INC
STATEMENT OF EXPENDITURES
91 - COMPUTER NETWORK COST POOL
 From 5/1/2017 Through 5/31/2017
 (In Whole Numbers)

	Current Year Actual	YTD Original Budget	Percent Expended	YTD Original Budget Variance
EXPENDITURES				
SALARIES	94,125	98,136	95.91%	4,011
EMPLOYEE COSTS	25,557	28,863	88.54%	3,306
RETIREMENT	4,584	4,907	93.41%	323
COMMUNICATIONS - TELEPHONES	269	0	0.00%	(269)
COMMUNICATIONS - CELL PHONES	1,020	0	0.00%	(1,020)
COMMUNICATIONS - DATA LINES	28,044	33,000	84.98%	4,956
COPIER EXPENSES	12	35	34.74%	23
EQUIPMENT	12,294	10,000	122.94%	(2,294)
INSURANCE	528	564	93.54%	36
RENT	17,012	18,987	89.59%	1,975
EQUIPMENT RENTAL	167	221	75.49%	54
MAINTENANCE CONTRACTS	6,361	16,000	39.75%	9,639
SUPPLIES - GENERAL OFFICE	531	2,000	26.56%	1,469
STAFF TRAINING	4,695	3,820	122.90%	(875)
TRAVEL	1,166	1,000	116.63%	(166)
TRAVEL - OUT OF REGION	2,131	3,500	60.88%	1,369
MAINTENANCE & REPAIRS	1,083	500	216.52%	(583)
COMPUTER NETWORK ALLOCATION	(199,579)	(221,533)	90.08%	(21,954)
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>

WORKFORCE ESCAROSA INC
STATEMENT OF EXPENDITURES
92 - ONE STOP COST POOL
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
SALARIES	231,357	294,734	78.49%	63,377
EMPLOYEE COSTS	85,569	111,801	76.53%	26,232
RETIREMENT	10,075	14,737	68.36%	4,662
COMMUNICATIONS - TELEPHONES	10,426	15,000	69.50%	4,574
COMMUNICATIONS - CABLE	1,038	0	0.00%	(1,038)
TEMPORARY SERVICES	53,456	72,426	73.80%	18,970
SECURITY GUARDS	50,578	56,420	89.64%	5,842
COPIER EXPENSES	4,538	5,600	81.03%	1,062
EQUIPMENT	8,365	9,000	92.94%	635
INSURANCE	14,267	12,500	114.13%	(1,767)
MEMBERSHIPS	3,375	4,650	72.58%	1,275
POSTAGE	2,282	3,000	76.06%	718
RENT	369,961	405,334	91.27%	35,373
EQUIPMENT RENTAL	11,676	15,463	75.51%	3,787
MAINTENANCE CONTRACTS	17,811	19,000	93.74%	1,189
SUPPLIES - GENERAL OFFICE	22,005	20,000	110.02%	(2,005)
STAFF TRAINING	0	750	0.00%	750
TRAVEL	145	1,000	14.46%	855
TRAVEL - OUT OF REGION	2,834	4,000	70.84%	1,166
UTILITIES	10,769	12,500	86.15%	1,731
WEBSITE COSTS	4,972	5,280	94.16%	308
CLEANING SERVICES	5,775	6,300	91.66%	525
MAINTENANCE & REPAIRS	5,695	7,000	81.36%	1,305
OUTREACH	705	2,250	31.33%	1,545
JOB FAIRS	248	0	0.00%	(248)
COMPUTER NETWORK ALLOCATION	190,580	211,376	90.16%	20,796
OSCP ALLOCATION	<u>(1,118,502)</u>	<u>(1,310,121)</u>	<u>85.37%</u>	<u>(191,619)</u>
Total EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>0</u></u>

WORKFORCE ESCAROSA INC
STATEMENT OF EXPENDITURES
94 - MONITORING/EFM COST POOL
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
SALARIES	100,177	106,371	94.17%	6,194
EMPLOYEE COSTS	20,665	22,378	92.34%	1,713
RETIREMENT	5,318	5,319	99.98%	1
COMMUNICATIONS - TELEPHONES	268	376	71.34%	108
COPIER EXPENSES	24	62	39.22%	38
EQUIPMENT	910	500	181.99%	(410)
INSURANCE	455	448	101.66%	(7)
RENT	13,066	15,152	86.23%	2,086
EQUIPMENT RENTAL	334	442	75.49%	108
MAINTENANCE CONTRACTS	94	94	99.57%	0
SUPPLIES - GENERAL OFFICE	1,615	1,500	107.66%	(115)
STAFF TRAINING	0	250	0.00%	250
TRAVEL	0	4,500	0.00%	4,500
TRAVEL - OUT OF REGION	893	0	0.00%	(893)
MAINTENANCE & REPAIRS	3	126	2.07%	123
COMPUTER NETWORK ALLOCATION	2,250	2,486	90.50%	236
OSCP - UNIVERSAL SERVICES	(0)	0	0.00%	0
OSCP - STAFF EXPENSES	8,135	8,753	92.94%	618
ECP ALLOCATION	(154,208)	(172,689)	89.29%	(18,481)
PROGRAM MANAGEMENT	0	3,932	0.00%	3,932
Total EXPENDITURES	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>

WORKFORCE ESCAROSA INC
STATEMENT OF EXPENDITURES
95 - PROGRAM MANAGEMENT
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
SALARIES	164,383	196,757	83.54%	32,374
EMPLOYEE COSTS	36,524	44,142	82.74%	7,618
RETIREMENT	9,863	9,837	100.26%	(26)
COMMUNICATIONS - TELEPHONES	134	188	71.30%	54
COPIER EXPENSES	12	32	37.81%	20
EQUIPMENT	1,252	3,750	33.39%	2,498
INSURANCE	228	224	101.66%	(4)
RENT	6,552	7,576	86.48%	1,024
EQUIPMENT RENTAL	167	221	75.49%	54
MAINTENANCE CONTRACTS	47	47	99.57%	0
SUPPLIES - GENERAL OFFICE	1,841	2,750	66.96%	909
STAFF TRAINING	175	175	100.00%	0
TRAVEL	266	2,000	13.30%	1,734
TRAVEL - OUT OF REGION	3,414	5,500	62.07%	2,086
MAINTENANCE & REPAIRS	1	63	2.07%	62
COMPUTER NETWORK ALLOCATION	1,125	1,243	90.50%	118
PROGRAM MANAGEMENT	<u>(225,984)</u>	<u>(274,505)</u>	<u>82.32%</u>	<u>(48,521)</u>
Total EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>0</u></u>

WORKFORCE ESCAROSA INC
STATEMENT OF EXPENDITURES
97 - WIOA DIRECT SERVICES
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
SALARIES	246,815	253,466	97.37%	6,651
EMPLOYEE COSTS	82,049	83,525	98.23%	1,476
RETIREMENT	10,650	12,674	84.02%	2,024
COMMUNICATIONS - CELL PHONES	373	1,000	37.27%	627
TEMPORARY SERVICES	2,011	2,300	87.42%	289
EQUIPMENT	0	1,200	0.00%	1,200
SUPPLIES - GENERAL OFFICE	4,548	5,750	79.09%	1,202
STAFF TRAINING	92	0	0.00%	(92)
TRAVEL	535	2,700	19.81%	2,165
TRAVEL - OUT OF REGION	0	1,900	0.00%	1,900
WIA DIRECT SERVICES ALLOCATION	(347,072)	(364,515)	95.21%	(17,443)
Total EXPENDITURES	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>0</u></u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
116 - WIOA ADULT
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	161,227	194,100	83.06%	32,873
Total ADMINISTRATIVE	161,227	194,100	83.06%	32,873
ESCAROSA'S COSTS				
-				
WORK VERIFICATION SERVICES	519	0	0.00%	(519)
ECP ALLOCATION - MONITORING	12,968	13,719	94.52%	751
ECP - EFM	9,522	9,512	100.10%	(10)
PROGRAM MANAGEMENT	104,712	111,795	93.66%	7,083
WIA DIRECT SERVICES ALLOCATION	277,566	277,949	99.86%	383
Total ESCAROSA'S COSTS	405,286	412,975	98.14%	7,689
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	387,447	500,207	77.45%	112,760
OSCP - STAFF EXPENSES	53,496	54,579	98.01%	1,083
Total ONE-STOP COSTS	440,942	554,786	79.48%	113,844
CLIENT SUPPORT				
-				
CLASSROOM SUPPLIES	6,088	35,000	17.39%	28,912
OTHER SUPPORT SERVICES	22,793	35,000	65.12%	12,207
TUITION	355,326	500,815	70.94%	145,489
BOOKS	30,798	134,185	22.95%	103,387
ON THE JOB TRAINING	22,450	48,000	46.77%	25,550
Total CLIENT SUPPORT	437,455	753,000	58.10%	315,545
Total EXPENDITURES	1,444,911	1,914,861	75.46%	469,950

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
126 - WIOA DISLOCATED WORKERS
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	11,845	21,369	55.42%	9,524
Total ADMINISTRATIVE	11,845	21,369	55.43%	9,524
ESCAROSA'S COSTS				
-				
ECP ALLOCATION - MONITORING	1,574	2,196	71.65%	622
ECP - EFM	1,156	1,522	75.96%	366
PROGRAM MANAGEMENT	5,422	12,349	43.90%	6,927
WIA DIRECT SERVICES ALLOCATION	<u>33,320</u>	<u>75,547</u>	<u>44.10%</u>	<u>42,227</u>
Total ESCAROSA'S COSTS	41,472	91,614	45.27%	50,142
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	18,424	28,699	64.19%	10,275
OSCP - STAFF EXPENSES	<u>6,502</u>	<u>8,188</u>	<u>79.41%</u>	<u>1,686</u>
Total ONE-STOP COSTS	24,926	36,887	67.57%	11,961
CLIENT SUPPORT				
-				
CLASSROOM SUPPLIES	140	2,000	7.00%	1,860
OTHER SUPPORT SERVICES	110	2,000	5.49%	1,890
TUITION	24,836	46,210	53.74%	21,374
BOOKS	3,563	11,610	30.68%	8,047
ON THE JOB TRAINING	<u>0</u>	<u>2,000</u>	<u>0.00%</u>	<u>2,000</u>
Total CLIENT SUPPORT	28,649	63,820	44.89%	35,171
Total EXPENDITURES	<u>106,891</u>	<u>213,690</u>	<u>50.02%</u>	<u>106,799</u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
136 - WIOA YOUTH
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	Current Year Actual	YTD Original Budget	Percent Expended	YTD Original Budget Variance
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	25,702	52,266	49.17%	26,564
Total ADMINISTRATIVE	25,702	52,266	49.18%	26,564
ESCAROSA'S COSTS				
-				
SALARIES	7,088	0	0.00%	(7,088)
EMPLOYEE COSTS	2,252	0	0.00%	(2,252)
RETIREMENT	350	0	0.00%	(350)
COMMUNICATIONS - TELEPHONES	50	0	0.00%	(50)
COPIER EXPENSES	2	0	0.00%	(2)
INSURANCE	67	0	0.00%	(67)
POSTAGE	30	0	0.00%	(30)
RENT	1,297	0	0.00%	(1,297)
EQUIPMENT RENTAL	49	0	0.00%	(49)
MAINTENANCE CONTRACTS	599	0	0.00%	(599)
SUPPLIES - GENERAL OFFICE	114	0	0.00%	(114)
TRAVEL	16	0	0.00%	(16)
MAINTENANCE & REPAIRS	19	0	0.00%	(19)
COMPUTER NETWORK ALLOCATION	222	0	0.00%	(222)
ECP ALLOCATION - MONITORING	26,145	29,381	88.98%	3,236
ECP - EFM	19,252	23,767	81.00%	4,515
PROGRAM MANAGEMENT	7,974	1,528	521.84%	(6,446)
WIA DIRECT SERVICES ALLOCATION	36,185	11,017	328.45%	(25,168)
Total ESCAROSA'S COSTS	101,712	65,693	154.83%	(36,019)
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	19,598	3,337	587.29%	(16,261)
OSCP - STAFF EXPENSES	7,008	1,075	651.92%	(5,933)
Total ONE-STOP COSTS	26,606	4,412	603.05%	(22,194)
SERVICE PROVIDER CONTRACTS				
CHS 2016-2017-01	400,674	515,648	77.70%	114,974
SRCSD 2016-2017-02	248,391	307,000	80.90%	58,609
ECSD 2016-2017-03	163,583	207,352	78.89%	43,769
Total SERVICE PROVIDER CONTRACTS	812,647	1,030,000	78.90%	217,353
Total EXPENDITURES	966,668	1,152,371	83.89%	185,703

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
140 - WIA PERFORMANCE INCENTIVES
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	5,141	0	0.00%	(5,141)
Total ADMINISTRATIVE	<u>5,141</u>	<u>0</u>	<u>0.00%</u>	<u>(5,141)</u>
ESCAROSA'S COSTS				
-				
SALARIES	34,402	0	0.00%	(34,402)
EMPLOYEE COSTS	2,849	0	0.00%	(2,849)
Total ESCAROSA'S COSTS	<u>37,251</u>	<u>0</u>	<u>0.00%</u>	<u>(37,251)</u>
Total EXPENDITURES	<u><u>42,392</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>(42,392)</u></u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
215 - SNAP PROGRAM
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	20,636	23,267	88.69%	2,631
Total ADMINISTRATIVE	20,636	23,267	88.69%	2,631
ESCAROSA'S COSTS				
-				
SALARIES	63,033	66,560	94.70%	3,527
EMPLOYEE COSTS	23,738	25,712	92.32%	1,974
RETIREMENT	3,328	3,328	100.00%	0
TEMPORARY SERVICES	28,908	33,728	85.71%	4,820
COPIER EXPENSES	106	300	35.35%	194
EQUIPMENT	0	300	0.00%	300
POSTAGE	200	300	66.66%	100
EQUIPMENT RENTAL	375	662	56.66%	287
SUPPLIES - GENERAL OFFICE	1,608	1,500	107.23%	(108)
TRAVEL	905	200	452.43%	(705)
TRAVEL - OUT OF REGION	1,218	1,300	93.72%	82
MAINTENANCE & REPAIRS	168	75	224.00%	(93)
ECP ALLOCATION - MONITORING	5,169	6,733	76.77%	1,564
PROGRAM MANAGEMENT	15,701	19,459	80.68%	3,758
Total ESCAROSA'S COSTS	144,460	160,157	90.20%	15,697
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	74	2,970	2.50%	2,896
OSCP - STAFF EXPENSES	22,273	25,820	86.26%	3,547
Total ONE-STOP COSTS	22,347	28,790	77.62%	6,443
Total EXPENDITURES	187,442	212,214	88.33%	24,772

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
320 - WAGNER PEYSER
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	60,251	66,117	91.12%	5,866
Total ADMINISTRATIVE	<u>60,251</u>	<u>66,117</u>	<u>91.13%</u>	<u>5,866</u>
ESCAROSA'S COSTS				
-				
BACKGROUND CHECKS	285	0	0.00%	(285)
COMMUNICATIONS - CELL PHONES	223	250	89.08%	27
EQUIPMENT	3,388	1,700	199.31%	(1,688)
SUPPLIES - GENERAL OFFICE	2,492	4,000	62.30%	1,508
TRAVEL	1,755	1,500	117.02%	(255)
TRAVEL - OUT OF REGION	2,403	2,500	96.13%	97
ECP - EFM	10,315	11,883	86.80%	1,568
ECP - MONITORING	17,156	18,606	92.20%	1,450
PROGRAM MANAGEMENT	<u>14,535</u>	<u>20,497</u>	<u>70.91%</u>	<u>5,962</u>
Total ESCAROSA'S COSTS	<u>52,553</u>	<u>60,936</u>	<u>86.24%</u>	<u>8,383</u>
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	65,471	73,313	89.30%	7,842
OSCP - STAFF EXPENSES	<u>63,403</u>	<u>61,268</u>	<u>103.48%</u>	<u>(2,135)</u>
Total ONE-STOP COSTS	<u>128,874</u>	<u>134,581</u>	<u>95.76%</u>	<u>5,707</u>
Total EXPENDITURES	<u><u>241,677</u></u>	<u><u>261,634</u></u>	<u><u>92.37%</u></u>	<u><u>19,957</u></u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
340 - UC SERVICES
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	<u>3,121</u>	<u>3,268</u>	<u>95.48%</u>	<u>147</u>
Total ADMINISTRATIVE	<u>3,121</u>	<u>3,268</u>	<u>95.49%</u>	<u>147</u>
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	<u>29,287</u>	<u>29,806</u>	<u>98.25%</u>	<u>519</u>
Total ONE-STOP COSTS	<u>29,287</u>	<u>29,806</u>	<u>98.26%</u>	<u>519</u>
Total EXPENDITURES	<u><u>32,408</u></u>	<u><u>33,074</u></u>	<u><u>97.98%</u></u>	<u><u>666</u></u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
350 - TRADE ASSISTANCE ACT
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	2,482	0	0.00%	(2,482)
Total ADMINISTRATIVE	<u>2,482</u>	<u>0</u>	<u>0.00%</u>	<u>(2,482)</u>
CLIENT SUPPORT				
-				
CLASSROOM SUPPLIES	13	0	0.00%	(13)
TUITION	15,161	0	0.00%	(15,161)
BOOKS	<u>1,569</u>	<u>0</u>	<u>0.00%</u>	<u>(1,569)</u>
Total CLIENT SUPPORT	<u>16,744</u>	<u>0</u>	<u>0.00%</u>	<u>(16,744)</u>
Total EXPENDITURES	<u><u>19,226</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>(19,226)</u></u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
360 - WP PERFORMANCE INCENTIVES
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	<u>1,373</u>	<u>0</u>	<u>0.00%</u>	<u>(1,373)</u>
Total ADMINISTRATIVE	<u>1,373</u>	<u>0</u>	<u>0.00%</u>	<u>(1,373)</u>
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	<u>12,706</u>	<u>0</u>	<u>0.00%</u>	<u>(12,706)</u>
Total ONE-STOP COSTS	<u>12,706</u>	<u>0</u>	<u>0.00%</u>	<u>(12,706)</u>
Total EXPENDITURES	<u><u>14,079</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>(14,079)</u></u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
415 - DVOP
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	18,570	20,974	88.53%	2,404
Total ADMINISTRATIVE	18,570	20,974	88.54%	2,404
ESCAROSA'S COSTS				
-				
BACKGROUND CHECKS	564	300	188.10%	(264)
EQUIPMENT	0	300	0.00%	300
SUPPLIES - GENERAL OFFICE	3,143	2,500	125.71%	(643)
TRAVEL	111	500	22.24%	389
TRAVEL - OUT OF REGION	113	0	0.00%	(113)
ECP - EFM	4,469	5,093	87.74%	624
ECP - MONITORING	7,434	7,974	93.22%	540
PROGRAM MANAGEMENT	3,287	8,792	37.38%	5,505
Total ESCAROSA'S COSTS	19,122	25,459	75.11%	6,337
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	15,074	10,908	138.19%	(4,166)
OSCP - STAFF EXPENSES	13,172	26,258	50.16%	13,086
Total ONE-STOP COSTS	28,246	37,166	76.00%	8,920
Total EXPENDITURES	65,937	83,599	78.87%	17,662

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
425 - LVER
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	22,643	25,913	87.38%	3,270
Total ADMINISTRATIVE	22,643	25,913	87.38%	3,270
ESCAROSA'S COSTS				
-				
BACKGROUND CHECKS	507	300	169.13%	(207)
EQUIPMENT	0	300	0.00%	300
SUPPLIES - GENERAL OFFICE	3,143	2,500	125.71%	(643)
TRAVEL	949	1,500	63.27%	551
TRAVEL - OUT OF REGION	117	0	0.00%	(117)
JOB FAIRS	88	0	0.00%	(88)
ECP - EFM	4,469	5,093	87.74%	624
ECP - MONITORING	7,434	7,974	93.22%	540
PROGRAM MANAGEMENT	6,307	8,792	71.73%	2,485
Total ESCAROSA'S COSTS	23,015	26,459	86.98%	3,445
ONE-STOP COSTS				
-				
OSCP - UNIVERSAL SERVICES	16,810	15,104	111.29%	(1,706)
OSCP - STAFF EXPENSES	23,172	26,257	88.24%	3,085
Total ONE-STOP COSTS	39,981	41,361	96.66%	1,380
Total EXPENDITURES	85,639	93,733	91.36%	8,094

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
515 - WELFARE TRANSITION PROGRAM
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
INDIRECT COSTS	113,518	138,047	82.23%	24,529
Total ADMINISTRATIVE	113,518	138,047	82.23%	24,529
ESCAROSA'S COSTS				
SALARIES	334,019	357,426	93.45%	23,407
EMPLOYEE COSTS	118,633	138,083	85.91%	19,450
RETIREMENT	12,153	17,871	68.00%	5,718
COPIER EXPENSES	424	1,200	35.34%	776
EQUIPMENT	4,634	4,500	102.97%	(134)
INSURANCE	234	1,200	19.54%	966
POSTAGE	800	1,000	80.00%	200
RENT	13,000	12,566	103.45%	(434)
EQUIPMENT RENTAL	1,501	2,426	61.85%	925
SUPPLIES - GENERAL OFFICE	7,885	12,000	65.71%	4,115
SUPPLIES - CLIENT	0	1,000	0.00%	1,000
STAFF TRAINING	0	150	0.00%	150
TRAVEL	1,488	2,500	59.52%	1,012
TRAVEL - OUT OF REGION	3,402	4,500	75.58%	1,098
MAINTENANCE & REPAIRS	0	500	0.00%	500
WORK VERIFICATION SERVICES	870	1,200	72.50%	330
WORK EXPERIENCE TIMESHEET SYSTEM	331	2,000	16.53%	1,669
ECP - MONITORING	27,145	29,238	92.84%	2,093
PROGRAM MANAGEMENT	64,154	77,828	82.43%	13,674
Total ESCAROSA'S COSTS	590,673	667,188	88.53%	76,515
ONE-STOP COSTS				
OSCP - UNIVERSAL SERVICES	257,355	320,456	80.30%	63,101
OSCP - STAFF EXPENSES	90,849	103,281	87.96%	12,432
Total ONE-STOP COSTS	348,205	423,737	82.17%	75,532
CLIENT SUPPORT				
STATE ID/DRIVER'S LICENSE	(46)	1,500	(3.06)%	1,546
FINGERPRINT/BACKGROUND CHECKS	0	250	0.00%	250
ETOP CLOTHES/UNIFORMS	842	1,000	84.24%	158
OTHER SUPPORT SERVICES	0	250	0.00%	250
TRANSPORTATION	23,582	60,793	38.79%	37,211
GED APPLICATION, TESTING	336	2,000	16.80%	1,664
Total CLIENT SUPPORT	24,715	65,793	37.56%	41,078
Total EXPENDITURES	<u>1,077,110</u>	<u>1,294,765</u>	<u>83.19%</u>	<u>217,655</u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
760 - CAREER JUMP START GRANT
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	<u>15</u>	<u>0</u>	<u>0.00%</u>	<u>(15)</u>
Total ADMINISTRATIVE	<u>15</u>	<u>0</u>	<u>0.00%</u>	<u>(15)</u>
CLIENT SUPPORT				
-				
CLIENT INCENTIVES	<u>110</u>	<u>0</u>	<u>0.00%</u>	<u>(110)</u>
Total CLIENT SUPPORT	<u>110</u>	<u>0</u>	<u>0.00%</u>	<u>(110)</u>
Total EXPENDITURES	<u><u>125</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>	<u><u>(125)</u></u>

WORKFORCE ESCAROSA INC
Statement of Revenues and Expenditures
837 - MILITARY ADVOCACY POSITION
From 5/1/2017 Through 5/31/2017
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
EXPENDITURES				
ADMINISTRATIVE				
-				
INDIRECT COSTS	7,179	8,658	82.92%	1,479
Total ADMINISTRATIVE	<u>7,179</u>	<u>8,658</u>	<u>82.92%</u>	<u>1,479</u>
ESCAROSA'S COSTS				
-				
SALARIES	31,577	33,301	94.82%	1,724
EMPLOYEE COSTS	11,533	12,477	92.43%	944
RETIREMENT	1,656	1,665	99.45%	9
EQUIPMENT	0	250	0.00%	250
SUPPLIES - GENERAL OFFICE	640	900	71.11%	260
STAFF TRAINING	0	75	0.00%	75
TRAVEL	372	250	148.81%	(122)
TRAVEL - OUT OF REGION	0	1,327	0.00%	1,327
PROGRAM MANAGEMENT	3,892	9,535	40.82%	5,643
Total ESCAROSA'S COSTS	<u>49,670</u>	<u>59,780</u>	<u>83.09%</u>	<u>10,110</u>
ONE-STOP COSTS				
-				
OSCP - STAFF EXPENSES	8,247	9,844	83.77%	1,597
Total ONE-STOP COSTS	<u>8,247</u>	<u>9,844</u>	<u>83.78%</u>	<u>1,597</u>
Total EXPENDITURES	<u><u>65,097</u></u>	<u><u>78,282</u></u>	<u><u>83.16%</u></u>	<u><u>13,185</u></u>

**CAREERSOURCE ESCAROSA
ACTION ITEM
INDIVIDUAL TRAINING ACCOUNT (ITA) WAIVER REQUEST**

Date: June 29, 2017

ITEM FOR DISCUSSION

All Regional Workforce Boards have to comply with Section 445.003(3)(a)(1) which states: *At least 50 percent of the Title I funds for Adults and Dislocated Workers that are passed through to regional workforce boards shall be allocated to and expended on Individual Training Accounts unless a regional workforce board obtains a waiver from Workforce Florida, Inc. Tuition, books, and fees of training providers and other training services prescribed and authorized by the Workforce Investment Act of 1998 qualify as Individual Training Account expenditures.*

For FY 2016-2017, CareerSource Florida approved CareerSource Escarosa's ITA Waiver Request for a 35% ITA expenditure rate. Staff would like to continue with the 35% ITA expenditure rate for fiscal year 2017-2018; therefore, recommend the Board approve a 35% ITA Waiver Request.

The ITA Waiver Request will require approval by the Boards of County Commissioners (Escambia and Santa Rosa Counties) and by CareerSource Florida (Workforce Florida, Inc.)

RECOMMENDATIONS:

To approve a 35% ITA Waiver Request for FY 2017-2018.