

AGENDA  
CAREERSOURCE ESCAROSA  
BOARD OF DIRECTORS  
OCTOBER 19, 2017

LOCATION: Pensacola Career Center  
3670 N. L Street  
Pensacola, FL 32505

- I. Call Meeting to Order.....Steve Rhodes  
Interim/Acting Chairman
- II. Call for Public Comment
- III. Approval of Minutes – August 24, 2017
- IV. Reading of Public Disclosures.....Janay Sims
- V. Annual Performance Presentation..... James Finch  
Florida Department  
of Economic Opportunity
- VI. Items for Consideration.....Steve Rhodes
  - Action Items
    - Financial Statements, August 31, 2017
    - Award of Auditing Services Contract: FY 2017, 2018 & 2019  
w/renewals for 2020 & 2021
    - CareerSource Escarosa Slate of Officers
  - Information Item(s)
    - Update – Executive Director Search
- VII. Other Business
- VIII. Adjournment

Webinar access at: <https://workforceescarosa.webex.com>  
Meeting Number: 730 755 567 | Password: xpPbbcSw  
Teleconference Dial-In Number: 888-670-3525 | Participant Passcode: 4063513219

NEXT BOARD MEETING – DECEMBER 21, 2017 | LOCATION: TBD

**CAREERSOURCE ESCAROSA  
BOARD OF DIRECTORS  
OCTOBER 19, 2017  
PUBLIC COMMENT SIGN-UP SHEET**

<b>Agenda Item</b>	<b>Name &amp; Organization</b>
Financial Statements, August 31, 2017	
Award of Auditing Services Contract: FY 2017, 2018 & 2019 with renewals for 2020 & 2021	
CareerSource Escarosa Slate of Officers	

**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](mailto:jsims@careersourceescarosa.com) at your earliest convenience, or present prior to the Board Meeting.**

# CareerSource Escarosa

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## **BOARD OF DIRECTORS MEETING AUGUST 24, 2017 MINUTES**

**Members Present:** Jade Kelly, Mark Lewellyn, Kristine Rushing, and Michelle Taylor

**Members Participating via Teleconference:** Steve Rhodes (Acting Chairman), Brenda Moorer (Treasurer), Russell Branch, Kathaleen Cole, Dana Mullins, Gracie Parker, Erin Spicer, and Tina Stewart

**Members Not Present/Participating:** Gretchen Clarke (Secretary), Robert Gravely, Michelle Kaufman, and Katrina Simpkins

**Others Present:** Bob Childers – Escambia County School District, Eric Flora – DEO, Kathy Karshna, Naeemah Frazier, Brett Rowell, Mark Dejoie, Bill Barron, and Janay Sims – CareerSource Escarosa

Acting Chairman Steve Rhodes called the meeting to order at 11:30 a.m., at the Pensacola Career Center.

Mr. Rhodes called the roll to confirm those present and/or participating via teleconference.

### **CALL FOR PUBLIC COMMENT**

No public comments were noted.

### **APPROVAL OF MINUTES – AUGUST 4, 2017**

The minutes of the August 4, 2017 Board of Directors meeting were reviewed for approval.

**Action Taken: Motion by Dana Mullins, and seconded by Michelle Taylor to approve the August 4, 2017 Board of Directors meeting minutes. Motion carried .**

### **READING OF PUBLIC DISCLOSURES**

Janay Sims noted no public disclosures.

### **ITEMS FOR CONSIDERATION**

#### **BUDGET FOR FY 2017-2018**

The budget for FY 2017-2018 was made available to the Board. It has been approved by both Boards of County Commissioners – Escambia and Santa Rosa. The budget includes funds for program outreach, staff training to include travel, and the monitoring of One Stop Operator activities by an outside agency.

**Action Taken: Motion by Michelle Taylor, and seconded by Tina Stewart that the Board of Directors approve the FY 2017-2018 budget. Motion carried.**

**ELIGIBLE TRAINING PROVIDER LIST AND PROGRAMS**

As a result of staff participation in economic development partnerships, review of the DEO Bureau of Labor Statistics (LMS) Demand Occupation List for our area, and review of available job openings in our region during the past year (Employ Florida), staff has requested several programs be added to CareerSource Escarosa Eligible Training Provider List (ETPL) under WIOA. The programs are listed below.

<b>TRAINING PROGRAM</b>	<b>INSTITUTION</b>
<b>Medical Assisting</b>	Fortis
<b>Home Health Aide / Medical Administrative Specialist</b>	George Stone
<b>Electrician / Medical Administrative Specialist</b>	Locklin Tech
<b>Graph Design Technology / Basic Construction / Carpentry/ Medical Assisting / Phlebotomy Technician</b>	Pensacola State College
<b>Certified Medical Assistant</b>	University of West Florida

**Action Taken: Motion by Dana Mullins, and seconded by Jade Kelly to approve the above additions to the WIOA training programs/demand occupations for the ETPL. Motion carried.**

**NOMINATING COMMITTEE - OFFICERS**

A letter was received from Larry Strain resigning his position as Chairman of the CareerSource Escarosa Board of Directors. This leaves Steve Rhodes, Vice-Chairman, to serve as Acting Chairman of the Board.

A Nominating Committee is needed to identify a proposed slate of officers which will include the Chairman and any additions to the Executive Committee that may be vacant as a result of the Board Chairman nomination. It was noted the offices of Secretary and Treasurer are currently occupied by Gretchen Clarke and Brenda Moorer, respectively.

Inquiry was made regarding time commitment as well as conflict to serve on two committees, as the Board has approved some members to serve on the Selection Committee. It was felt that one meeting of the Nominating Committee will be sufficient and there is no conflict to serve on two committees.

Jade Kelly, Dana Mullins, Kathaleen Cole, and Tina Stewart all accepted the request to serve as the Nominating Committee.

**Action Taken: Motion by Erin Spicer, and seconded by Michelle Taylor to approve Jade Kelly, Dana Mullins, Kathaleen Cole and Tina Stewart to serve as the Nominating Committee. Motion carried.**

## **IDENTIFICATION OF SELECTION COMMITTEE FOR EXECUTIVE DIRECTOR'S POSITION**

Resumes for the position of Executive Director are being accepted August 4-September 1, 2017. To date, approximately 35 resumes have been received for the position.

It was noted that CareerSource Escarosa Personnel Policy states that the hiring of the Executive Director's position shall be overseen by the Executive Committee and the Executive Committee has discussed the formation of a Selection Committee to assist in the process of hiring an Executive Directors.

Mr. Rhodes noted that the Board approved Dana Mullins and Kristine Rushing to serve on the Selection Committee at the August 4, 2017 Board of Directors meeting. Jade Kelly's name was suggested, but she was not present to confirm acceptance.

Jade Kelly accepted to serve on the Selection Committee.

Members to serve are: Dana Mullins, Kristine Rushing, and Jade Kelly. The Executive Committee (Steve Rhodes, Brenda Moorer, and Gretchen Clarke) will supplement the Selection Committee in addition to Naeemah Frazier (staff member/CFO – CareerSource Escarosa) and Kim Bodine (Executive Director – CareerSource Panama City). The Selection Committee will consist of eight (8) members: Steve Rhodes, Brenda Moorer, Gretchen Clarke, Dana Mullins, Kristine Rushing, Jade Kelly, Naeemah Frazier, and Kim Bodine.

**Action Taken: Motion by Tina Stewart, and seconded by Kristine Rushing to accept the slate of members (Steve Rhodes, Brenda Moorer, Gretchen Clarke, Dana Mullins, Kristine Rushing, Jade Kelly, Naeemah Frazier, and Kim Bodine) to serve on the Selection Committee. Motion carried.**

Mr. Rhodes stated that CareerSource Escarosa policy authorizes the Executive Committee to select the candidate for the position, negotiate the salary, and make an offer of employment. The Executive Committee discussed the path to take in filling the Executive Director's position. With the Executive Committee leading the Selection Committee, the Committee will: 1) make a final recommendation of the individual selected for the position and suggested salary, and 2) bring the recommendation to the full Board for approval.

Inquiry was made regarding how this process will affect the timelines. It was noted this process would not extend the timeline, as the timelines will be set by the Selection Committee. The Committee will meet on Friday, September 1, 2017 to discuss the process/timelines. Once the final recommendation is made by the Selection Committee, a meeting will be set for final approval by the Board.

Inquiry was made regarding having the selected candidate present during the recommendation to the Board. There was concern of having the final candidate present without having made a job offer.

There was discussion regarding job requirement and preference of a higher education due to the salary range for the position. Mr. Rhodes noted his intent is to have a set of criteria that will be placed into a matrix for scoring, so that it will be objective and reflect the job description in terms of requirement – preference.

He welcomed recommendations/suggestion for the Selection Committee. The process will begin on Friday, September 1, 2017, and hopes are to establish an aggressive timeline to fill the position of Executive Director.

**Action Taken: Motion by Jade Kelly, and seconded by Dana Mullins to approve the process of the Selection Committee, led by the Executive Committee, to put forth the final selected candidate and suggested salary for final approval by the full Board. Motion carried.**

**PROGRAMMATIC AND TECHNICAL SUPPORT DURING EXECUTIVE DIRECTOR VACANCY AND TRANSITION**

Mr. Rhodes noted that this item is for Board awareness.

Mr. Rhodes informed all that Susan Nelms, former Executive Director prior to Cliff Krut, reached out to him and some staff offering assistance in the interim of the selection process. An email response was sent back to her expressing holding off on a decision until the Executive Committee meeting. The Executive Committee members participating in the meeting (Brenda and Steve Rhodes) discussed the situation. Mr. Rhodes shared his thoughts on this request, given the current situation CareerSource Escarosa is working through and also in the words of Brenda Moorer “as the organization continue to move forward,” it is in the best interest of the organization to thank Mrs. Nelms for her offer, yet decline it as well. He informed that he had inquired from staff (Kathy Karshna (COO) and Naemah Frazier (CFO)) as to how they felt regarding our ability to continue on in the interim – between now and the time the new Executive Director is in place. They felt the technical knowledge and experience were sufficient to move forward even though being a little short-handed. Several board members expressed having faith in staff to manage through the transition, and was in support of declining Mrs. Nelms offer.

Inquiry was made regarding a formal communication in the organization naming Kathy Karshna as the administrative authority, in lieu of, until the Executive Director’s position is filled. It was noted there is no formal communication. Ms. Karshna noted an issue with the signing of documents without formal authority.

Mr. Rhodes stated that action is needed to establish who has responsibility and to grant them authority.

**Action Taken: Motion by Michelle Taylor, and seconded by Kathaleen Cole to name Kathy Karshna as the Interim Director in the absence of an Executive Director until the new Executive Director is named, giving her authority to sign any document on behalf of the organization. Motion carried.**

**INFORMATION ITEMS**

**PRESENTATION – PENSACOLA CAREER CENTER FACILITIES**

Bill Barron, Program Monitor and Facilities Maintenance Coordinator – CareerSource Escarosa, gave a presentation on the Pensacola Career Center facilities. He presented the maintenance concerns as reported on June 28, 2017 via powerpoint. He also gave an update on the maintenance concerns, noting some repairs have been done and others continue to be a concern.

Brett Rowell, Welfare Transition/SNAP Coordinator, expressed his concern for his staff as it relates to these concerns. He noted with budget cuts and minimal staff in his department, productivity is being affected due to illness relating to the conditions of the facility.

It was suggested that formal communication in writing of these concerns be relayed to the responsible party in an attempt to satisfy safety issues. If no response, then determine the possibility of terminating the lease. There was support for this action. Mr. Rhodes requested the information for the point of contact, noting he would draft a letter to be sent certified mail addressing our concerns with a follow-up.

**Action Taken: Motion by Michelle Taylor, and seconded by Kristine Rushing, authorizing Steve Rhodes to draft a letter to send via certified mail to the point of contact regarding building maintenance concerns. Motion carried.**

#### **BOARD MEMBERSHIP VACANCIES**

Mr. Rhodes noted the current vacancies on the board – two private sectors, one each for Escambia and Santa Rosa County. He welcomed recommendations from the board.

#### **BOARD MEETING SCHEDULE – PY 2017-2018**

The board meeting schedule for PY 2017-2018 was made available to the board.

There being no further business, the meeting adjourned.

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Steve Rhodes (Acting Chairman)  
CareerSource Escarosa

**CAREERSOURCE ESCAROSA  
TREASURER'S REPORT  
FINANCIAL REPORTS FOR AUGUST 31, 2017**

**DATE: October 13, 2017**

**CHIEF FINANCIAL OFFICER: Naeemah T. Frazier**

**ACTION ITEM**

Attached are Escarosa's financial statements for the period ending August 31, 2017.

- Summary of Expenditures
- Required Rates Summary
- Service Provider Contracts Summary
- Detailed Expenditures by Program

**RECOMMENDATION:**

That the Board of Directors approves the Financial Statements for the period ending August 31, 2017.

**WORKFORCE ESCAROSA, INC.**  
**SUMMARY OF EXPENDITURES**

August 31, 2017

	Year-to-Date	Year-to-Date	Total	Available	Funds	Percent	Percent	Variance
	General Ledger Expenditures	DEO Staff Payroll		Expenditures	Funds*	Remaining		
<b><u>PROGRAMS</u></b>								
WIOA ADULT	159,089		159,089	1,640,967	1,481,878	9.7%	16.7%	7.0%
WIOA DISLOCATED WORKER	13,906		13,906	783,300	769,394	1.8%	16.7%	14.9%
WIOA YOUTH	144,478		144,478	1,234,031	1,089,553	11.7%	16.7%	5.0%
WIOA SUPPLEMENTAL FUNDS	0	0	0	129,758	129,758	0.0%	16.7%	16.7%
WIOA PERFORMANCE INCENTIVES	0	0	0	43,974	43,974	0.0%	16.7%	16.7%
SNAP	29,538		29,538	212,214	182,676	13.9%	16.7%	2.8%
UNEMPLOYMENT COMPENSATION SERVICES	0	0	0	21,031	21,031	0.0%	16.7%	16.7%
WELFARE TRANSITION PROGRAM	173,663		173,663	1,176,297	1,002,634	14.8%	16.7%	1.9%
TRADE ADJUSTMENT ASSISTANCE ACT	0	0	0	16,500	16,500	0.0%	16.7%	16.7%
WAGNER PEYSER	57,400	62,067	119,467	609,158	489,691	19.6%	16.7%	-2.9%
WAGNER PEYSER PERFORMANCE INCENTIVES	24,702		24,702	77,640	52,938	31.8%	16.7%	-15.1%
MILITARY FAMILY ADVOCACY	9,725		9,725	78,282	68,557	12.4%	16.7%	4.3%
VETERANS - DVOP	10,765	18,705	29,470	177,284	147,814	16.6%	16.7%	0.1%
VETERANS - LVER	11,100	18,186	29,286	212,849	183,563	13.8%	16.7%	2.9%
<b>TOTAL</b>	<b>634,366</b>	<b>98,959</b>	<b>733,325</b>	<b>6,413,285</b>	<b>5,679,960</b>			

**COST POOLS**

INDIRECT COST POOL	76,721		76,721	563,260	486,539	13.6%	16.7%	3.1%
COMPUTER NETWORK COST POOL	35,416		35,416	223,675	188,259	15.8%	16.7%	0.9%
ONE-STOP COST POOL	181,936		181,936	1,349,850	1,167,914	13.5%	16.7%	3.2%
ESCAROSA COST POOL - MONITORING/EFM	23,594		23,594	167,570	143,976	14.1%	16.7%	2.6%
PROGRAM MANAGEMENT	33,690		33,690	249,670	215,980	13.5%	16.7%	3.2%
WIOA DIRECT SERVICES	50,766		50,766	410,742	359,976	12.4%	16.7%	4.3%

**WORKFORCE ESCAROSA, INC.**  
**August 31, 2017**

<b>ADMINISTRATIVE RATES (SEE NOTE)</b>	<b>ACTUAL</b>	<b>ALLOWED</b>
WIOA ADULT	9.52%	10.00%
WIOA DISLOCATED WORKER	12.58%	10.00%
WIOA YOUTH	8.82%	10.00%
WIOA SUPPLEMENTAL FUNDS	0.00%	10.00%
WIOA PERFORMANCE INCENTIVES	0.00%	10.00%
SNAP	12.81%	10.00%
UNEMPLOYMENT COMPENSATION	0.00%	10.00%
WELFARE TRANSITION PROGRAM	9.62%	10.00%
TRADE ADJUSTMENT ASSISTANCE ACT	0.00%	10.00%
WAGNER PEYSER	12.66%	10.00%
WAGNER PEYSER PERFORMANCE INCENTIVES	11.21%	10.00%
MILITARY FAMILY ADVOCACY	12.71%	10.00%
VETERANS - DVOP	12.74%	10.00%
VETERANS - LVER	12.62%	10.00%
<b>INDIRECT RATE</b>	<b>10.46%</b>	<b>15.50%</b>
<b>OTHER REQUIRED RATES:</b>	<b>ACTUAL</b>	<b>REQUIRED</b>
WIOA STATE ITA (ADULT & DISLOCATED WORKER)	41.93%	35.00%
WIOA YOUTH OUT-OF-SCHOOL	80.59%	75.00%
WIOA YOUTH WORK EXPERIENCE	39.01%	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.  
PERIOD ENDING AUGUST 31, 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 Escambia Co. School Board Children's Home Society	Youth Services	277,194	12,217	264,977	31-Aug-17	46,199	33,982	84%	38%
	Youth Services	187,221	30,089	157,132	31-Aug-17	31,204	1,115	72%	29%
	Youth Services	465,585	76,291	389,294	31-Aug-17	77,598	1,307	83%	26%

**WORKFORCE ESCAROSA INC**  
**STATEMENT OF EXPENDITURES**  
**90 - INDIRECT COSTS**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	Current Year Actual	YTD Original Budget	Percent Expended	YTD Original Budget Variance
<b>EXPENDITURES</b>				
SALARIES	46,784	281,161	16.63%	234,377
EMPLOYEE COSTS	10,512	69,631	15.09%	59,119
RETIREMENT	(543)	10,007	(5.42)%	10,550
ADVERTISING	1,594	2,550	62.51%	956
AUDIT/TAX PREPARATION SERVICES	0	28,000	0.00%	28,000
BANK SERVICE CHARGES	342	2,200	15.56%	1,858
COMMUNICATIONS - TELEPHONES	208	2,479	8.39%	2,271
COMMUNICATIONS - CELL PHONES	186	0	0.00%	(186)
COPIER EXPENSES	12	152	7.76%	140
EQUIPMENT	0	1,952	0.00%	1,952
INSURANCE	0	1,757	0.00%	1,757
LEGAL	0	30,000	0.00%	30,000
MEMBERSHIPS	0	4,250	0.00%	4,250
POSTAGE	349	976	35.75%	627
RENT	5,581	34,166	16.33%	28,585
EQUIPMENT RENTAL	86	1,798	4.77%	1,712
MAINTENANCE CONTRACTS	0	3,800	0.00%	3,800
SUPPLIES - GENERAL OFFICE	207	2,342	8.81%	2,135
STAFF TRAINING	0	976	0.00%	976
TRAVEL	444	3,000	14.81%	2,556
TRAVEL - OUT OF REGION	411	11,000	3.73%	10,589
MAINTENANCE & REPAIRS	0	305	0.00%	305
PEO FEE	9,585	64,719	14.81%	55,134
INDIRECT COSTS	(76,721)	(563,260)	13.62%	(486,539)
COMPUTER NETWORK ALLOCATION	963	6,039	15.95%	5,076
<b>Total EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>

**WORKFORCE ESCAROSA INC**  
**STATEMENT OF EXPENDITURES**  
**91 - COMPUTER NETWORK COST POOL**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
SALARIES	15,479	96,138	16.10%	80,659
EMPLOYEE COSTS	4,453	28,884	15.41%	24,431
RETIREMENT	0	4,807	0.00%	4,807
COMMUNICATIONS - TELEPHONES	45	0	0.00%	(45)
COMMUNICATIONS - CELL PHONES	192	0	0.00%	(192)
COMMUNICATIONS - DATA LINES	5,699	31,000	18.38%	25,301
EQUIPMENT	1,021	10,000	10.20%	8,979
INSURANCE	0	564	0.00%	564
RENT	2,498	11,748	21.26%	9,250
MAINTENANCE CONTRACTS	1,164	13,000	8.95%	11,836
SUPPLIES - GENERAL OFFICE	2,380	16,000	14.87%	13,620
STAFF TRAINING	1,995	6,500	30.69%	4,505
TRAVEL	0	1,000	0.00%	1,000
TRAVEL - OUT OF REGION	490	3,500	14.01%	3,010
MAINTENANCE & REPAIRS	0	534	0.00%	534
COMPUTER NETWORK ALLOCATION	(35,416)	(223,675)	15.83%	(188,259)
<b>Total EXPENDITURES</b>	<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 7/1/2017 Through 8/31/2017  
(In Whole Numbers)

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
SALARIES	33,736	266,157	12.67%	232,421
EMPLOYEE COSTS	11,925	101,498	11.74%	89,573
RETIREMENT	0	13,308	0.00%	13,308
COMMUNICATIONS - TELEPHONES	1,397	15,000	9.31%	13,603
COMMUNICATIONS - CABLE	189	0	0.00%	(189)
TEMPORARY SERVICES	10,489	83,608	12.54%	73,119
CONSULTING SERVICES	0	7,000	0.00%	7,000
SECURITY GUARDS	8,613	56,420	15.26%	47,807
COPIER EXPENSES	324	5,600	5.78%	5,276
EQUIPMENT	2,245	24,000	9.35%	21,755
INSURANCE	0	14,500	0.00%	14,500
MEMBERSHIPS	4,575	6,000	76.25%	1,425
POSTAGE	0	3,000	0.00%	3,000
RENT	66,440	437,625	15.18%	371,185
EQUIPMENT RENTAL	862	16,062	5.36%	15,200
MAINTENANCE CONTRACTS	1,190	19,675	6.04%	18,486
SUPPLIES - GENERAL OFFICE	723	17,400	4.15%	16,677
SUPPLIES - CLIENT	0	10,400	0.00%	10,400
STAFF TRAINING	175	3,000	5.83%	2,825
TRAVEL	0	1,000	0.00%	1,000
TRAVEL - OUT OF REGION	0	3,000	0.00%	3,000
UTILITIES	2,039	12,500	16.31%	10,461
WEBSITE COSTS	880	6,000	14.66%	5,120
CLEANING SERVICES	1,050	6,300	16.66%	5,250
MAINTENANCE & REPAIRS	1,258	6,000	20.97%	4,742
OUTREACH	0	12,250	0.00%	12,250
COMPUTER NETWORK ALLOCATION	33,827	202,547	16.70%	168,720
OSCP ALLOCATION	(181,936)	(1,349,850)	13.47%	(1,167,914)
<b>Total EXPENDITURES</b>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>

**WORKFORCE ESCAROSA INC**  
**STATEMENT OF EXPENDITURES**  
**94 - MONITORING/EFM COST POOL**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
SALARIES	15,453	106,371	14.52%	90,919
EMPLOYEE COSTS	3,267	22,073	14.80%	18,806
RETIREMENT	0	5,319	0.00%	5,319
COMMUNICATIONS - TELEPHONES	67	564	11.93%	497
COPIER EXPENSES	7	93	7.76%	86
EQUIPMENT	0	750	0.00%	750
INSURANCE	0	672	0.00%	672
POSTAGE	9	0	0.00%	(9)
RENT	2,884	21,171	13.62%	18,287
EQUIPMENT RENTAL	52	750	6.99%	698
MAINTENANCE CONTRACTS	0	188	0.00%	188
SUPPLIES - GENERAL OFFICE	128	1,350	9.46%	1,222
STAFF TRAINING	0	750	0.00%	750
TRAVEL - OUT OF REGION	0	3,750	0.00%	3,750
MAINTENANCE & REPAIRS	0	252	0.00%	252
COMPUTER NETWORK ALLOCATION	397	3,517	11.29%	3,120
OSCP - STAFF EXPENSES	1,329	0	0.00%	(1,329)
ECP ALLOCATION	<u>(23,594)</u>	<u>(167,571)</u>	<u>14.08%</u>	<u>(143,976)</u>
<b>Total EXPENDITURES</b>	<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**  
**95 - PROGRAM MANAGEMENT**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
SALARIES	26,749	177,370	15.08%	150,620
EMPLOYEE COSTS	4,489	47,432	9.46%	42,943
RETIREMENT	0	8,868	0.00%	8,868
EQUIPMENT	0	4,450	0.00%	4,450
RENT	1,150	0	0.00%	(1,150)
SUPPLIES - GENERAL OFFICE	112	2,050	5.45%	1,938
STAFF TRAINING	0	2,000	0.00%	2,000
TRAVEL	0	1,750	0.00%	1,750
TRAVEL - OUT OF REGION	991	5,750	17.23%	4,759
COMPUTER NETWORK ALLOCATION	199	0	0.00%	(199)
PROGRAM MANAGEMENT	<u>(33,690)</u>	<u>(249,670)</u>	<u>13.49%</u>	<u>(215,980)</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 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
SALARIES	38,116	281,362	13.54%	243,246
EMPLOYEE COSTS	12,160	94,862	12.81%	82,701
RETIREMENT	0	14,068	0.00%	14,068
COMMUNICATIONS - CELL PHONES	68	1,000	6.83%	932
EQUIPMENT	123	3,600	3.42%	3,477
SUPPLIES - GENERAL OFFICE	298	5,350	5.57%	5,052
STAFF TRAINING	0	3,000	0.00%	3,000
TRAVEL	0	1,750	0.00%	1,750
TRAVEL - OUT OF REGION	0	5,750	0.00%	5,750
WIA DIRECT SERVICES ALLOCATION	(50,766)	(410,742)	12.35%	(359,975)
<b>Total EXPENDITURES</b>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**116 - WIOA ADULT**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	15,147	218,820	6.92%	203,673
<b>Total ADMINISTRATIVE</b>	<b>15,147</b>	<b>218,820</b>	<b>6.92%</b>	<b>203,673</b>
<b>ESCAROSA'S COSTS</b>				
-				
ECP ALLOCATION - MONITORING	2,292	15,644	14.65%	13,352
ECP - EFM	1,673	10,882	15.37%	9,209
PROGRAM MANAGEMENT	13,140	70,468	18.64%	57,328
WIA DIRECT SERVICES ALLOCATION	44,771	306,918	14.58%	262,147
<b>Total ESCAROSA'S COSTS</b>	<b>61,877</b>	<b>403,912</b>	<b>15.32%</b>	<b>342,035</b>
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	38,579	399,928	9.64%	361,350
OSCP - STAFF EXPENSES	9,604	247,702	3.87%	238,098
<b>Total ONE-STOP COSTS</b>	<b>48,182</b>	<b>647,630</b>	<b>7.44%</b>	<b>599,448</b>
<b>CLIENT SUPPORT</b>				
-				
CLASSROOM SUPPLIES	1,893	45,000	4.20%	43,107
OTHER SUPPORT SERVICES	5,382	25,000	21.52%	19,618
TUITION	22,743	500,000	4.54%	477,257
BOOKS	3,865	100,000	3.86%	96,135
ON THE JOB TRAINING	0	40,000	0.00%	40,000
<b>Total CLIENT SUPPORT</b>	<b>33,883</b>	<b>710,000</b>	<b>4.77%</b>	<b>676,117</b>
<b>Total EXPENDITURES</b>	<b>159,089</b>	<b>1,980,362</b>	<b>8.03%</b>	<b>1,821,273</b>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**126 - WIOA DISLOCATED WORKERS**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	1,750	26,519	6.59%	24,769
<b>Total ADMINISTRATIVE</b>	<b>1,750</b>	<b>26,519</b>	<b>6.60%</b>	<b>24,769</b>
<b>ESCAROSA'S COSTS</b>				
-				
ECP ALLOCATION - MONITORING	231	2,503	9.23%	2,272
ECP - EFM	169	1,741	9.73%	1,572
PROGRAM MANAGEMENT	1,132	18,080	6.26%	16,948
WIA DIRECT SERVICES ALLOCATION	4,055	86,344	4.69%	82,289
<b>Total ESCAROSA'S COSTS</b>	<b>5,588</b>	<b>108,668</b>	<b>5.14%</b>	<b>103,080</b>
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	2,818	37,586	7.49%	34,768
OSCP - STAFF EXPENSES	970	6,000	16.16%	5,030
<b>Total ONE-STOP COSTS</b>	<b>3,788</b>	<b>43,586</b>	<b>8.69%</b>	<b>39,798</b>
<b>CLIENT SUPPORT</b>				
-				
CLASSROOM SUPPLIES	264	2,000	13.19%	1,736
OTHER SUPPORT SERVICES	0	2,000	0.00%	2,000
TUITION	1,589	40,000	3.97%	38,411
BOOKS	928	10,000	9.28%	9,072
ON THE JOB TRAINING	0	2,000	0.00%	2,000
<b>Total CLIENT SUPPORT</b>	<b>2,781</b>	<b>56,000</b>	<b>4.97%</b>	<b>53,219</b>
<b>Total EXPENDITURES</b>	<b>13,906</b>	<b>234,773</b>	<b>5.92%</b>	<b>220,867</b>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**136 - WIOA YOUTH**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	12,750	36,672	34.76%	23,922
Total ADMINISTRATIVE	12,750	36,672	34.77%	23,922
<b>ESCAROSA'S COSTS</b>				
-				
SALARIES	963	44,203	2.17%	43,240
EMPLOYEE COSTS	309	13,872	2.22%	13,563
RETIREMENT	543	3,751	14.46%	3,208
COMMUNICATIONS - TELEPHONES	7	31	21.45%	24
COPIER EXPENSES	0	4	5.75%	4
EQUIPMENT	0	2,148	0.00%	2,148
INSURANCE	0	43	0.00%	43
POSTAGE	9	24	37.66%	15
RENT	177	840	21.10%	663
EQUIPMENT RENTAL	2	44	3.72%	42
SUPPLIES - GENERAL OFFICE	7	12,958	0.05%	12,951
STAFF TRAINING	0	1,500	0.00%	1,500
TRAVEL	0	1,524	0.00%	1,524
MAINTENANCE & REPAIRS	0	8	0.00%	8
COMPUTER NETWORK ALLOCATION	30	148	20.39%	118
ECP ALLOCATION - MONITORING	3,999	31,757	12.59%	27,758
ECP - EFM	2,928	22,090	13.25%	19,162
PROGRAM MANAGEMENT	586	31,832	1.84%	31,246
WIA DIRECT SERVICES ALLOCATION	1,940	0	0.00%	(1,940)
Total ESCAROSA'S COSTS	11,500	166,777	6.90%	155,277
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	1,224	37,914	3.22%	36,690
OSCP - STAFF EXPENSES	407	12,638	3.22%	12,231
Total ONE-STOP COSTS	1,632	50,552	3.23%	48,920
<b>SERVICE PROVIDER CONTRACTS</b>				
SRCSD 2016-2017-02	3,206	3,206	100.00%	(0)
CHS 2017-2018-01	76,291	465,585	16.38%	389,294
SRCSD 2017-2018-02	9,011	273,988	3.28%	264,977
ECSD 2017-2018-03	30,089	187,221	16.07%	157,132
Total SERVICE PROVIDER CONTRACTS	118,596	930,000	12.75%	811,404
Total EXPENDITURES	144,478	1,184,001	12.20%	1,039,523

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**215 - SNAP PROGRAM**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
				-
INDIRECT COSTS	3,784	23,135	16.35%	19,351
<b>Total ADMINISTRATIVE</b>	<b>3,784</b>	<b>23,135</b>	<b>16.36%</b>	<b>19,351</b>
<b>ESCAROSA'S COSTS</b>				
				-
SALARIES	8,942	65,291	13.69%	56,349
EMPLOYEE COSTS	4,392	26,167	16.78%	21,775
RETIREMENT	0	3,265	0.00%	3,265
TEMPORARY SERVICES	5,058	33,732	14.99%	28,674
COPIER EXPENSES	9	120	7.53%	111
POSTAGE	0	200	0.00%	200
EQUIPMENT RENTAL	28	533	5.24%	505
SUPPLIES - GENERAL OFFICE	348	1,500	23.17%	1,152
STAFF TRAINING	0	500	0.00%	500
TRAVEL	36	200	17.80%	164
TRAVEL - OUT OF REGION	0	1,300	0.00%	1,300
MAINTENANCE & REPAIRS	0	175	0.00%	175
ECP ALLOCATION - MONITORING	652	6,188	10.53%	5,536
PROGRAM MANAGEMENT	2,569	19,759	13.00%	17,190
<b>Total ESCAROSA'S COSTS</b>	<b>22,034</b>	<b>158,930</b>	<b>13.86%</b>	<b>136,896</b>
<b>ONE-STOP COSTS</b>				
				-
OSCP - STAFF EXPENSES	3,720	30,149	12.33%	26,429
<b>Total ONE-STOP COSTS</b>	<b>3,720</b>	<b>30,149</b>	<b>12.34%</b>	<b>26,429</b>
<b>Total EXPENDITURES</b>	<b>29,538</b>	<b>212,214</b>	<b>13.92%</b>	<b>182,676</b>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**320 - WAGNER PEYSER**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	15,121	66,601	22.70%	51,480
<b>Total ADMINISTRATIVE</b>	<b>15,121</b>	<b>66,601</b>	<b>22.70%</b>	<b>51,480</b>
<b>ESCAROSA'S COSTS</b>				
-				
BACKGROUND CHECKS	57	0	0.00%	(57)
COMMUNICATIONS - CELL PHONES	49	300	16.35%	251
EQUIPMENT	0	300	0.00%	300
SUPPLIES - GENERAL OFFICE	253	3,000	8.44%	2,747
TRAVEL	267	1,500	17.80%	1,233
TRAVEL - OUT OF REGION	175	3,000	5.83%	2,825
ECP - EFM	1,670	11,045	15.11%	9,376
ECP - MONITORING	2,494	18,002	13.85%	15,508
PROGRAM MANAGEMENT	2,897	23,888	12.12%	20,991
<b>Total ESCAROSA'S COSTS</b>	<b>7,861</b>	<b>61,035</b>	<b>12.88%</b>	<b>53,174</b>
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	25,591	54,126	47.27%	28,535
OSCP - STAFF EXPENSES	8,827	18,042	48.92%	9,215
<b>Total ONE-STOP COSTS</b>	<b>34,418</b>	<b>72,168</b>	<b>47.69%</b>	<b>37,750</b>
<b>Total EXPENDITURES</b>	<b>57,400</b>	<b>199,804</b>	<b>28.73%</b>	<b>142,404</b>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**340 - UC SERVICES**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
<b>INDIRECT COSTS</b>	<u>0</u>	<u>2,542</u>	<u>0.00%</u>	<u>2,542</u>
<b>Total ADMINISTRATIVE</b>	<u>0</u>	<u>2,542</u>	<u>0.00%</u>	<u>2,542</u>
<b>ONE-STOP COSTS</b>				
-				
<b>OSCP - UNIVERSAL SERVICES</b>	<u>0</u>	<u>18,489</u>	<u>0.00%</u>	<u>18,489</u>
<b>Total ONE-STOP COSTS</b>	<u>0</u>	<u>18,489</u>	<u>0.00%</u>	<u>18,489</u>
<b>Total EXPENDITURES</b>	<u><u>0</u></u>	<u><u>21,031</u></u>	<u><u>0.00%</u></u>	<u><u>21,031</u></u>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**360 - WP PERFORMANCE INCENTIVES**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	2,768	0	0.00%	(2,768)
<b>Total ADMINISTRATIVE</b>	<b>2,768</b>	<b>0</b>	<b>0.00%</b>	<b>(2,768)</b>
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	21,934	0	0.00%	(21,934)
<b>Total ONE-STOP COSTS</b>	<b>21,934</b>	<b>0</b>	<b>0.00%</b>	<b>(21,934)</b>
<b>Total EXPENDITURES</b>	<b>24,702</b>	<b>0</b>	<b>0.00%</b>	<b>(24,702)</b>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**415 - DVOP**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	3,755	19,559	19.20%	15,804
<b>Total ADMINISTRATIVE</b>	<b>3,755</b>	<b>19,559</b>	<b>19.20%</b>	<b>15,804</b>
<b>ESCAROSA'S COSTS</b>				
-				
BACKGROUND CHECKS	0	550	0.00%	550
SUPPLIES - GENERAL OFFICE	201	1,500	13.37%	1,299
TRAVEL	0	500	0.00%	500
ECP - EFM	716	4,733	15.11%	4,018
ECP - MONITORING	1,069	6,751	15.83%	5,682
PROGRAM MANAGEMENT	1,241	8,951	13.86%	7,710
<b>Total ESCAROSA'S COSTS</b>	<b>3,226</b>	<b>22,985</b>	<b>14.04%</b>	<b>19,759</b>
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	1	6,500	0.00%	6,499
OSCP - STAFF EXPENSES	3,783	13,005	29.08%	9,222
<b>Total ONE-STOP COSTS</b>	<b>3,784</b>	<b>19,505</b>	<b>19.40%</b>	<b>15,721</b>
<b>Total EXPENDITURES</b>	<b>10,765</b>	<b>62,049</b>	<b>17.35%</b>	<b>51,284</b>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**425 - LVER**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	<u>Current Year Actual</u>	<u>YTD Original Budget</u>	<u>Percent Expended</u>	<u>YTD Original Budget Variance</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	3,697	23,250	15.90%	19,553
<b>Total ADMINISTRATIVE</b>	<u>3,697</u>	<u>23,250</u>	<u>15.90%</u>	<u>19,553</u>
<b>ESCAROSA'S COSTS</b>				
-				
BACKGROUND CHECKS	57	550	10.34%	493
SUPPLIES - GENERAL OFFICE	201	2,000	10.02%	1,799
TRAVEL	336	1,500	22.39%	1,164
ECP - EFM	716	4,733	15.11%	4,018
ECP - MONITORING	1,069	6,752	15.82%	5,683
PROGRAM MANAGEMENT	1,241	8,951	13.86%	7,710
<b>Total ESCAROSA'S COSTS</b>	<u>3,619</u>	<u>24,486</u>	<u>14.78%</u>	<u>20,867</u>
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	1	8,920	0.00%	8,919
OSCP - STAFF EXPENSES	3,783	17,841	21.20%	14,058
<b>Total ONE-STOP COSTS</b>	<u>3,784</u>	<u>26,761</u>	<u>14.14%</u>	<u>22,977</u>
<b>Total EXPENDITURES</b>	<u><u>11,100</u></u>	<u><u>74,497</u></u>	<u><u>14.90%</u></u>	<u><u>63,397</u></u>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**515 - WELFARE TRANSITION PROGRAM**  
**From 7/1/2017 Through 8/31/2017**  
**(In Whole Numbers)**

	Current Year Actual	YTD Original Budget	Percent Expended	YTD Original Budget Variance
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
-				
INDIRECT COSTS	16,713	124,594	13.41%	107,881
<b>Total ADMINISTRATIVE</b>	<b>16,713</b>	<b>124,594</b>	<b>13.41%</b>	<b>107,881</b>
<b>ESCAROSA'S COSTS</b>				
-				
SALARIES	48,604	351,770	13.81%	303,166
EMPLOYEE COSTS	27,195	141,897	19.16%	114,702
RETIREMENT	0	17,588	0.00%	17,588
COPIER EXPENSES	36	600	6.02%	564
EQUIPMENT	1,225	3,500	35.01%	2,275
INSURANCE	0	500	0.00%	500
POSTAGE	0	800	0.00%	800
RENT	2,128	12,937	16.44%	10,809
EQUIPMENT RENTAL	112	1,959	5.71%	1,847
SUPPLIES - GENERAL OFFICE	751	9,000	8.34%	8,249
STAFF TRAINING	0	1,000	0.00%	1,000
TRAVEL	287	2,000	14.37%	1,713
TRAVEL - OUT OF REGION	0	4,000	0.00%	4,000
WORK VERIFICATION SERVICES	207	1,000	20.70%	793
WORK EXPERIENCE TIMESHEET SYSTEM	0	500	0.00%	500
ECP - MONITORING	3,919	24,751	15.83%	20,832
PROGRAM MANAGEMENT	10,276	79,055	12.99%	68,779
<b>Total ESCAROSA'S COSTS</b>	<b>94,741</b>	<b>652,857</b>	<b>14.51%</b>	<b>558,116</b>
<b>ONE-STOP COSTS</b>				
-				
OSCP - UNIVERSAL SERVICES	43,138	240,831	17.91%	197,693
OSCP - STAFF EXPENSES	14,880	120,415	12.35%	105,535
<b>Total ONE-STOP COSTS</b>	<b>58,019</b>	<b>361,246</b>	<b>16.06%</b>	<b>303,227</b>
<b>CLIENT SUPPORT</b>				
-				
OTHER SUPPORT SERVICES	0	2,000	0.00%	2,000
TRANSPORTATION	4,191	35,600	11.77%	31,409
<b>Total CLIENT SUPPORT</b>	<b>4,191</b>	<b>37,600</b>	<b>11.15%</b>	<b>33,409</b>
<b>Total EXPENDITURES</b>	<b>173,663</b>	<b>1,176,297</b>	<b>14.76%</b>	<b>1,002,634</b>

**WORKFORCE ESCAROSA INC**  
**Statement of Revenues and Expenditures**  
**837 - MILITARY ADVOCACY POSITION**  
**From 7/1/2017 Through 8/31/2017**  
**(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	1,236	8,609	14.35%	7,373
Total ADMINISTRATIVE	1,236	8,609	14.36%	7,373
ESCAROSA'S COSTS				
-				
SALARIES	4,534	33,301	13.61%	28,767
EMPLOYEE COSTS	1,964	12,746	15.40%	10,782
RETIREMENT	0	1,665	0.00%	1,665
SUPPLIES - GENERAL OFFICE	37	1,028	3.62%	991
STAFF TRAINING	0	1,000	0.00%	1,000
TRAVEL	0	1,300	0.00%	1,300
TRAVEL - OUT OF REGION	0	2,700	0.00%	2,700
PROGRAM MANAGEMENT	606	6,168	9.82%	5,562
Total ESCAROSA'S COSTS	7,141	59,908	11.92%	52,767
ONE-STOP COSTS				
-				
OSCP - STAFF EXPENSES	1,348	9,765	13.80%	8,417
Total ONE-STOP COSTS	1,348	9,765	13.80%	8,417
Total EXPENDITURES	<u>9,725</u>	<u>78,282</u>	<u>12.42%</u>	<u>68,557</u>

**CAREERSOURCE ESCAROSA  
EXECUTIVE COMMITTEE ACTION ITEM  
AWARD OF AUDITING SERVICES CONTRACT  
FISCAL YEARS ENDING  
2017, 2018 & 2019 WITH POSSIBLE RENEWALS FOR 2020 & 2021**

October 1, 2017

**Item for Discussion:**

CareerSource Escarosa issued a Request for proposals for Auditing Services on August 6, 2017. Proposals were due by September 1, 2017. Three proposals were received. The proposals were reviewed and individually rated by Naeemah T. Frazier, Sheila Dunford, and Carol Bono. The results of the ratings are on the following page.

**Recommendation:**

Based on the attached reviews and ratings, staff recommend that CareerSource Escarosa contract with Warren Averett, LLC for audits and tax returns for fiscal years ending in 2017, 2018 and 2019, with a possible renewal of two years for 2020 and 2021.

**Warren Averett, LLC.**

This firm serves numerous non-profits organization, but does not list any Workforce Boards as clients. This firm has over 800 employees across various states. They will assign six individuals to our account and are confident to meet the deadline. All staff are qualified and experienced but no workforce experience listed. The firm does have program experience auditing federal grants specifically relating to Escarosa (TANF, WIAWIOA Adult Programs, WIAWIOA Youth Activities and WIAWIOA Dislocated Worker Formula Grants). The proposal addressed and seems to understand the CFR Part 200-Uniform Administrative Requirement, Cost Principles and Audit Requirement for Federal Award. The proposed fee which includes the audit and tax returns is \$26,000 with a 3% increase for each year. The two optional renewal years are both \$28,000. These fees are within our current budget. The estimated hours are 122. The firm will absorb an estimate of 40 hours for getting an understanding of the specifics of our organization.

**Ratings: 105 104 106 Average: 105**

**Saltmarsh, Cleaveland & Gund**

This firm serves numerous non-profits organization, and has experience with Workforce Boards including Escarosa. Agency acronyms were not current in the proposal. This is a large regional firm with over 139 employees. They will assign four individuals to our account. All staff are qualified and experienced with workforce boards. The proposal did not address the CFR Part 200-Uniform Administrative Requirement, Cost Principles and Audit Requirement for Federal Award. The proposed fee for the audit is \$29,000 and \$2,500 for tax returns which is a total of \$31,500. These fees are 12.5% over our current budget. The fees are not expected to increase for the next two years. The estimated hours are 220.

**Ratings: 102 101 104 Average: 102.33**

**Brown Thorton Pacenta & Company, P.A.**

This firm serves numerous non-profits organization, but does not list any Workforce Boards as clients. This is a small firm with 19 employees. They will assign four individuals to our account and are confident to meet the deadline. All staff are qualified and experienced but no workforce experience listed. The proposal addressed and seems to understand the CFR Part 200-Uniform Administrative Requirement, Cost Principles and Audit Requirement for Federal Award. The proposed fee which includes the audit and tax returns is \$25,900 with a 3% increase for each year. These fees are within our current budget. The estimated hours are 202. The firm will absorb their additional internal first time costs of changing to a new audit firm.

**Ratings: 102 99 105 Average: 102**

**CAREERSOURCE ESCAROSA  
NOMINATING COMMITTEE  
ACTION ITEM  
Slate of Officers**

**Date:** October 19, 2017

**Committee Members:** Dana Mullins, Jade Kelly, Tina Stewart, and Kathaleen Cole

**Item for Discussion:**

Larry Strain resigned his position as Chairman of the Board and Board member of CareerSource Escarosa on August 9, 2017. This has left Steve Rhodes (Vice-Chairman) to serve as Acting Chairman. The offices of Secretary and Treasurer are occupied by Gretchen Clarke and Brenda Moorer, respectively.

The Nominating Committee met on September 1 and 8, 2017 to identify a proposed slate of officers which includes the Chairman and any additions to the Executive Committee that may be vacant as a result of the Board Chairman nomination.

The Committee nominated Steve Rhodes and Gretchen Clarke to serve as Chairperson and Vice-Chairperson, respectively.

With Ms. Clarke's nomination as Vice-Chairperson, the Secretary office will become vacant.

In addition, Brenda Moorer tendered her resignation as Treasurer of the Board and Board member of CareerSource Escarosa, effective September 29, 2017. This leaves the Treasurer's office vacant, as well.

The Board has the flexibility to propose other nominations as needed.

**Recommendation:**

To approve the nominations and/or consider nominations proposed by other members of the Board of Directors.