

AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
THURSDAY, JANUARY 20, 2022
3:30 P.M.

LOCATION: 6913 N. 9TH Avenue | Pensacola, FL 32504
CALL IN: 1-941-404-1062 | CONF ID: 483-610-646

- I. Call Meeting to Order** Chair, Board of Directors
- II. Call for Public Comment**
- III. Reading of Public Disclosures**..... Janay Sims
- IV. Approval of Agenda**
- V. Internal Audit Report** J. Adam Nelson, CPA
Warren Averett CPAs and Advisor
- VI. Consent Agenda**
 - Minutes – November 18, 2021
- VII. Items for Consideration**
 - Financial Expenditure Report (November 30, 2021)
 - Board Governance:
 - Update on Board Membership
 - Board Attendance
 - Formation of Rating Committee for Youth Services Contracts
- VIII. Information Items**
 - Chief Executive Officer's Report
- IX. Other Business**
- X. Adjournment**

NEXT BOARD MEETING – MARCH 20, 2022 | LOCATION: TBD

**WORKFORCE ESCAROSA, INC.
DBA CAREERSOURCE ESCAROSA**

FINANCIAL STATEMENTS

JUNE 30, 2021

INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	3
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements	
Statement of Net Position	6
Statement of Activities	7
Fund Financial Statements	
Balance Sheet – General Fund	8
Reconciliation of the Balance Sheet to the Statement of Net Position	9
Statement of Revenues, Expenditures, and Changes in Fund Balance – General Fund	10
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	11
Notes to the Financial Statements	12
COMPLIANCE SECTION	
Schedule of Expenditures of Federal Awards	21
Notes to the Schedule of Expenditures of Federal Awards	23
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	24
Independent Auditors' Report on Compliance for the Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance	26
Schedule of Findings and Questioned Costs	28
Summary of Prior Year Audit Findings and Corrective Action Plan	32

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Workforce Escarosa, Inc. dba CareerSource Escarosa

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the General Fund of Workforce Escarosa, Inc. dba CareerSource Escarosa (CareerSource Escarosa) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise CareerSource Escarosa's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of CareerSource Escarosa as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for the purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2021, on our consideration of CareerSource Escarosa's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CareerSource Escarosa's internal control over financial reporting and compliance.

Pensacola, Florida
December 9, 2021

General Information

Management is pleased to offer the following assessment of the operations of CareerSource Escarosa for the fiscal year ended June 30, 2021.

Financial Highlights

The liabilities of CareerSource Escarosa exceeded its assets at June 30, 2021, by \$38,345.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to CareerSource Escarosa's basic financial statements. CareerSource Escarosa's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains other information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of CareerSource Escarosa's finances in a manner similar to private-sector business. The government-wide financial statements consist of the Statement of Net Position and the Statement of Activities.

The statement of net position presents information on all of CareerSource Escarosa's assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of CareerSource Escarosa is improving or deteriorating.

The statement of activities presents information showing how the organization's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenue and expenses reported in this statement for some items will only result in cash flows in future fiscal periods (e.g. earned but unused vacation leave).

The basic government-wide financial statements can be found on pages 6-7 of this report.

Fund Financial Statements

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. CareerSource Escarosa uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. CareerSource Escarosa maintains one governmental fund, which is the General Fund.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be used in evaluating an organization's near-term financing requirements.

Governmental Funds – Continued

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The basic governmental fund financial statements can be found on pages 8-11 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 12-20 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents a Schedule of Expenditures of Federal Awards, which can be found on pages 21-22 of this report. This schedule lists all Federal grants awarded to CareerSource Escarosa and the related expenditures for the fiscal year ended June 30, 2021.

Government-Wide Financial Analysis

At the end of the current fiscal year, the CareerSource Escarosa reports a negative balance in net position. CareerSource Escarosa reported a positive balance in net position in the prior fiscal year. CareerSource Escarosa's program revenues decreased by approximately \$1,800,000 from 2020 program revenues. The primary cause of this decrease was attributed to the decrease in funding related to dislocated workers programs, which was a result of a decreased need for services due to the COVID-19 Pandemic.

	2021	2020
REVENUES		
Program revenues:		
Operating grants and contributions	\$ 4,179,819	\$ 5,958,091
General revenues:		
Other revenue	1,487	9,194
Total revenues	4,181,306	5,967,285
EXPENSES		
Training, retraining, re-adjustment	4,400,581	5,812,677
CHANGE IN NET POSITION	(219,275)	154,608
NET POSITION, BEGINNING OF YEAR	180,930	26,322
NET POSITION, END OF YEAR	\$ (38,345)	\$ 180,930
	2021	2020
ASSETS		
Current and other assets	\$ 708,385	\$ 508,368
Capital assets	181,363	259,940
Total assets	889,748	768,308
LIABILITIES		
Accounts payable, accrued expenses and unearned revenue	928,093	587,378
Total liabilities	928,093	587,378
NET POSITION		
Unrestricted	(38,345)	180,930
TOTAL NET POSITION	\$ (38,345)	\$ 180,930

Capital Assets

CareerSource Escarosa's investment in capital assets for its governmental activities as of September 30, 2021, amounts to \$181,363 (net of accumulated depreciation). This investment in capital assets includes computer equipment, office equipment, furniture and fixtures.

Request for Information

This report is designed to provide a general overview of CareerSource Escarosa's finances for all those with an interest. Questions concerning any of the information in this report or requests for additional information should be addressed as follows:

CareerSource Escarosa, Inc.
6913 North 9th Avenue
Pensacola, Florida 32505

BASIC FINANCIAL STATEMENTS

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 472,328
Grant and contract receivables	198,006
Prepays	38,051
Capital assets, net of accumulated depreciation	<u>181,363</u>
TOTAL ASSETS	889,748
LIABILITIES	
Accounts payable and accrued expenses	318,581
Unearned revenue	460,219
Deferred lease liability	<u>149,293</u>
TOTAL LIABILITIES	<u>928,093</u>
NET POSITION	
Unrestricted	<u>(38,345)</u>
TOTAL NET POSITION	<u><u>\$ (38,345)</u></u>

	Program Revenues		
	Expenses	Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Position Governmental Activities
FUNCTIONS/PROGRAMS			
Governmental activities:			
Training, retraining and re-adjustment	\$ 4,400,581	\$ 4,179,819	\$ (220,762)
General revenues:			
Other			1,487
CHANGE IN NET POSITION			(219,275)
NET POSITION, BEGINNING OF YEAR			180,930
NET POSITION, END OF YEAR			<u>\$ (38,345)</u>

ASSETS

Cash and cash equivalents	\$ 472,328
Grant and contract receivables	198,006
Prepaid items	<u>38,051</u>

TOTAL ASSETS

\$ 708,385

LIABILITIES AND FUND BALANCE

Liabilities	
Accounts payable and accrued expenses	\$ 264,240
Unearned revenue	<u>460,219</u>

Total liabilities 724,459

Fund Balance	
Nonspendable	38,051
Unassigned	<u>(54,125)</u>

Total fund balance (16,074)

TOTAL LIABILITIES AND FUND BALANCE

\$ 708,385

Fund balance, total governmental funds \$ (16,074)

Amounts reported for governmental activities in the statement
of net position are different because:

Capital assets used in governmental activities are not
financial resources and, therefore, are not reported in the
funds.

Governmental depreciable assets	343,887	
Less: accumulated depreciation	<u>(162,524)</u>	
		181,363

Long-term liabilities are not due and payable in the current
period.

Compensated absences	(54,341)	
Deferred lease liability	<u>(149,293)</u>	
		<u>(203,634)</u>

Net position of governmental activities		<u><u>\$ (38,345)</u></u>
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REVENUES

Grants and contracts	\$ 4,179,819
Other revenues	<u>1,487</u>
Total revenues	4,181,306

EXPENDITURES

Current	
Program services	3,644,055
Administrative and general	<u>636,890</u>
Total expenditures	<u>4,280,945</u>

NET CHANGE IN FUND BALANCE (99,639)

FUND BALANCE, BEGINNING OF YEAR 83,565

FUND BALANCE, END OF YEAR \$ (16,074)

Net change in fund balance – governmental funds \$ (99,639)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds do not report capital assets on the balance sheet; however, they are reported in the government-wide financial statements. Governmental funds report capital outlays as expenditures; however, in the statement of activities, the cost of those assets is depreciated over the estimated useful lives of the assets.

Current year depreciation (78,577)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Change in compensated absences	13,631	
Change in deferred lease liability	<u>(54,690)</u>	<u>(41,059)</u>

Change in net position of governmental activities \$ (219,275)

1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Description of Organization

CareerSource Escarosa was formed in 1996 as a Florida not-for-profit corporation to develop workforce skills to meet current and future demands in Escambia and Santa Rosa Counties. Workforce development prepares individuals for work through secondary and post-secondary education, employer-sponsored training for incumbent workers and special public programs for the poor and unemployed. CareerSource Escarosa receives its funding from federal and state grants passed primarily through the Florida Department of Economic Opportunity.

The following is a summary of the more significant accounting policies and practices of CareerSource Escarosa, which affect significant elements of the accompanying financial statements:

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of CareerSource Escarosa. Governmental activities are normally supported by intergovernmental revenues and other nonexchange transactions.

Reporting Entity

The accounting policies adopted by CareerSource Escarosa conform to accounting principles generally accepted in the United States of America as applied to not-for-profit organizations reporting using the governmental model. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of CareerSource Escarosa (the primary government). There were no entities that required inclusion as a component unit within CareerSource Escarosa's financial statements.

Basis of Presentation

Government-wide financial statements – While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from the governmental fund. Separate financial statements are provided for the governmental fund.

Fund financial statements – The fund financial statements provide information about CareerSource Escarosa's governmental fund:

- The general fund is established to account for resources devoted to financing the general operations of CareerSource Escarosa. All operating resources are recorded in the general fund.

1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized in the period earned, and expenses are recognized when a liability is incurred, regardless of the timing of related cash flows. Amounts reported as program revenues include charges for services, operating grants and contributions, and capital grants and contributions. Items not properly included among program revenues are reported as general revenues.

When both restricted and unrestricted resources are available for use, it is CareerSource Escarosa's policy to use restricted resources first, then unrestricted resources as they are needed.

All governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues, except for certain grant revenues, are recognized in the accounting period in which they become both measurable and available. Available means collectible within the current period, or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, CareerSource Escarosa considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, state and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recorded when the related fund liability is incurred. The principal exceptions to this are principal and interest on general long-term debt and compensated absences, which are recorded as expenditures only when payment is due.

CareerSource Escarosa's financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. Accordingly, the financial statements are organized on the basis of funds. A fund is an accounting entity having a self-balancing set of accounts for recording assets.

Assets, Liabilities and Net Position or Fund Balance

Deposits and Investments

Cash and cash equivalents include amounts in demand deposits, as well as investments that are readily convertible to known amounts of cash. Investments purchased within three months of maturity are considered to be cash equivalents.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded when consumed rather than when purchased.

1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Assets, Liabilities and Net Position or Fund Balance – Continued

Capital Assets

Capital assets acquired by CareerSource Escarosa are considered to be owned by CareerSource Escarosa. However, funding sources may maintain an equitable interest in the capital assets purchased with grant monies, as well as the right to determine the use of any proceeds from the sale of these assets. The Federal Government has a reversionary interest in those assets purchased with its funds, which have a cost of \$5,000 or more and an estimated useful life of at least one year.

Capital assets with a value greater than \$5,000 and an estimated useful life of at least one year are recorded at cost when purchased or at estimated acquisition value when contributed. Depreciation is computed using the straight-line method over the estimated useful life of the assets, ranging from three to seven years.

Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position.

Deferred Lease Liability

In the government-wide financial statements, CareerSource Escarosa recognizes expenses for operating leases containing artificially low payments on a straight-line basis over the term of the lease, creating a long-term liability in the early stages of the lease, which reverses over time. In the fund financial statements, CareerSource Escarosa recognizes expenditures for operating leases of all kinds to the extent that amounts are payable with expendable, available financial resources.

Use of Estimates

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

Compensated Absences

Eligible employees accrue annual and sick leave at varying rates based upon length of employment. Employees are paid for annual leave not taken at the time their employment ends at their current rate of pay. The maximum amount of annual leave that an employee may accumulate and be paid for is based on the number of years of employment with CareerSource Escarosa. Employees are not paid for unused sick leave.

1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Assets, Liabilities and Net Position or Fund Balance – Continued

Compensated Absences – Continued

Annual leave is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Grant and Contract Receivables

Grant and contract receivables are stated at the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the credit history with grantors and contractors having outstanding balances and current relationships with them, it has concluded that there is minimal risk of non-collection; therefore, no allowance for doubtful accounts is recorded at year end.

Classification of Fund Balance

GASB Statement No. 54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which an Organization is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Fund balance classifications, under GASB Statement No. 54, are comprised of the following:

Non-spendable – includes amounts that are (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash; for example, inventories and prepaid items.

Restricted – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

Committed – includes amounts that can be used only for the specific purposes determined by a formal action of CareerSource Escarosa's highest level of decision-making authority. The Board of Directors is the highest level of decision-making authority for CareerSource Escarosa that can, by passing a motion prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the action remains in place until a similar action is taken to remove or revise the limitation.

Assigned – includes amounts that are intended to be used by CareerSource Escarosa for specific purposes, but do not meet the criteria to be classified as committed. The Board of Directors may also assign fund balance when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment.

Unassigned – is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Assets, Liabilities and Net Position or Fund Balance – Continued

Fund Balance/Net Position Flow Assumptions

Sometimes CareerSource Escarosa will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is CareerSource Escarosa's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Unearned Revenue

Revenue recognition is deferred in connection with resources that have been received, but not yet earned. Unearned revenue relates to grant drawdowns made prior to meeting all eligibility requirements.

Revenue and Expenditures/Expenses

Revenue Sources

Generally, revenue is received from the State of Florida, Department of Economic Opportunity and is earned on a cost reimbursement basis.

Expenditure/Expense Allocation

Certain costs are allocated to the various grant programs of CareerSource Escarosa based on several factors including employees' time spent, percentage of direct program expenditures and client counts. The cost allocations are revised monthly depending on application.

Income Taxes

CareerSource Escarosa is generally exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code; therefore, no provision for income taxes has been made in the accompanying financial statements.

CareerSource Escarosa files income tax returns in the U.S. Federal jurisdiction. CareerSource Escarosa's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Assets, Liabilities and Net Position or Fund Balance – Continued

Income Taxes – Continued

CareerSource Escarosa reviewed and evaluated the relevant technical merits of each of its tax positions in accordance with accounting principles generally accepted in the United States of America for accounting for uncertainty in income taxes and determined that there are no uncertain tax positions that would have a material impact on the financial statements of CareerSource Escarosa.

Budget Information

The GASB requires a budgetary information comparison to be presented if the general fund has a legally adopted budget. Management has determined that CareerSource Escarosa is not legally required to adopt a budget by the Department of Economic Opportunity, Florida Statutes or any federal regulations. Therefore, no budgetary comparison schedule has been presented.

Subsequent Events

CareerSource Escarosa has evaluated events and transactions for potential recognition or disclosure in the financial statements through December 9, 2021, which is the date the financial statements were available to be issued. No subsequent events have been recognized or disclosed.

2. DEPOSITS

Custodial credit risk, in the case of deposits, is the risk that in the event of a bank failure, CareerSource Escarosa's deposits may not be returned. At year end, the carrying amount of deposits was \$471,924, and the bank balance was \$534,526. Of the bank balance, \$250,000 was insured up to Federal Deposit Insurance Corporation (FDIC) limits.

3. CAPITAL ASSETS

Capital activity for the year ended June 30, 2021, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
CAPITAL ASSETS				
Computer equipment	\$ 18,157	\$ -	\$ -	\$ 18,157
Office equipment	53,993	-	-	53,993
Office furniture and fixtures	253,272	-	-	253,272
Software	18,465	-	-	18,465
Total capital assets	343,887	-	-	343,887
Less accumulated depreciation	(83,947)	(78,577)	-	(162,524)
CAPITAL ASSETS, NET	<u>\$ 259,940</u>	<u>\$ (78,577)</u>	<u>\$ -</u>	<u>\$ 181,363</u>

Depreciation expense of \$78,577 was charged to training, retaining and re-adjustment program of governmental activities function.

4. EMPLOYEE BENEFIT PLAN

CareerSource Escarosa leases its employees from a company, which sponsors a 401(k) plan that covers substantially all employees. CareerSource Escarosa's contributions to the plan are discretionary and are based on 2% of eligible employees' annual salaries for 2021. Retirement expense for the year ended June 30, 2021, was \$26,555.

5. RELATED PARTY BALANCES AND TRANSACTIONS

Certain businesses of board members provide services either directly or indirectly to CareerSource Escarosa. The services provided are program, general and administrative services. A couple of the businesses have WIOA youth contracts with CareerSource Escarosa, while the majority of the other businesses provide tuition and books. The amount paid during the fiscal year was \$439,249, and the amount due as of year-end was \$55,841.

6. CONTINGENCIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the Federal government and the State of Florida. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures, which may be disallowed by the grantor, cannot be determined at this time, although CareerSource Escarosa expects such amounts, if any, to be immaterial.

7. OPERATING LEASES

The entity leases office space and equipment under operating leases expiring in 2030. The future minimum rental payments under operating leases having remaining terms in excess of one year as of June 30, 2021, for each of the next five years are:

<u>JUNE 30,</u>	<u>Amount</u>
2022	\$ 442,881
2023	455,015
2024	429,114
2025	441,987
2026	391,080
Thereafter	<u>1,278,275</u>
	<u><u>\$ 3,438,352</u></u>

For the year ended June 30, 2021, rental expenditures under the terms of these leases totaled \$391,929.

On April 19, 2019, CareerSource Escarosa signed a letter of credit for \$350,000 as part of the requirements for a new lease agreement with VGP Eastgate 1, LLC. The terms of the new lease, effective April 30, 2019, allow the landlord to draw upon the letter of credit up to the amount of the damages in the event of a default. The letter of credit matured in April 2021. The line of credit was renewed in August 2021 for \$253,750 and matures in June 2022. As of the date of this report, there have been no draws against the letter of credit.

CareerSource Escarosa entered into an operating lease agreement to lease office space effective May 2021 with monthly payments of \$3,200 beginning July 2021 until July 2023.

8. RISK MANAGEMENT

CareerSource Escarosa is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which CareerSource Escarosa carries commercial insurance. Insurance against losses is provided for the following types of risk:

- Personal Property
- Public Officials' Liability

Amounts of settlements, if any, have not exceeded insurance coverage for the past year.

9. SIGNIFICANT FUNDING SOURCE

CareerSource Escarosa receives a substantial amount of its funding from the United States Department of Labor passed through the State of Florida, Department of Economic Opportunity, and from the United States Department of Health and Human Services passed through the State of Florida, Department of Economic Opportunity. A significant reduction in the level of this funding could have an adverse effect on CareerSource Escarosa's programs and activities.

COMPLIANCE SECTION

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Contract Number	Pass-Through to Subrecipients	Expenditures
FEDERAL AWARDS				
U.S. Department of Agriculture				
Passed through State of Florida, Department of Economic Opportunity				
SNAP Cluster				
Supplemental Nutrition Assistance Program	10.561	FSH20	\$ -	\$ 25,314
Supplemental Nutrition Assistance Program	10.561	FSH21	-	82,048
Total U.S. Department of Agriculture			-	107,362
U.S. Department of Labor				
Passed through State of Florida, Department of Economic Opportunity				
Employment Service Cluster				
Employment Service/Wagner-Peyser Funded Activities	17.207	WPA20	-	41,454
Employment Service/Wagner-Peyser Funded Activities	17.207	WPA21	-	113,726
Employment Service/Wagner-Peyser Funded Activities	17.207	WPB20	-	64,369
Disabled Veterans' Outreach Program (DVOP)	17.801	DVP20	-	22,742
Disabled Veterans' Outreach Program (DVOP)	17.801	DVP21	-	20,466
Local Veteran's Employment Representative Program	17.801	LVR20	-	32,777
Local Veteran's Employment Representative Program	17.801	LVR2	-	24,681
Total Employment Service Cluster			-	320,215
Passed through State of Florida, Department of Economic Opportunity				
Unemployment Insurance	17.225	UCR20	-	13,693
			-	13,693
Hurricane Sally	17.XXX	WNS20	-	111,106
National Emergency-COVID19	17.XXX	WNC20	-	33,829
			-	144,935
Trade Adjustment Assistance	17.245	TAC19	-	89
Trade Adjustment Assistance	17.245	TAT19	-	1,391
			-	1,480

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Contract Number	Pass-Through to Subrecipients	Expenditures
FEDERAL AWARDS – Continued				
U. S. Department of Labor – Continued				
Passed through State of Florida, Department of Economic Opportunity				
WIOA Cluster				
WIOA Adult Program	17.258	WIA21	\$ -	\$ 598,732
WIOA Adult Program	17.258	WIY20	569,173	619,458
WIOA Youth Activities	17.259	WIY21	497,792	530,781
WIOA Dislocated Worker Formula Grants	17.259	WID20	-	430,716
WIOA Dislocated Worker Formula Grants	17.278	WID21	-	86,686
			1,066,965	2,266,373
WIOA Adult Program	17.258	WIS19	-	14,979
			-	14,979
WIOA Adult Program	17.258	WIS20	-	191,210
			-	191,210
WIOA Performance Incentives	17.278	WRS19	-	28,662
WIOA Youth Activities - Performance Incentives	17.259	WIS20	-	14,571
			-	43,233
WIOA Adult Program - Apprenticeship Expansion	17.258	WIS19	-	113,372
			-	113,372
WIOA Adult Program - COVID PPE	17.258	WIS19	-	6,861
			-	6,861
Total WIOA Cluster			1,066,965	2,636,028
Total U.S. Department of Labor			1,066,965	2,636,028
U.S. Department of Health and Human Services				
Passed through State of Florida, Department of Economic Opportunity				
Temporary Assistance for Needy Families	93.558	WTS20	-	354,728
Temporary Assistance for Needy Families	93.558	WTS21	-	692,021
Total U.S. Department of Health and Human Services			-	1,046,749
TOTAL FEDERAL AWARDS			\$ 1,066,965	\$ 4,270,462

A. BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the Federal award activity of CareerSource Escarosa ("CareerSource Escarosa") and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of *Uniform Guidance* and *Audits of States, Local Governments and Non-profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the financial statements.

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the *Uniform Guidance*, wherein certain types of expenditures are not allowed or are limited as to reimbursement.

C. DE MINIMIS INDIRECT COST RATE ELECTION

CareerSource Escarosa has elected not to use the 10 percent de minimis indirect cost rate as allowed under *Uniform Guidance*.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Workforce Escarosa, Inc. dba CareerSource Escarosa

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the General Fund of Workforce Escarosa, Inc. dba CareerSource Escarosa (hereinafter referred to as CareerSource Escarosa) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise CareerSource Escarosa's basic financial statements and have issued our report thereon dated December 9, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered CareerSource Escarosa's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CareerSource Escarosa's internal control. Accordingly, we do not express an opinion on the effectiveness of CareerSource Escarosa's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2021-001 and 2021-002 that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CareerSource Escarosa's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2021-002.

CareerSource Escarosa's Response to Findings

CareerSource Escarosa's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. CareerSource Escarosa's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Pensacola, Florida
December 9, 2021

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR THE
MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Workforce Escarosa, Inc. dba CareerSource Escarosa

Report on Compliance for the Major Federal Program

We have audited the compliance of Workforce Escarosa, Inc. dba CareerSource Escarosa (hereinafter referred to as CareerSource Escarosa), with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on CareerSource Escarosa's major federal program for the year ended June 30, 2021. CareerSource Escarosa's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal and state awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance of CareerSource Escarosa's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the special audit guidance provided by the State of Florida Department of Economic Opportunity; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CareerSource Escarosa's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance of the major federal program. However, our audit does not provide a legal determination of CareerSource Escarosa's compliance.

Opinion on the Major Federal Program

In our opinion, CareerSource Escarosa complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2021.

Report on Internal Control over Compliance

Management of CareerSource Escarosa is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CareerSource Escarosa's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance of the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CareerSource Escarosa's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Pensacola, Florida
December 9, 2021

A. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

- | | | | | |
|--|---------------|-----|---------------|---------------|
| • Material weakness(es) identified? | <u> X </u> | Yes | <u> </u> | No |
| • Significant deficiency(ies) identified that is/are not considered to be material weaknesses? | <u> </u> | Yes | <u> X </u> | None Reported |
| Noncompliance material to financial statements noted? | <u> X </u> | Yes | <u> </u> | No |

Federal Awards

Internal control over major programs:

- | | | | | |
|--|---------------|-----|--------------|---------------|
| • Material weakness(es) identified? | <u> </u> | Yes | <u> X </u> | No |
| • Significant deficiency(ies) identified that is/are not considered to be material weaknesses? | <u> </u> | Yes | <u> X </u> | None Reported |

Type of auditors' report issued on compliance for major programs:

Federal Agency and Name of Major Program	Type of Opinion on Major Program			
US Department of Labor / WIOA Cluster	Unmodified			
• Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?	<u> </u>	Yes	<u> X </u>	No

Identification of major projects:

CFDA Number/ Name of Federal Program or Cluster	Federal CFDA Number
WIOA Cluster	17.258 / 17.259 / 17.278

Dollar threshold used to distinguish between type A and type B programs for federal awards?

\$750,000

Auditee qualified as low-risk auditee for federal awards?	<u> </u>	Yes	<u> X </u>	No
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B. FINANCIAL STATEMENT FINDINGS

Finding 2020-001 – Auditor Proposed Journal Entries

Criteria

CareerSource Escarosa's internal control over financial reporting is designed to allow for management and employees, in the normal course of performing their assigned functions, to prevent, or detect and correct a material misstatement on a timely basis.

Condition

The trial balance provided by management at the beginning of the audit did not reconcile to the prior year's audited balances.

Cause

The prior year audit entries were not posted.

Effect

The auditors proposed material correcting entries, either individually or in the aggregate, which were reviewed and accepted by management to correct certain account balances at June 30, 2021.

Recommendation

CareerSource Escarosa should ensure all audit entries are properly recorded and reversed, if applicable, after the annual audit is completed.

Management's Response

See auditee prepared Summary of Prior Audit Findings and Corrective Action Plan.

Finding 2020-002 – Reconciliations Between General Ledger and SERA

Criteria

Per the Florida Department of Economic Opportunity's Special Guidance for Audit Testing and Reporting, the auditors of regional workforce boards (RWB) are required to test the RWB's reconciliation of their financial records to the system maintained by DEO. Timely reconciliations are required to be performed between the general ledger accounting system and Subrecipient Enterprise Resource Application (SERA).

Condition

The documentation provided by the Organization did not reconcile with the amounts reported in the state's system. The Organization provided what it considered a reconciliation of the total expenditures per their financial system to the amount of expenditures in the state's system, by month. For the first few months, there were small differences of less than \$600. For the months of November 2020 through June 2021, there were differences ranging from approximately \$9,000 to \$134,000. In the client's reconciliation, a fiscal year to date variance is identified as \$127,011. The client represents \$111,294 of the variance between the "PTD Expenditures" and the client's financial records is related to "Unliquidated Obligations" in the state's system. Based upon the auditor's review of the state's system, the unliquidated obligations are not actual expenditures and should not be considered when reconciling the PTD expenditures amount per the state's system and the client's financial records.

B. FINANCIAL STATEMENT FINDINGS – CONTINUED

Finding 2020-002 – Reconciliations Between General Ledger and SERA - Continued

Cause

The Organization could not provide an adequate reconciliation between their financial records and the state's system.

Effect

The auditors had to prepare a reconciliation, by program, between the client's unadjusted financial records to the state's system, noting that it appears the Organization's financial records contain approximately \$108,000 of expenditures that were not reported in the state's system.

Recommendation

The Organization should prepare monthly reconciliations between the state's system and their financial records and investigate any significant variances.

Management's Response

See auditee prepared Summary of Prior Audit Findings and Corrective Action Plan.

C. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings which were required to be reported in accordance with *Uniform Guidance*.

D. STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY REPORTING REQUIREMENTS

CareerSource Escarosa did not perform timely reconciliations between the general ledger accounting system and Subrecipient Enterprise Resource Application (SERA). Reference Finding 2021-002 in section B above.

The CareerSource Escarosa respectfully submits the following summary schedule of prior audit findings and corrective action plan for the year ended June 30, 2021.

Name and address of independent public accounting firm:

Warren Averett, LLC
350 W. Cedar Street, Suite 400
Pensacola, Florida 32502

A. SCHEDULE OF PRIOR YEAR FINDINGS

Finding 2020-001

Condition

During CareerSource Escarosa's ("CSE") FY20 financial audit, 8 OJT participant files were found to be deficient of the required income eligibility documentation. This finding was related to a modification made in July of 2019 as CSE's local operating procedure was changed due to misinterpreting WIOA requirements for program eligibility. The local procedural change caused CSE eligibility personnel to cease collecting income eligibility information to determine if a candidate was suitable to participate in the OJT program. CSE's review by DEO and an external auditor determined that eligibility for OJT must include income for OJT contracts to be in compliance with WIOA law, TEGL 19-16.

Current Status

Corrective action was taken.

B. CORRECTIVE ACTION PLAN

The findings from the schedule of findings and questioned costs for the year ended June 30, 2021 are discussed below. The findings are numbered consistently with the numbers assigned in the schedule of findings and questioned costs.

Name of Contact Person for Completing Corrective Action Plan

Priya Sarathy | Chief Financial Officer
850-607-8752 | psarathy@careersourceescarosa.com

B. CORRECTIVE ACTION PLAN – CONTINUED

Finding 2021-001 – Auditor Proposed Journal Entries

We concur with the auditor's finding and recommendations. The finance department has already began working on recording the current year's audit entries which also include entries to have the prior year balance agree. We will ensure that once we've posted the audit entries, we will reconcile our numbers to the final trial balance provided by the auditors for fiscal 2021. We expect to have this implemented during the year ended June 30, 2022.

Finding 2021-002 – Reconciliations Between General Ledger and SERA

We concur with the auditor's finding and recommendations. The finance department will implement policies and procedures to ensure that a monthly reconciliation between the state's system and our financial records is performed and reviewed by the appropriate people of management. We expect to have this implemented during the year ended June 30, 2022.

CareerSource Escarosa

BOARD OF DIRECTORS NOVEMBER 18, 2021 MINUTES

Members Participating: Kathaleen Cole (Chair), Lloyd Reshard (Secretary/Treasurer), Michael Johnson, Steven Harrell, and Diane Hatke

Members Participating via virtual/teleconference: Steve Rhodes (Immediate Past Chair), Anna Weaver (Member-at-Large), Michael Listau, and Tawana Gilbert

Ex-Officio Member Participating: Clara Long

Members Not Participating: Scott Luth (Vice Chair) and Shannon Ogletree

Others Participating: Dr. Marcus McBride, Priya Sarathy, William Spaid, and Janay Sims – CareerSource Escarosa

Chair Kathaleen Cole called the meeting to order at 3:40 p.m. at the Pensacola Career Center. She called the roll to confirmed those participating in the meeting.

CALL FOR PUBLIC COMMENT

No public comment was noted.

READING OF PUBLIC DISCLOSURES

One public disclosure was noted.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Steven Harrell and seconded by Lloyd Reshard to approve the agenda as printed. Motion carried.

BOARD EDUCATION MOMENT

William Spaid, MIS/QA Manager/RSO, presented information on the Quality Assurance Advantage.

CONSENT AGENDA

MINUTES: SEPTEMBER 16, 2021

The minutes were made available to the Board.

Action Taken: Motion by Diane Hatke and seconded by Michael Johnson to approve the September 16, 2021, meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT (SEPTEMBER 30, 2021)

The financial expenditure report for the period ending September 30, 2021, was made available to the Board. The CFO opened the floor for any questions regarding the financials. It was noted that there are two new grants included in the financial expenditure report – Rapid Response and One Stop Securities. The Rapid Response grant will support business layoffs due to closure, and the One Stop Securities grant will support security needs. There was discussion regarding first steps taken when a company has a layoff.

Action Taken: Motion by Lloyd Reshard and seconded by Michael Johnson to approve the financial expenditure report for the period ending September 30, 2021. Motion carried.

CSE ASSET DISPOSAL LIST

As Escarosa purchases new computers/equipment for staff or client use, there is a need to dispose of the old equipment. CSE retains some computers that are not broken or obsolete to use for parts and for new or temporary programs.

All disposal of property is in accordance with Uniform Guidance Part 200.313 and at the direction of the Board of Directors.

A list of old equipment that CSE would like to write-off for disposal was made available to the Board. All operating systems, software and data have been wiped with DBAN to DOD standards. The working equipment will be given to non-profit organizations with preference given to George Stone and Locklin Technical Schools.

Action Taken: Motion by Steven Harrell and seconded by Lloyd Reshard to approve to write-off and dispose of the items on the CSE Asset Disposal List. Motion carried.

CSE ANNUAL REPORT/MEETING

A snapshot of the annual performance report for Program year 2020 compared to 2021 (July 1st – June 30th) was made available to the Board. Each year the local workforce boards are charged to look at outcomes and performance status. The Florida Department of Economic Opportunity (DEO) routinely make a presentation to the local workforce boards annually regarding this information but did not make a presentation in 2021. A physical visit from DEO is due in 2022.

CSE'S HOLIDAY SCHEDULE

The 2021 Christmas Eve (12/24) and Christmas Day (12/25) holidays fall on Friday and Saturday. In accordance with CSE's policy, CSE will adjust the schedule to observe the Christmas Eve and Christmas Day holiday on Friday (12/24) and Monday (12/27), respectively. The New Year's Eve and New Year's Day will follow the same schedule. It was noted that DEO's holiday schedule conflicts with CSE's schedule. For DEO's schedule to align with CSE's, DEO staff can request paid time off. This has been an issue with all local workforce Boards. The other alternative is for the Governor to declare the day off for DEO staff.

Action Taken: Motion by Lloyd Reshard and seconded by Steven Harrell to approve adjustment to the Christmas Eve, Christmas Day, New Year's Eve and New Year's Day holiday schedule as indicated above. Motion carried.

CSE STAFF SALARIES

A staff analysis was conducted during September – October and it suggested that a 6% increase would move staff salaries to mid-point range. In accordance with CSE’s policy and due to recent legislation (HB1507) and its intent to promote Board engagement, staff recommended the Board of Directors approve a 6% across the board increase for staff, excluding CSE’s recently promoted, 90-day probationers, and senior leadership team staff. The budgeted increase will amount to less than \$60,000.00. The Department of Economic Opportunity (DEO) staff is not eligible for the increase. It was noted CSE currently has eleven new hires.

Action Taken: Motion by Diane Hatke and seconded by Lloyd Reshard to approve a 6% across the Board increase for CSE staff, excluding recently promoted, 90-day probationers, and senior leadership team staff. Motion carried.

CHIEF EXECUTIVE OFFICER’S REPORT

Dr. McBride reported on the following:

- CSE’s quarterly newsletter has been completed by CSE’s new Marketing Coordinator.
- Board membership – serving as required.
- There are five (5) applicants in the approval process for CSE Board membership.
- Santa Rosa County applicant information submitted to nominating organization for Board of Directors membership.
- Internal Control Questionnaire (ICQ) completed and submitted to the Florida Department of Economic Opportunity (DEO).
- Vocational Rehabilitation co-locating in the Pensacola CSE Career Center.
- CSE Salary Analysis
- Grants approved for two projects: Veterans and At-Risk Families. CSE will serve as the fiscal agent for the Veterans Grant for four regions.
- GED partnership with George Stone Technical Center implemented with two (2) GED instructors on the CSE campus.
- On-boarded Marketing/Outreach Specialist in October.
- Security issues with the Reemployment Assistance (RA) application at both CSE Career Center locations. DEO has made a large investment to correct the system. Due to the demand for assistance in the Pensacola Career Center, three (3) temps from Landrum have been acquired to assist in the resource room. Dr. McBride shared an incident of violence that occurred at one of the workforce local areas. Inquiry was made as to how CareerSource Florida is dealing with security issues. The Department of Economic Opportunity (DEO) now has available a new processing system. There was discussion regarding CSE securing the safety of staff. It was suggested that this information be shared with CSE’s Chief Local Elected Officials (CLEO) as an awareness. Mr. Rhodes will assist Dr. McBride with this.
- Meeting with BRACE, subrecipient of the Hurricane Sally grant, in Marianna, FL to discuss ways to tap into additional dollars. Discussions regarding a buildout plan is in progress with the city and county.
- The USDOL monitoring desk review is scheduled for November 29, 2021.
- The Florida Department of Corrections Memorandum of Understanding (MOU) for case management is in the finalizing process.

CSE has partnered with Opening Doors in the “Fresh Start Basket” project. All were invited to support the project. It was noted there will be a Food Pantry project upcoming.

CSE staff supported a Thanksgiving Food Basket project for program participants.

There being no further business, the meeting adjourned at 5:01 p.m.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa

CareerSource Escarosa
Summary of Expenditures
Nov 30, 2021

	FY 2021 -2022	Total Funds Available	FY 2021-2022	Available Funds	Percent	Award	Percent of Grant	Variance
Programs	Approved Budget	(Released)	Year-To-Date Expenditures	Remaining	Expended	End Date	Completed	
WIOA Adult	757,453	568,090	180,039	388,051	24%	June 2023	21%	-3%
WIOA Dislocated Worker	799,005	799,005	138,123	660,882	17%	June 2022	75%	58%
WIOA Youth	1,010,161	1,010,161	813,863	196,298	81%	June 2022	78%	-3%
WIOA Performance Incentives	120,204	70,119	-	70,119	0%	Feb 2022	75%	75%
COVID-19 National Emergency	254,789	254,789	68,068	186,721	27%	Mar 2022	83%	57%
Supplemental Nutrition Assistance Program	17,057	17,057	16,807	250	99%	Sep 2022	17%	-82%
RESEA	21,808	21,808	21,808	-	100%	Nov 2021	100%	0%
RESEA	50,000	50,000	1,000	49,000	2%	Sep 2022	57%	55%
Welfare Transition Program	988,612	329,538	5,963	323,575	1%	June 2022	22%	22%
Wagner Peyser	236,067	236,067	30,083	205,984	13%	Sep 2022	33%	21%
Military Family Employment Advocacy program	78,832	78,832	17,056	61,776	22%	June 2022	42%	20%
Veterans - DVOP	42,315	42,315	25,807	16,508	61%	Feb 2022	88%	27%
Veterans - LVER	54,880	54,880	28,945	25,935	53%	Feb 2022	88%	35%
Hurricane Sally	1,000,000	1,000,000	224,486	775,514	22%	Sep 2022	63%	40%
Trade Adjustment - Case Management	1,411	1,411	-	1,411	0%	Sep 2022	17%	17%
Trade Adjustment - Training	818	818	-	818	0%	Sep 2022	17%	17%
One Stop Security	58,687	58,687	-	58,687	0%	June 2022	42%	42%
Rapid response	139,545	139,545	26,872	112,673	19%	June 2022	42%	22%
Get There Faster Veterans and Military Spouses	551,078	551,078	0	551,078	0%	June 2023	8%	8%

	Allowed	Actual
Administrative Rate	10.00%	6.80%
Indirect Rate	11.28%	9.14%

Notes to the Financial Statements
Nov 30, 2021

1. Grant Percentage of Year

2. High Variance

3.Administrative and Indirect Rates

On Track

**CareerSource Escarosa Board of Directors
Membership Update**

Member	Representation(s)	Organization
Kathaleen Cole (Escambia)	Business Education and Training Provider- Other	Fortis Institute
Dianne Hatke (Escambia)	Business	Primal Nosh
Michael Johnson (Santa Rosa)	Business	Goldring Gulf Distributing Company
Scott Luth (Escambia)	Business	FloridaWest EDA
Lloyd Reshard (Escambia)	Business	Cognitive Big Data Systems
Steve Rhodes (Santa Rosa)	Business	Florida Light and Power
Anna Weaver (Santa Rosa)	Business	Synovus Bank
*Business Members must represent a majority of the local board		
Tawana Gilbert	Government Representing Vocational Rehabilitation	Florida Department of Education Division of Vocational Rehabilitation
Steven Harrell	Education and Training Provider – Adult Education and Literacy Workforce Community-Based Organization Representing Youth	The School District of Escambia County
Michael Listau	Education and Training Provider – Institution of Higher Education	Pensacola State College
Shannon Ogletree	Government Representative – Economic Development	Santa Rosa Economic Development Council, Inc.
*Not Less than 20% of the members must be representatives of the workforce		
Members Being Considered for Appointment		
Business Representation (Santa Rosa) Jameson K. Cutchens – Gulf Cable, LLC		
Business Representation (Escambia) Laura Hessler – Navy Federal Credit Union		
Business Representation (Escambia) Anthony Eman – Hampton Inn (Pensacola Beach)		
Business Representation (Escambia) Jeffrey Hondorp – West Fraser		
Workforce – Joint Labor Management Apprenticeship Program Michele Kelson – Pensacola Electrical Apprenticeship College		
Required Seats Needing to Be Filled		
2 seats – Workforce Labor Organizations		

PY 2021-2022
CareerSource Escarosa Board of Directors
Meeting Attendance

	PY 2021-2022					
Member's Name	7/29/21	9/16/21	11/18/21	1/20/22	3/17/22	5/19/22
Steve Rhodes	P	P	P			
Tracy Andrews	A					
Kathaleen Cole	P	P	P			
Tawana Gilbert		P	P			
Russell Green	A					
Dianne Hatke	P	P	P			
Steven Harrell	P	P	P			
Michael Johnson	P	A	P			
Michael Listau	P	P	P			
Scott Luth	P	P	A			
Shannon Ogletree	P	P	A			
Lloyd Reshard	A	P	P			
Anna Weaver	P	P	P			
Ex-Officio Members						
Erica Grancagnolo	P	P	A			
Clara Long	A	A	P			