



EXECUTIVE COMMITTEE MEETING

**College of Central Florida
Enterprise Center, Suite 206
Ocala, FL**

<http://careersourceclm.adobeconnect.com/exec12-6-2017>

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Dec. 6, 2017 – 9:30 a.m.

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES – Aug. 30, 2017, Pages 2-3
- D. ACTION ITEMS
 - 1. Lecanto Lease Extension, Page 4
 - 2. YouthBuild Closeout, Page 5
 - 3. Disaster Grant for Evacuees, Pages 6-7
 - 4. Eckerd Budget Update, Pages 8-12
 - 5. Budget and Expenditures, Page 13-19
 - 6. Marion Technical College Program Approvals, Page 20
- E. DISCUSSION ITEMS
- F. STATUS REPORTS
- G. MATTERS FROM THE FLOOR
- H. ADJOURNMENT

**CAREERSOURCE CITRUS LEVY MARION (CSCLM)
Executive Committee Meeting**

MINUTES

DATE: Aug. 30, 2017
PLACE: Enterprise Center, Ocala, FL
TIME: 9:30 a.m.

MEMBERS PRESENT

Kathy Judkins, SECO
Rachel Riley, Citrus Memorial
Becky Magwood, Capital City Bank
Ted Knight, U.S. Marine Corps League
Mike Melfi, CHAMPS

MEMBERS ABSENT

Kevin Cunningham, REMAX
Fred Morgan, IBEW 222

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM

Dale French, CSCLM
Robert Stermer, Board Attorney

CALL TO ORDER

The meeting was called to order by Kathy Judkins, Chair.

ROLL CALL

The roll was called by Kathleen Woodring and a quorum declared present.

ACTION ITEMS

Information below represents the actions taken by the Committee:

1. **Talent Center Software RFP:** Ted Knight made a motion to approve the action. Rachel Riley seconded the motion. Motion carried.
2. **Budget/Funding Update:** Becky Magwood made a motion to approve the action. Mike Melfi seconded the motion. **Motion carried.** The budget was approved and the response to the SNAP funding being cut is eliminating 1 FTE due to reduced funding. Decision on who to lay off will be based on performance and team efforts and not on seniority.

DISCUSSION ITEMS

1. 2017-18 Goals – Organization-wide goals for the coming program year were discussed, including: Expanding the Talent Pipeline video series; better engaging high school youth and graduating seniors; promoting apprenticeship and pre-apprentice programs; expanding targeted populations by increasing external funding; developing better metrics and monitoring for Business Services and Talent Center; review the website and develop a more functional site; expand/transition Ticket to Work performance; improve the presence of business services in Levy County; improve customer satisfaction; and review staffing structure at 14th Street

2. Legislative Issues and Information – Rusty Skinner shared information about the coming Legislating sessions, including funding cuts for Wagner Peyser and WIOA programs. Suggestions from a recent FWDA meeting for a legislative agenda include: develop programs to seek additional WTP funding; seeking amendment to the Florida Grow Fund; supporting general revenue funding for Florida Ready to Work; and seek special funding through a Business and Workforce Competitive Fund concept.

STATUS REPORTS

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned.

APPROVED:



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Lecanto Lease Extension

BACKGROUND:

We currently lease 4 units in Lecanto. We have one unit, 707, whose lease expires this year. The lease on the other three units expires next year. The owner has proposed offering a reduction in rental rates if we extend for 3 years. We came back and offered to extend for 5 years with a further reduction.

The end result is:

- Terminate 707 lease effective December 31, 2017.
- For units 683, 687 and 691, renew with a lower rate (\$4,750 per month) through December 31, 2018 (current rate through December 31, 2017 is \$4,900 per month)
- For those three units, effective January 1, 2019 through December 31, 2023, reduce the monthly rate to \$4,500.

POINTS OF CONSIDERATION:

This allows us to reduce our long term lease costs.
Location is a good location

STAFF RECOMMENDATIONS:

Approve renewing lease with reductions as noted above

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Our first YouthBuild grant has been officially closed out.

BACKGROUND:

- The closeout activities included the incorporation of our Indirect Cost Rate (ICR), which was not in effect when we made the application for the grant. This increased rate of costs raised our final reportable expenditures at the end of the grant period. (Resulting in us getting more money from the grant, \$39,066)
- Prior to incorporating the ICR, our cash match was at 27%, above the 25% requirement of the grant.
- The unplanned consequences of incorporating this ICR and increasing our expenses, left our cash match short of the 25%. We were at the end, short in cash match by \$21,939.76.
- We need to submit the remaining cash match to DOL in the amount of \$21,939.76 from our unrestricted funds.
- Our unrestricted funds have a balance of \$208,260.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve the release of funds from unrestricted to cover the cash match requirements of the YouthBuild grant.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Approval of Disaster Grant for Evacuees of Maria

BACKGROUND:

The Department of Labor(DOL), is releasing disaster funding to assist with both Irma and Maria efforts.

We first submitted a request for \$50,000 for clean-up efforts resulting from hurricane Irma. We reached out to our three counties to inquire as to their participation and need for temporary workers to assist with clean-up. There has not been a need.

We have subsequently updated our response to remove our request for Irma and to include a budget for Maria Evacuees. This grant allows for more than temporary work, but allows for traditional workforce services to assist any evacuees from Puerto Rico in getting established and placed in employment.

At present, the number of evacuees locating to our region is very minimal, but we project that there will be a need in the future.

POINTS OF CONSIDERATION:

We have not received confirmation of the request yet, but wish to have approval to accept and move forward once confirmed. The grant request is for \$213,864.

This will cover staff costs, On the job training, supportive services and educational costs needed to stabilize a job seeker that is re-locating to our region.

STAFF RECOMMENDATIONS:

Recommend approval of the Disaster Grant.

COMMITTEE ACTION:

BOARD ACTION:

LWDB_10__ Budget Request Form

Program Costs	Irma	Irma Cost Detail	Evacuees	Evacuees Cost Detail
Participant Wages				
Participant Fringe Benefits				
Supportive Services			30,000.00	1000.00 per. Clothing, work supplies, tools, gas
NRP			30,000.00	Basic needs and housing @ 1,000 per
Career Services				
Training			5,000.00	ESOL
OJT			28,800.00	Estimated for 5 enrollees
Prog Mgmt & Oversight - Nonadmin				
Case Managers' salaries and benefits			29,167.00	.75 FTE
Supervisor salaries and benefits			7,500.00	.10 FTE
Travel			600.00	
Supplies			5,000.00	Outreach
Shared cost Pools			22,000.00	IT, Business Dev. Facilities
Indirect (programmatic share)			36,355.00	23%
Program Mgmt Subtotal			100,622.00	
Total Program costs	-		194,422.00	
Local Admin (indirect)			19,442.00	10%
Maximum 10%				
Total	-		213,864.00	

Please include a **detailed** explanation of each cost on the line under the category. For example, salary should indicate the salary x 12 months; "other expense" items could include things such as your shared costs; travel may include per diem but describe, i.e. 200 miles per month x .____ per mile x 12 months.



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Eckerd Budget Amendment

BACKGROUND:

A budget amendment to Eckerd's service provider contract is required due to two things:

- Eckerd staff making under \$50K per year received a 2% increase
- Funds need to be added to the contract to implement the YouthBuild grant

POINTS OF CONSIDERATION:

The following amounts were amended:

Formula Youth: Increase \$835.00

Youth Build: Increase \$142,849.00

STAFF RECOMMENDATIONS:

Approve the above funding to be added to the Eckerd service provider contract.

COMMITTEE ACTION:

BOARD ACTION:

Budget/Budget Narrative

	<u>YouthBuild</u>	<u>Youth</u>	<u>Adult</u>	<u>Dislocated</u>	<u>TOTAL</u>
Funding Source – CFDA #s	<u>17.274</u>	<u>17.259</u>	<u>17.258</u>	<u>17.278</u>	
Operating w/o WEX		538,889	15,000	10,000	563,889
Operating WEX		93,825			93,825
Modification 1	55,465	6,465			61,930
Sub Total Operating					719,644
Participant w/o WEX		190,004			190,004
Participant WEX		134,747			134,747
Modification 1	87,384	-5630			81,754
Sub Total Participant					406,505
Total CONTRACT	142,849	958,300	15,000	10,000	1,126,149
Total WEX as % of Allocation					24%

The changes in the budget above listed in the Operating Modification 1 line item includes a 2% staff Cost Of Living Increase effective October 1, 2017. This increase was approved by CSCLM's Chief Executive Officer. The staff increase was made effective for all full-time employees making less than \$50,000.00 per year.

Additional changes in the budget under Operating Modification 1 include salary percentages to be charged to the YouthBuild grant under CFDA# 17.274 as follows. These salary percentages are based on 25% of each staff's annual salary.

Modification 1 Participant Costs are being modified to reflect additional funds received from the YouthBuild grant. Participant funds are based on grant start up and carrying costs through June 30, 2018. The budgets listed below also include reallocation of existing unused funds to cover additional expenses such as the Success Mentor position. Total modification for additional funding is: \$143,684.00.

Program Name: Eckerd Youth Alternatives Inc.					
PY 2017-2018 BUDGET DETAIL/JUSTIFICATION					
Cost Description	COA	COA Title	Unit Cost	Units	Program Costs
OPERATING - Staffing Costs					
Salaries and Wages	5000				397,108
Staff Performance Incentive Potential					15,600
Fringe, Taxes & Insurances	5040-5060		0.306666		126,563
Total Staffing					539,272
Operating - OTHER Costs					
Staff Conferences/Training	5105	Training, Conferences, Mtgs - External	7500	1	7,500
Internal Training (Eckerd U)	5110	Training, Conferences, Mtgs - Internal	12	102	1,229

Staff Supplies	6000	Misc Office	200	12	2,400
Postage	6005	Postage	50	12	600
Misc. Operating	6065	Operating WEX App	85	40	3,400
Software Licensing	6095	Licensing Fees	225	13	2,925
Staff Travel	6105	Mileage	19755.96	0.44	8,693
Staff Cell Phones	6270	Cell Phone	500	12	6,000
Copy/Print	6730	Printing and Copying (outside printer: e.g. kinkos)	500	2	1,000
Advertising/Outreach	6735	Advertising - Client	500	2	1,000
General Liability					7,200
Total Operating - OTHER					41,947
Participant Client Services					
Participant Food	6480	Client Food	700	1	700
Transportation	6485	Client Transportation	400	125	50,000
Work Experience	6505	Work Experience Wages	2550	40	102,000
Work Experience Fees	6510	Work Experience Taxes and Fees			-
Work Experience Backgrounds	6510	Work Experience Backgrounds	150	12	1,800
Credential Exam Fees	6525	Client Credential Certification	100	150	15,000
Adult Education Tuition	6530	Client Tuition	610	28	17,080
	6530	Client Tuition	1250	6	7,500
TABE Test Materials	6535	Client Testing Fees	200	2	400
Participant Supplies	6545	Client Training Materials	500	4	2,000
Instructional Related Costs (Books)	6545	Client Training Materials	75	6	450
Participant Drug Tests	6545	Client Training Materials	75	8	600
	6585	Client Incentives - Other	650	105	68,250
	6585	Client Incentives - Other	4075.5	1	4,076
Emergency Assistance	6590	Client Allowances	300	14	4,200
Awards/Events	6590	Client Allowances	150	2	300
Childcare	6660	Client Child Care	168	13	2,184
Total Client Services					298,320
Subtotal					879,538
Indirect Cost			8.86%		77,926
Total Contract Value					957,464

Program Name: Eckerd Youth Alternatives Inc.

PY 2017-2018 BUDGET MODIFICATION

Cost Description	Unit Cost	Units	Program Costs	
Salaries and Wages			407,159	Added Success Mentor
Staff Performance Incentive Potential			15,600	
Fringe, Taxes & Insurances			124,515	
Total Staffing			547,274	
Staff Conferences/Training			5,625	
Internal Training (Eckerd U)			1,341	
Staff Supplies			1,800	
Postage			693	
Misc. Operating			2,759	
Software Licensing			6,417	
Staff Travel			7,032	
Staff Cell Phones			6,000	
Copy/Print			716	
Advertising/Outreach			1,000	
General Liability			6,708	
Total Operating - OTHER			40,092	
Participant Food			700	
Transportation			43,060	
Work Experience			102,000	
Work Experience Fees			21,780	
Work Experience Backgrounds			1,458	
Credential Exam Fees			15,000	
Adult Education Tuition			24,580	
TABE Test Materials			400	
Participant Supplies			3,901	
Instructional Related Costs (Books)			450	
Participant Drug Tests			600	
Client Incentives - Other			67,576	
Client Incentives - Other			2,800	
Emergency Assistance			6,150	
Awards/Events			300	

Childcare			2,184	
Total Client Services			292,939	
Subtotal			880,305	
Indirect Cost			77,995	
Total Contract Value			958,300	

YouthBuild Breakdown	
LINE ITEM	BUDGET
Grey, Kimberly -Program Manager	\$9,250.80
Colon, Heaven -Lead Career Coach	\$7,187.70
Schulze, Michele -Workforce Development Specialist	\$7,222.80
STAFF SALARY TOTAL	\$23,661.30
STAFF FRINGE BENEFIT TOTAL	\$6,566.83
STAFF COST TOTAL	\$30,228.13
OPERATING	
Training, Conferences & Meetings Internal	\$81.00
Liability Insurance	\$930.00
Subcontracted Services (Construction Foreman) \$16.50/hour plus taxes/fees	\$19,712.00
OPERATING COST TOTAL	\$20,723.00
SUPPORT SERVICES	
Client Transportation	\$2,400.00
Credentials: Forklift/OSHA Training/AHLEI/NRF/PACT	\$6,312.00
HBI License/start-up/books	\$7,500.00
Stipends/Incentives	\$56,500.00
Tools (Airgas)	\$1,320.00
Challenge Course/Awards	\$2,000.00
Client Clothing	\$1,440.00
Non Employee Drug Screening	\$800.00
Client Child Care	\$2,000.00
SUPPORT SERVICE TOTAL	\$80,272.00
SUB-TOTAL	\$131,223.13
INDIRECT (8.86%)	\$11,626.37
CONTRACT TOTAL	\$142,849.50



RECORD OF ACTION/APPROVAL

Executive Committee – 12/6/17

TOPIC/ISSUE:

2017 revised budget (attachments 1 & 2) and October 31, 2017 budget/expenditures reports (attachments 3 & 4).

BACKGROUND:

POINTS OF CONSIDERATION:

2017 revised budget added the following new grants :

- Cooperative Outreach Program
- Sector Strategies-Bridge to Skilled Trades
- Vocational Rehab
- Homeless Veterans (HVRP)
- Youth Build

STAFF RECOMMENDATIONS:

Approve 2017 Revised Budget and October 31, 2017 budget/expenditures reports

COMMITTEE ACTION:

BOARD ACTION:

ATTACHMENT 1																				
BUDGET - CSCLM																				
PY 2017(JULY 2017 - JUNE 2018)																				
	ADULT	YOUTH	TAA	DISL WORKER	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	UC	WTP	SNAP	SECTOR NEG	RURAL	VETS HVRP	YOUTH BUILD	BRIDGE SKILLED	OUTREACH	RWB 6	REA	UN-RESTR	TOTAL
REVENUE																				
P.Y. 2017 CONTRACTS	1,276,156	1,232,299	8,215	1,092,998	15,800	168,415	41,009	30,238	1,622,312	239,075	167,009	34,483	189,070	299,738	543,442	38,629	6,135	51,039	-	7,056,062
CARRYFORWARD	2,186	659,118	29,094	568,247	-	68,793	-	-	-	-	-	-	-	-	-	-	-	45,364	186,320	1,559,122
WIOA SUPP. 2016	175,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INCENTIVES	-	-	-	-	-	118,700	-	-	-	-	-	-	-	-	-	-	-	-	-	118,700
TRANSFER	960,000	-	-	(960,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	2,413,992	1,891,417	37,309	701,245	15,800	385,908	41,009	30,238	1,622,312	239,075	167,009	34,483	189,070	299,738	543,442	38,629	6,135	96,403	186,320	8,733,884
EXPENDITURES																				
TOTAL ITA	32%																			
TRAINING:																				
ITA %	32%			35%																
ITA TRAINING	260,000	-	22,148	26,500	-	-	-	-	-	-	54,300	-	-	-	-	-	-	-	-	362,848
Q.IT	65,000	-	-	10,000	-	-	-	-	-	-	45,000	-	-	-	-	-	-	-	-	120,000
EMPLOYED WORKER	45,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,000
INTERNSHIPS	24,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,500
ECKERD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRAINING STAFF	272,481	-	-	136,240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	408,721
TOTAL TRAINING	666,981	-	22,148	172,740	-	-	-	-	-	-	99,300	-	-	-	-	-	-	-	-	961,169
OPERATING:																				
SUPPORTIVE SVS.	30,000	324,751	-	7,000	-	-	-	-	85,000	-	-	-	72,126	81,824	307,401	-	-	-	-	908,102
DIRECT CHARGE (STAFF)	23,000	-	-	12,000	1,000	-	-	20,508	577,390	96,350	13,000	-	70,483	-	98,203	-	-	36,270	-	948,203
ECKERD	15,000	639,179	-	10,000	-	-	-	-	-	-	-	-	-	55,465	-	-	-	-	-	719,644
DEO STAFF TRAVEL	-	-	-	-	-	15,000	600	-	-	-	-	-	-	-	-	-	-	-	-	15,600
OPERATING	-	40,000	-	-	-	193,461	20,551	-	20,000	-	-	14,536	-	-	3,000	31,406	-	-	-	322,954
TOTAL OPERATING	68,000	1,003,930	-	29,000	1,000	208,461	21,151	20,508	682,390	96,350	13,000	14,536	142,809	137,289	408,604	31,406	-	36,270	-	2,914,503
PROGRAM SUPPORT:																				
FACILITIES	40,550	4,724	9,202	39,937	184	43,924	9,202	3,742	67,788	9,447	123	-	6,073	3,497	9,263	-	6,135	9,263	-	263,054
PROGRAM	76,648	129,291	-	20,493	92	20,958	1,936	-	25,060	8,819	1,190	1,330	6,553	12,566	-	-	-	3,320	-	308,256
INFORMATION TECHNOLOGY	47,660	74,961	-	11,739	52	11,180	1,109	825	14,355	5,052	682	762	7,198	-	-	-	-	1,902	-	176,576
OUTREACH	42,124	65,458	-	10,375	46	10,611	980	-	31,622	4,465	602	674	-	6,362	-	-	-	1,681	-	175,000
BUSINESS	360,762	-	-	61,301	274	-	-	-	186,840	26,381	3,559	3,980	-	37,590	-	-	-	9,931	-	690,618
SELF SERVICES	373,411	-	-	63,450	283	-	-	-	193,391	27,306	3,684	4,120	-	38,908	-	-	-	10,279	-	714,832
CAREER SERVICES	227,206	-	-	43,295	193	-	-	-	131,960	18,632	2,514	2,811	-	26,549	27,590	-	-	7,014	-	487,764
TOTAL PROGRAM SUPPORT	1,168,360	273,533	9,202	250,590	1,125	86,672	13,227	4,567	651,016	100,101	12,354	13,677	12,626	132,670	36,854	-	6,135	43,389	-	2,816,099
TOTAL EXPENDITURES	1,903,341	1,277,463	31,350	452,330	2,125	295,133	34,378	25,075	1,333,405	196,451	124,654	28,213	155,235	269,959	445,458	31,406	-	79,659	-	6,691,771
ADMIN POOL	228,970	40,754	3,285	51,812	249	33,507	3,656	2,846	159,286	23,500	15,267	3,457	18,654	16,418	54,023	3,848	-	9,201	-	668,733
GENERAL POOL	186,328	33,164	2,673	42,163	203	27,267	2,975	2,316	129,621	19,124	12,423	2,813	15,180	13,361	43,962	3,132	-	7,487	-	544,192
TOTAL INDIRECT COST RATE	415,299	73,918	5,958	93,975	452	60,775	6,631	5,162	288,907	42,624	27,690	6,270	33,834	29,779	97,984	6,980	-	16,688	-	1,212,926
BALANCE	95,352	540,035	1	154,941	13,223	0	(0)	0	0	14,665	0	0	(0)	0	243	0	56	186,320	-	829,187
INDIRECT RATE CALCULATION																				
DIRECT TOTAL COSTS	1,903,341	1,277,463	31,350	452,330	2,125	295,133	34,378	25,075	1,333,405	196,451	124,654	28,213	155,235	269,959	445,458	31,406	-	79,659	-	6,685,637
LESS: LEASES	(20,099)	(2,331)	(4,541)	(19,706)	(91)	(21,674)	(4,541)	(1,847)	(33,450)	(4,662)	(61)	-	(2,997)	(1,729)	-	(4,571)	-	(4,571)	-	(126,779)
SUBWARD (ECKERDS)	(14,667)	(942,533)	-	(9,778)	-	-	-	-	-	-	-	-	-	(134,241)	-	-	-	-	-	(1,101,219)
TOTAL MTDC	1,868,665	332,600	26,809	422,845	2,034	273,459	29,837	23,229	1,299,955	191,789	124,594	28,213	152,239	133,992	445,458	26,835	-	75,088	-	5,457,642

ATTACHMENT 2		
FUNCTIONAL BUDGET		
PY 2017		
7/1/2017-6/30/2018		
Direct charge staff	948,203	
Supportive/Special Svs./Operating/DEO staff trv	840,081	
50% ITA	362,948	
OJT	120,000	
Training staff	408,721	
Internships	24,500	
Employed worker	45,000	
Eckerd contract	719,644	
Eckerd participant	406,575	
Carryforward	829,187	
Overhead	2,816,099	
Indirect Costs	<u>1,212,926</u>	
Total Budget	8,733,884	-

ATTACHMENT 3						
EXPENDITURES SUMMARY 7/1-10/31/17						
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA
ADULT	9FITA	295,000	109,125.35	185,874.65	37%	
	99OJT	65,000	3,213.64	61,786.36	5%	
	Empl wkr	45,000	5,471.50	39,528.50	12%	
	Internships	24,500	-	24,500.00	0%	
	Training staff	402,000	92,327.61	309,672.39	23%	
	Eckerd	15,000	2,768.77	12,231.23	18%	
	Sup Svs./Operating	30,000	3,707.47	26,292.53	12%	
	Staff	25,000	266.37	24,733.63	1%	
	Admin	285,231	62,961.01	222,269.99	22%	
	General	287,607	69,478.52	218,128.48	24%	
	Overhead	1,067,186	287,999.92	779,186.08	27%	
	Facilities	35,763	16,052.61	19,710.39	45%	
	Unobligated	12,925	0	12,925.00	0%	
		2,590,212	653,372.77	1,936,839.23	25%	36%
DW	ITA	26,500	-	26,500.00	0%	
	OJT	10,000	-	10,000.00	0%	
	Training staff	98,000	90,963.27	7,036.73	93%	
	Sup Svs./Operating	7,000	2.99	6,997.01	0%	
	Direct Charge Staff	10,000	315.81	9,684.19	3%	
	Eckerd	10,000	1,274.36	8,725.64	13%	
	Admin	56,394	32,969.78	23,424.22	58%	
	General	56,864	36,383.40	20,480.60	64%	
	Overhead	209,802	164,417.47	45,384.53	78%	
	Facilities	35,043	15,814.80	19,228.20	45%	
	Unobligated	1,400	-	1,400.00	0%	
		521,003	342,141.88	178,861.12	66%	30%
RURAL	OPERATING	34,483	-	34,483.00	0%	
WP	Operating	182,500	84,579.95	97,920.05	46%	
	Admin	46,126	15,631.16	30,494.84	34%	
	General	46,511	17,249.55	29,261.45	37%	
	Overhead	68,598	26,297.50	42,300.50	38%	
	Facilities	91,825	17,384.38	74,440.62	19%	
	DEO staff trv	15,000	1,068.85	13,931.15	7%	
	Unobligated	140	-	140.00	0%	
		450,700	162,211.39	288,488.61	36%	
SNAP	Admin	18,303	4,753.19	13,549.81	26%	
	General	18,456	5,245.45	13,210.55	28%	
	Overhead	62,740	21,742.33	40,997.67	35%	
	Facilities	20,240	3,733.72	16,506.28	18%	
	Staff	53,000	13,851.35	39,148.65	26%	
	Unobligated	1,335	-	1,335.00	0%	
		174,074	49,326.04	124,747.96	28%	
WTP	Sup. Svs. /Operating	100,006	8,280.96	91,725.04	8%	

EXPENDITURES SUMMARY 7/1-10/31/17						
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA
	Admin	177,915	40,492.61	137,422.39	23%	
	General	179,397	44,686.36	134,710.64	25%	
	Overhead	651,090	185,223.67	465,866.33	28%	
	Facilities	55,348	23,591.39	31,756.61	43%	
	Staff	450,000	117,935.86	332,064.14	26%	
	Unobligated	8,555	-	8,555.00	0%	
		1,622,311	420,210.85	972,952.72	26%	
DVOP	Admin	2,129	571.19	1,557.81	27%	
	General	2,147	630.33	1,516.67	29%	
	Overhead	1,183	697.50	485.50	59%	
	Facilities	17,751	3,638.59	14,112.41	20%	
	DEO staff trv	600	178.00	422.00	30%	
	Operating	3,400	211.86	3,188.14	6%	
	Unobligated	13,799	-	13,799.00	0%	
		41,009	5,927.47	35,081.53	14%	
UC	Admin	3,594	920.73	2,673.27	26%	
	General	3,624	1,016.09	2,607.91	28%	
	Overhead	2,033	-	2,033.00	0%	
	Facilities	4,716	1,498.24	3,217.76	32%	
	Staff	20,297	6,119.76	14,177.24	30%	
	Unobligated	34	-	34.00	0%	
		34,298	9,554.82	24,743.18	28%	
TAA	Training	20,970	20,970.00	-	100%	
	Admin/Indirect	5,188	6,256.43	(1,068.43)	121%	
	Facilities	988	3,638.59	(2,650.59)	368%	
	Unobligated	3	-	3.00	0%	
		27,149	30,865.02	(3,716.02)	114%	
UNRESTR	Operating	68,347	16,233.44	52,113.56	24%	
RWB 6	Operating	4,782	-	4,782.00	0%	
YTH	Admin	52,519	8,503.02	44,015.98	16%	
	General	52,956	9,383.40	43,572.60	18%	
	Eckerds	632,714	227,778.66	404,935.34	36%	
	Eckerds participant	324,751	46,819.35	277,931.65	14%	
	Overhead	295,059	48,605.74	246,453.26	16%	
	Facilities	6,812	1,987.01	4,824.99	29%	
	Operating	40,000	4,116.41	35,883.59	10%	
	Unobligated	433,173	-	433,173.00	0%	
		1,837,984	347,193.59	1,490,790.41	19%	
REA	Admin	9,532	5,003.16	4,528.84	52%	
	General	9,611	5,497.35	4,113.65	57%	
	Overhead	31,220	19,595.57	11,624.43	63%	

EXPENDITURES SUMMARY 7/1-10/31/17						
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA
	Facilities	15,524	3,686.16	11,837.84	24%	
	Staff	26,373	17,913.64	8,459.36	68%	
	Unobligated	4,144	-	4,144.00	0%	
		96,404	51,695.88	44,708.12	54%	
SECTOR NEG	Operating/ITA Trng	100,800	7,854.00	92,946.00	8%	
	Admin	18,684	2,228.14	16,455.86	12%	
	General	18,839	2,458.84	16,380.16	13%	
	Overhead	15,389	10,191.98	5,197.02	66%	
	Facilities	131	47.56	83.44	36%	
	Staff	13,000	341.90	12,658.10	3%	
	Unobligated	165	-	165.00	0%	
		167,008	23,122.42	143,885.58	14%	
TOTAL		7,669,764	2,111,855.57	5,328,761.00	28%	34%

ATTACHMENT 4					
FUNCTIONAL BUDGET/EXPENDITURE					
PY 2017					
7/1/2017-10/31/17					
	Budget	Expenditures	Balance	% Spent	50% Trng (exp.)
Direct charge staff	597,670	156,744.69	440,925.31	26%	
Supportive/Special Svs./Operating/DEO staff trv	378,506	147,203.93	231,302.07	39%	
50% ITA	398,270	109,125.35	289,144.65	27%	
OJT	120,000	3,213.64	116,786.36	3%	
Training staff	500,000	183,290.88	316,709.12	37%	
Internships	24,500	-	24,500.00	0%	
Employed worker	45,000	5,471.50	39,528.50	12%	
Eckerd contract	657,714	231,821.79	425,892.21	35%	
Eckerd participant	324,751	46,819.35	277,931.65	14%	
Carryforward	578,504	0	578,504.16	0%	
Overhead	2,693,222	855,844.73	1,837,377.27	32%	
Indirect Costs	<u>1,351,628</u>	<u>372,319.71</u>	<u>979,308.29</u>	<u>28%</u>	
Total Budget	7,669,765	2,111,855.57	5,557,909.59	28%	34%



RECORD OF ACTION/APPROVAL

TOPIC/ISSUE:

Program approvals for Marion Technical College

BACKGROUND:

Marion Technical College has submitted an application for initial eligibility for three new programs they wish to add to our Area Targeted Occupation List (ATOL). The programs include:

- Medical Clinical Lab Technician
- Phlebotomy
- Medical Coder/Biller

POINTS OF CONSIDERATION:

Pursuant to local policy *OPS-28 Area Targeted Occupation List and Training Provider Selection* the approval of the programs will be based on several sets of criteria – primarily performance based on enrollments, completions and employment after training. Programs that are approved for initial inclusion on our ATOL will be reviewed for performance at the end of the first year they are offered. All provider programs are slated for performance review in May 2018 and will require re-application by each provider prior to June 30, 2018 to be included on the ATOL.

STAFF RECOMMENDATIONS:

Approve the following programs for addition to our Area Targeted Occupation List based on performance (each program listed meets at least one of the local eligibility criteria for approval):

- Phlebotomy – 85% completion rate, 65% employment after training
- Medical Clinical Lab Technician – 78% completion rate, 83% employment rate after training
- Medical Coder/Biller – 100% completion rate, 100% employment rate after training

COMMITTEE ACTION:

BOARD ACTION: