



RECORD OF ACTION/APPROVAL

Board Meeting – December 11, 2019 Special Executive Committee - December 11, 2019

TOPIC/ISSUE:

Assistance to Alachua County and CareerSource North Central Florida (CSNCFL)

BACKGROUND:

On Wednesday, November 27, we were contacted by Sr. County Attorney Dave Forziano of Alachua County seeking assistance as their Administrative Entity (AE) had provided a notice of termination of their contract effective December 6, 2019. That date has since been amended to December 13, 2019.

On December 2, we received a formal request from the Chair of the BOCC for Alachua County. The item was discussed at our Executive Committee on December 3 and staff was requested to meet with representatives of Alachua County and CSNCFL. That meeting was held on Friday, December 6th.

Since the initial, informal request, staff has been coordinating with the County, DEO and CSF regarding the request. On Friday, we were provided a transition plan developed by the current AE (Attached) and provided a request for information, updated version attached. We have also prepared a conceptual approach to the support (attached) and an initial interim budget. The initial interim budget is designed to carry operational support through January 31, 2020 at which time a more informed program of work and budget through June 30, 2020 can be developed.

DEO and CSF sent a letter requesting that we assist Alachua County. The letter also provides a pledge for initial funding (for the period December 13, 2019 through January 31, 2020) that will enable us to support Alachua County and CSNCFL until such time as we can negotiate and sign a contract to cover February 1- June 30, 2020.

The proposed contract will be between CLM and Alachua County on behalf of CSNCFL.

Attached is a draft initial interim AE budget. It calls for us to contract with CareerSource North East Florida to provide IT management services and provide transition services to James Moore IT. That cost, for two months is \$9,000. This contract will provide transitional IT services needed to make sure there are few, if any, IT lapses.

POINTS OF CONSIDERATION:

See attached information

STAFF RECOMMENDATIONS:

Recommend approval to:

- Support CSNCFL with Contract through Alachua County;
- Submit conceptual plan and budget to Alachua County, CSNCFL; DEO and CSF
- Approval to contract with CareerSource Northeast Florida to provide IT services to support transition to James Moore
- Approve Executive Committee to act on other implementing matters/contracts until full contract with the County is negotiated, with DEO approval.

COMMITTEE ACTION:

Ted Knight approved moving forward with the staff recommendations outlined on the Action Sheet. The motion was amended to state that the contract with Alachua County be defined for a period ending on June 30, 2020, then be reviewed for a potential extension and that the contract contain language that CareerSource CLM is only responsible for services going forward and will bear no responsibility for past activities of the administrative entity. Pete Beasley seconded the motion with stated amendments. Motion carried.

BOARD ACTION:

Initial Operating Conceptual Approach for
CSNCFL

CareerSource CLM proposes the following approach:

- Executive Staff to the Board provided by CSCLM- Contract with Alachua County
 - Rusty Skinner- Interim ED
 - Kathleen Woodring- Interim EVP
 - COO – Recommendation: COO should be second hire during the transition. CLM can provide draft job description; estimated salary \$60,000 plus benefits
- Full Financial Services- James Moore
 - Discussions underway as to whether the CSNCFL Board or CSCLM will contract
 - Recommendation: CSNCFL should hire a CFO during the transition, as soon as possible. CLM can provide a draft job description; estimated salary \$80,000 plus benefits
- IT Services- James Moore IT- Direct contract with the CSNCFL Board
 - Transition approach includes using contract staff familiar with EF and all DEO systems and requirements (Contract with the Interim AE)
 - Recommendation: CSNCFL should hire an IT Systems Administrator during the transition; CLM can provide draft job description; estimated salary \$50,000 plus benefits
- Board Administration/Facilities
 - Executive Staff (above)
 - Staff hired through staffing agency, whose contract is with CSNCFL, but assigned to CSCLM for daily management direction and supervision
- Quality Assurance/Monitoring
 - TBD once CSCLM reviews operations and most recent reports
- Communications
 - See Board Administration/Facilities

It is anticipated that more decisions regarding staffing approach will be made once the ongoing DEO Monitoring report is received and reviewed.

Staff also contingent upon existing FMS staff that submit interest letter and resume for review by CSCLM

After discussion regarding recruitment, it is recommended that CLM work with CSNCFL to establish itself as an employer of the staff, or, in the interim, use the services of a staffing firm while it is doing so. The position of Director of Finance, as well as the

other top positions, will require the employment security lacking with the use of a staffing firm.

NOTE: Staffing pay ranges based upon CSCLM HR Consultant recommendations.

Proposed Initial Interim Administrative Entity Budget
 December 13, 2019- January 31, 2020 (7 weeks)

Executive Staff/ Board Administration

Name/Position	Weeks	Hours/Wk	Rate#	Total
Rusty Skinner	7	10	\$ 80.42	\$ 5,629.40
Kathleen Woodring	7	10	\$ 66.02	\$ 4,621.40
Cira Schnettler- Adm Support *	7	10	\$ 45.80	\$ 3,205.65
Dale French- Direct Provider/ contracts/RSO	7	10	\$ 55.37	\$ 3,875.90
Cory Weaver-Performance management /Reports	7	4	\$ 41.01	\$ 1,148.28

Finance

James Moore-Direct contract with
CSNCFL

IT

Transition Services Contract	8		\$1,125.00	\$ 9,000.00
James Moore- Direct Contract wit CSNCFL	8			

Annual Plan

TPMA- Direct Contract with CSNCFL
Initial cost estimate through Jan 3 not included in CLM Budget request

\$8,000.00

Facilities Maintenance

Direct Contract with CSNCFL

Communications

TBD

Travel

Gainesville/Starke mileage 1,200 miles \$ 534.00

Total \$28,014.63

Indirect Cost Rate 25.95% \$ 7,270.00

Overhead 38.15% \$10,688.00

Total Funding Request **\$45,973.00**

Rate# - includes fringe benefits

* hourly staff compensation at 1.5 times base

Staff will have separate times codes for CSNCFL hours; travel will be recorded on separate mileage forms

Information or items needed

1. Current board member roster (if the roster on the board's website is not current) and board member files including listing of current conflicts of interest for all members
2. Bulleted summary of the Duties under the current AE contract
 - a. Broken out by major duty, i.e. Financial Services
 - i. Subset breakout: Duties performed by FMS/PCG or Contracted, with name and contact of contracted providers
3. Inventory lists by location including FAINs, if applicable (including intellectual property)
 - a. DEO Grant Federally reportable property- \$5,000 or more in initial cost
 - b. US DOL Direct Grant Federally reportable property- \$5,000 or more in initial cost
 - c. Non-federally reportable items- i.e., durable furniture, other such items
4. List of personal technology equipment, such as laptops, projectors, cell phones, etc. and staff assigned the items
5. Copies of contract procedures for contracts such as OJT, IWT, Opportunity Quest, or other customized training
6. Information on contact person for each service contract: DWS, two chambers, and CIS.
7. Organization Chart for both FMS contracts with CSNCFL, by function
 - a. Salary information would be helpful
 - b. Name of staff and job descriptions, if possible
 - c. Absent this information CLM will use its job descriptions and salary ranges as basis
 - d. Short description on how business services are delivered, to include, the delineation of duties between FMS staff, the two chambers and the OSO.
8. Chair/Vice Chair of CSNCFL to advise all FMS Staff that a contingency plan is being developed and if they are interested in working with the interim AE, if engaged, to submit their resume and letter of interest.
 - a. Chair/Vice Chair should forward these to CSCLM
9. Copies of all Board policies and AE policies that affect the operations of CSNCFL and its compliance with federal and state requirements
 - a. Information on program-related processes managed by, or that require approval by, FMS staff, i.e. ITA approvals
10. Copies of the four most recent full board meeting packages and minutes (if not available online)
11. Copies of the past 2 years of internal monitoring reports completed by FMS staff, OSO, and/or consultant

12. Copies of all active non-pass through grants (federal direct, foundation, etc.), original and any modifications or renewals

- a. Short description on how services are delivered, i.e. by FMS staff, contractor or both
- b. Contact information for any contractor

13. Copies of any active special state grants, i.e. sector, apprenticeship

- a. Short description on how services are delivered, i.e. by FMS staff, contractor or both
- b. Contact information for any contractor

14. Financial

a. What is the Financial System used by FMS? Is it a custom system or can it be transferred to the Interim AE and James Moore?

b. Status of Indirect Cost Plan for CSNCFL

c. List of approved but unpaid invoices

d. List of unapproved and unpaid invoices

e. Financial overview by NFA

i. Total Amount of Active NFA

ii. Total Drawdowns to date

iii. Total Payables by NFA

iv. Balances remaining

f. Copies of last two months of all bank statements (federal direct funds, DEO funds, operating, unrestricted, etc.) and bank reconciliations

g. Cost allocation plan and methodologies including detailed desk procedures of this process

h. Current listing of outstanding checks for each bank account (if not already provided in the bank reconciliation)

15. Who is the Quality Assurance provider?

a. What QA services does FMS provide

16. Who is the Communications Provider

a. Please provide a copy of the contract/agreement

17. Provide a list of maintenance companies by lease location and contact information

18. Copies of all contracts/subcontracts for grants/operations in current fiscal year

19. Copies of all leases, including the FMS lease on Hawthorne Road

20. Copies of the most recent operational reports submitted by contractors (specifically the OSO and the two chamber of commerce)

21. Copy of the last approved CSNCFL Annual Plan

22. Copy of the most recent CSNCFL By-Laws (if updated since March 2017)

23. Copy of the most recent budget and YTD expenditure report

24. Name(s) of required or authorized signatories for banking transactions for each bank and investment account
25. Up-to-date balance on any non-federal and unrestricted funds available for use by the Board.
26. Access to data, servers, and back-ups of board related activities including copies of all files (including archived files) created electronically and originals of any documents that are only available in hard-copy
27. Listing (including location and names of people with access and name of vendor/person who controls access to the information) of all information systems or websites accessed on behalf of the board (including but not limited to bank accounts; utilities; internet, cellular phone, or other telecommunication systems; supplies; accounting systems; programmatic systems; federal grant, reporting, or cash draw down systems; leases; internet accounts including all public and private documents stored on sites such as Google Drive, Sharepoint, Onedrive, etc.; location of backups for servers, emails, cell phone records, or any other systems that store information created on behalf of or used for the board's business; websites owned by or operated on behalf the board; any other website that would be used to obtain vendor statements, make payments, receive information, send or receive invoices or funds)
28. Most recent board audit (draft acceptable if available)
29. Listing of proprietary information/systems created, housed, or accessed solely by FMS/PCG on behalf of the board that is owned by the board or bought with US DOL direct funds, DEO provided funds, or board's unrestricted funds
30. Transfer of CSNCFL Website to CSNCFL ownership
 - a. Information about all codes/software used to develop and operate the website
31. Listing of any pending litigation or issues involving internal or outside counsel and the status of these issues
32. Listing currently open/ongoing audits, monitoring, or other style research or reports performed by organizations other than DEO and description of any pending issues.
33. Current or latest inventory (including location) of all prepaid VISA/gas cards
34. Listing and copy of all capital and operating leases with vendor name, payment amount, frequency of payment, beginning date of lease, end date of lease, description of lease, optional renewal periods, and location of equipment/property of lease
35. Listing and copy of contracts that are currently in draft or negotiations that have not been executed.
36. Listing of other revenues sources (investment income, unrestricted income, etc.) and balance of current accounts receivable balance other than grants receivable

37. Listing of all events, meetings, and trainings including board meetings that have been scheduled that have not yet occurred and the outstanding items to prepare for the events/meetings (if the event will occur within the next 3 months)
38. Listing of all active board insurance policies and the associated declaration page
39. Listing and copies of all active debt agreements such as promissory notes, lines of credit, etc.
40. Information on available office space/work areas for interim AE and any assisting staff
41. Information on the current AE's office location and operating hours
42. Information on the current operating hours for each career center
43. Copy of the contract between FMS and James Moore or at the least the specific roles, responsibilities, and deliverables of James Moore when performing services for CSNCFL

Please provide the above information tabbed or otherwise organized by numbered request.

Proposed Approach to Services

The suggested approach will be to establish an administrative entity plan that can easily transition to the delivery model ultimately agree upon by the Counties and CSNCFL.

To accomplish this, we propose expanding the roles of any FMS contractor that provides suitable information and, in the opinion of the CSCLM Executive team, will be an appropriate provider. To move on this we will need the following from each contractor wishing to continue and who, in the opinion of the CSNCFL Board chair and appropriate county representative, is acceptable to them.

1. Copy of their existing contract with FMS
2. Details on staff involved in services delivery (organizational chart and percentage of time spent on the contract)

It is proposed that the Board utilize the contractor that recently completed their strategic plan, Thomas P. Miller and Associates (TPMA) to perform all necessary steps to prepare and submit their Annual Plan, due to DEO and CSF on March 16, 2020. CSCLM will work with TPMA to facilitate the submittal. TPMA has been provided with the state's Annual Plan Instructions in order for them to determine if they can assist and prepare a quote. The last approved Annual Plan will be used to facilitate the Annual Plan submission.

Any staff required, unless CLM staff, which will be kept to a minimum, should be hired through a contract with a staffing/staff leasing firm contracted by the board and assigned to CSCLM for daily management. CSCLM will be ultimately responsible for staff selection.

The proposed contract will need to be between CSCLM and Alachua County, but direct CSCLM to provide support as Interim AE to the CSNCFL Board under an approved plan and budget.



Alachua County Board of County Commissioners

Robert Hutchinson, *Chair*
Mike Byerly, *Vice Chair*
Charles S. Chestnut, IV
Ken Cornell
Marihelen Wheeler

Administration
Michele L. Lieberman
County Manager

Via Email: rskinner@careersourceclm.com

December 3, 2019

Rachel M. Riley, Chair
Citrus Levy Marion Local Workforce Development Board
CareerSource Citrus Levy Marion
c/o Mr. Rusty Skinner, Chief Executive Officer

RE: Request for Emergency Interim Administrative Entity Services

Dear Chair Riley,

I am writing to ask your assistance on behalf of Local Workforce Development Board No. 9, d/b/a CareerSource North Central Florida. Currently, all of its staffing is provided via two administrative services contracts with Focused Management Solutions ("FMS"). Unfortunately, FMS has just recently notified us that they will be terminating all AE services effective December 6, 2019. Without such services, we are concerned that there may be an interruption of services to our community's job seekers and local businesses alike. Therefore, I am writing to request that your Board consider entering into an emergency contract through which your staff would provide interim AE services to CareerSource North Central Florida in an effort to avoid service interruptions.

We have discussed this approach with representatives from our partner in creating CareerSource North Central Florida, Bradford County, and with representatives from the Department of Economic Opportunity, and both have indicated their approval.

Services may be interrupted as early as this Friday, December 6. I understand that you have a previously scheduled executive committee meeting of your Board on December 4, 2019. As time is of the essence, I would respectfully request that you consider this proposal at that meeting. We are available to attend your meeting and answer any questions your Board may have, if that would be helpful. Thank you for your time and consideration as we work to avoid interruption of these important services to the job seekers and business of Alachua and Bradford Counties.

Sincerely,

Robert Hutchinson, Chair
Chr20.017

cc: Distribution List Attached

Distribution List:

Alachua County Board of County Commissioners

Michele Lieberman, County Manager

Tommy Crosby, Assistant County Manager

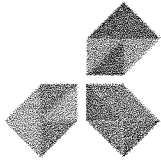
Sylvia Torres, Alachua County Attorney

David Forziano, Senior Assistant County Attorney

Jeffrey Tate, Chair, CareerSource North Central Florida, Board of Directors

Brad Carter, Bradford County Manager

Will Sexton, Bradford County Attorney



CareerSource
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careersourceclm.com

December 5, 2019

Chairman Robert Hutchinson
Alachua County Board of County Commissioners
12 SE 1st Street, 2nd Floor
Gainesville, FL 32601

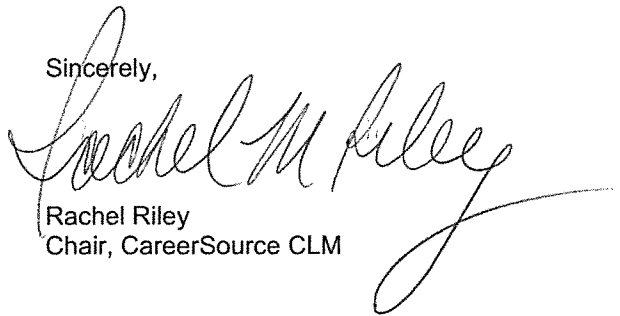
RE: Request for Emergency Interim Administrative Entity Services

Dear Chair Hutchinson,

Our executive committee met yesterday to consider your request. We appreciated the presence of Mr. Forziano to answer questions of our committee. In order for us to properly respond, we have asked our staff to meet with your staff and Chair Tate to discuss the feasibility of us assisting you as requested.

Our staff is scheduled to meet with your staff on Friday, December 6. We will formally take up your request at a special executive meeting and board meeting on Wednesday, December 11.

Sincerely,



Rachel Riley
Chair, CareerSource CLM

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 800 434-5627, ext. 7878 or e-mail accommodations@careersourceclm.com. Please make request at least three business days in advance.

3003 SW College Road | Suite 205
Ocala, Florida 34474
p: 352-673-7939 | 800-434-5627



Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

December 6, 2019

Rachel M. Riley, Chair
Citrus Levy Marion Local Workforce Development Board
CareerSource Citrus Levy Marion
c/o Mr. Rusty Skinner, Chief Executive Officer
3003 SW College Road, Suite 205
Ocala, Florida 34474

RE: Emergency Interim Administrative Entity Services

Dear Chairman Riley:

The Florida Department of Economic Opportunity (DEO) and the CareerSource Florida State Workforce Development Board have reviewed the Alachua County Board of Commissioners and the CareerSource North Central Florida's requests to CareerSource Citrus Levy Marion for emergency assistance for Administrative Entity services. The current Administrative Entity providing services has indicated they may be terminating all Administrative Entity services. DEO has been working with the Administrative Entity to collect required documents to ensure the appropriate use of taxpayer funds. There are still ongoing communications between the Administrative Entity and DEO regarding outstanding documents which have been requested.

DEO and the State Workforce Development Board support the County and the Chairman's request for CareerSource Citrus Levy Marion to provide interim emergency Administrative Entity services to CareerSource North Central Florida to avoid service interruptions. We are available to discuss funding options for these emergency services provided by CareerSource Citrus Levy Marion.

We continue to remain committed to providing services for Florida's jobseekers and businesses as efficiently and transparently as possible.

Sincerely,

Ken Lawson
Executive Director, DEO

Kevin Doyle
Chairman, CareerSource Florida Board of Directors

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

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