



Executive Committee
 This meeting will be held via Zoom only.
 Zoom Link: <https://us02web.zoom.us/j/86507182257>
 Phone: 1-646-558-8656 (EST)
 Meeting ID: 865 0718 2257

AGENDA
Wednesday, May 27, 2020 – 9:30 a.m.
 (Revised 5/26/2020)

Call to Order		R. Riley
Roll Call		C. Schnettler
Approval of Minutes, March 31, 2020	Pages 2 - 3	R. Riley

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues Important for our Community		R. Skinner
Re-Opening Update		K. Woodring

PUBLIC COMMENT

ACTION ITEMS

Direct Services Extension	Pages 4 - 20	D. French
2019/2020 Budget	Pages 21 - 32	K. Woodring
2020/2021 Budget - Employee Compensation:	Pages 33 - 37	K. Woodring
Annual COLA increase		
Healthcare/Employee Benefits	Pages 38 - 41	K. Woodring
Contract Amendment: Alachua County	Pages 42 - 48	R. Skinner
Rosen Hotel Contract	Pages 49 - 51	R. Skinner

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

2019 – 2020 MEETING SCHEDULE

Business and Economic Development	Performance/Monitoring	Marketing/Outreach	Career Center	Executive	Full Board	
Thursday, 9:00 am	Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
5/14/2020	5/5/2020	5/13/2020	5/7/2020	5/27/2020	6/3/2020	CF Ocala

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: March 31, 2020
PLACE: Teleconference Only
TIME: 10:00 a.m.

MEMBERS PRESENT

Albert Jones
Charles Harris
Kathy Judkins
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

Fred Morgan
Rachel Riley
Ted Knight

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM

Cira Schnettler, CSCLM
Robert Stermer, Attorney

CALL TO ORDER

The meeting was called to order by Kim Baxley, Vice Chair, at 10:00 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the March 4, 2020, meeting.
Kathy Judkins seconded the motion. Motion carried.

DISCUSSION ITEMS

None

PUBLIC COMMENT

None

ACTION ITEMS

Telework Policy and Agreements

Rusty Skinner explained the attached telework policy and the difference between the exempt and non-exempt agreements. IT staff have done an outstanding job getting the staff working remotely. Everything is going well with the conversion. Al Jones made a motion to accept the telework policy and agreements. Pete Beasley seconded the motion. Motion carried.

Final Financial Audit

Kathleen Woodring advised that there are no changes from the draft financial report that was provided to the board on March 11 and approved. There were no findings this audit year. Kathleen Woodring praised the hard work of Susan Heller and her staff on an excellent report. Charles Harris made a motion to accept the final financial audit report. Kathy Judkins seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:10 a.m.

APPROVED: _____



RECORD OF ACTION/APPROVAL

Executive Committee Wednesday, May 27, 2020

TOPIC/ISSUE:

Direct Services Annual Report Submission

BACKGROUND:

The Citrus Levy Marion Regional Workforce Development Board currently acts as the direct service provider for services made available through the One Stop career centers. We have been granted the ability to be the service provider (in lieu of contracting a provider) through a waiver granted by the governor through CareerSource Florida. This waiver must be renewed every three years and maintained through submission of an annual report at the beginning of each program year.

We have reached the end of the previous extension periods. A full waiver submission is required for program year beginning July 1, 2020.

POINTS OF CONSIDERATION:

The following waiver request details the reasoning and aspects of our business that are positively impacted by direct service provision by the Citrus Levy Marion Regional Workforce Development Board.

STAFF RECOMMENDATIONS:

Approve submission of the attached Direct Services Waiver Request.

COMMITTEE ACTION:

BOARD ACTION:



careersourceclm.com

April 8, 2020

CareerSource Florida
1580 Waldo Palmer Lane, Suite 1
Tallahassee, FL 32308

CareerSource Florida:

Pursuant to CareerSource Florida's Administrative Consultation paper #83 "Direct Provider of Workforce Services", LWDB 10 is submitting a request for extension of our Direct Service Provider status.

The attached request includes all necessary items as specified in the guidance. These items are consistent with those provided in our local plan.

Please contact me with any questions.

Sincerely,

 Rusty Skinner
2020.04.24
15:47:22 -04'00'

Thomas E. Skinner, Jr.
CEO

3003 SW College Road | Suite 205
Ocala, Florida 34474
p: 352-873-7939 | 800-434-5627



LWDA 10 – CareerSource Citrus Levy Marion

Direct Services Provider – Extension Request

Business Model

The Citrus Levy Marion Regional Workforce Development Board d/b/a CareerSource Citrus Levy Marion has continued under the business model described in our previous service provider requests. Service provision was originally requested in order to reduce overhead costs created through the procurement of a service provider. Since 2011 when we requested direct service provision status we have experienced a significant cost savings that allows for additional services provided to the residents in our three county area. Our management structure remains streamlined without redundant overhead. Under our current structure we are able to provide a full menu of all workforce services in each of our three brick and mortar facilities and most available services through our two mobile resource units.

Effective Dates

The effective date of this extension request will begin July 1, 2020
This extension will be valid through June 30, 2023

Reasoning for request

Since our re-organization in 2011 we have realized a streamlining in management of services and staff by removing a secondary layer of hierarchy. Our current structure allows for direct communication between the board of directors, management and front line staff creating cohesive practices across all levels of the organization. This direct communication eliminates a 'middle-man' and provides a clean, consistent, and unfiltered conduit of information to staff insuring quick turn around on directives and changes in business. It allows us to be more proactive to changes in the economy and business environment by being a more lean and nimble organization.

Additionally, we have found that consistent messaging to front line staff has eliminated most perceived communication issues within the organization. Because administrative and One Stop Operator staff closely plan and implement any changes to the organization, the consistency of messaging provides a clear and concise vision to all staff. All CareerSource CLM and One Stop Operator staff receive the same messaging so all expectations and service delivery requirements are managed and delivered to the same high standard across all programs of the organization.

Firewall:

The Workforce Innovation and Opportunity Act (WIOA) requires that workforce boards that provide direct services are required to provide adequate internal firewalls to ensure the integrity of public funding.

CareerSource CLM's organizational structure allows for clear delineation between administration and operations. Career center operations are managed by the Director of Operations. Programmatic support and continuous improvement are driven by the Assistant Director of Operations, the Assistant Director of Business Relations and the Director of Continuous Improvement. These directors ensure that all partner programs within the One Stop 'system' are performing at maximum efficiency and work directly with the Administrative Manager and EO Officer in regards to internal programmatic reviews and monitoring. The Director of Operations acts as the liaison between the One Stop Operator and CSCLM senior management. The One Stop Provider reports to the board of directors. Each of these directors act as a firewall for quality and monitoring of the services provided within the One Stop centers. Financial staff report to the Executive Vice President and functions between finance and operations are clearly delineated.

Administration consists of EO/Human Resources, Information Technology and Finance. The staff members within these departments are not directly involved in the daily execution of services within the One Stop centers, but act as support to general operations of the organization. Below are the primary roles of each department:

- EO/Human Resources – manages all facets of employee record keeping and staff training and development.
- Finance – daily management and processing of all financial budgeting and AR/AP activities generated by Operations and Administration.
- Information Technology – manages all facets of technology and communications for the organizations. Provides support to staff members in all departments and monitors activities within our system to provide a secure network for customers and staff. Information being transmitted through our network is routinely monitored to ensure that all activities fall within the requirements of applicable State and Federal laws.
- Operations – Conducts ongoing internal monitoring for programs, service accessibility and One Stop Credentialing. Acts as technical assistance to program management and staff in the One Stop career centers and oversees the development, activities, performance and deliverables for all competitive grants. Primary areas of technical support responsibility include: Welfare Transition/SNAP, WIOA AD/DW/Youth, TAA.

- Continuous Improvement – conducts ongoing internal monitoring of all programs beyond that conducted by the operations staff. This unit also manages customer and employer surveys through the Net Promoter Score to monitor and maintain a high level of services throughout the system. Primary areas of technical support responsibility: Wagner Peyser, JVSG, RESEA and mobile unit service provision.
- Independent Monitoring – in addition to internal reviews conducted by staff, CSCLM is also implementing independent monitoring to be conducted by a procured third party that will report directly to the board of directors. Independent monitoring will cover all facets of our organization including programmatic and financial practices. Independent monitoring will provide a transparent approach of all facets of our business and will assist senior management in quickly identifying systemic issues and embracing best practices.

All departments report to the Executive Vice President who in turn reports to the Chief Executive Officer.

Funding:

The services provided by CareerSource Citrus Levy Marion are funded by the following grants/programs:

- Wagner Peyser
- Veteran Outreach
- WIOA – Workforce Innovation and Opportunity Act (Adult, Dislocated, Youth)
- TANF – Temporary Assistance for Needy Families
- SNAP – Supplemental Nutrition Assistance Program
- TAA – Trade Assistance Act
- RESEA
- JVSG
- Recently received federal grant: YouthBuild

Overview and Analysis of Cost Savings:

CareerSource CLM (CSCLM) initially took over direct services in 2011. This change to our business model became a necessity due to continued cuts in formula funding and ongoing reduction of services as a direct result. The initial consolidation resulted in a cost saving of approximately \$455,000.00 by compressing the layer of management between the workforce board and the contracted service provider. This cost savings projected over the three year period of this extension is \$1,365,000.00. Since the restructuring of the organizational chart we have continued to reduce the level of management staffing allowing for additional manpower to be added to our most crucial

areas of service provision – front line staff and business development. Our intent is to maintain the current level of management and staffing while routinely monitoring effectiveness and efficiency through ongoing continuous improvement efforts.

Current economic uncertainty with the development of COVID-19 will require our organization to maintain the highest level of services to assist those seeking employment services. More frontline staff permits us to react quickly to sudden economic impacts and meet the needs of our citizens.

Performance:

Two performance charts are provided below to illustrate the continued positive impacts of direct services to our annual performance. The charts provided show performance data for program years 2018-2019 and 2019-2020 to provide a comparison.

These charts show that we have met and exceeded all performance measure for the previous two program years.

WIOA INDICATORS OF PERFORMANCE

CareerSource Citrus Levy Marion
July 1ST, 2019 – December 31st, 2019

Measures	PY2018-2019 4th Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q4	PY 2018-2019 Performance Goals	PY2019-2020 1st Quarter Performance	PY 2019-2020 % of Performance Goal Met For Q1	PY2019-2020 2nd Quarter Performance	PY 2019-2020 % of Performance Goal Met For Q2	PY 2019-2020 Performance Goals
Median Wage 2nd Quarter After Exit	\$7,825	114.23	\$6,850	\$7,088	103.47	\$7,045	102.85	\$6,850
Employed 4th Qtr After Exit	89.20	108.78	82.00	91.90	111.39	92.70	112.36	82.50
Credential Attainment Rate	90.10	106.00	85.00	89.40	101.59	86.00	97.73	88.00
Dislocated Workers:								
Employed 2nd Qtr After Exit	100.00	120.48	83.00	100.00	120.19	100.00	120.19	83.20
Median Wage 2nd Quarter After Exit	\$11,003	160.63	\$6,850	\$12,991	189.65	\$10,276	150.01	\$6,850
Employed 4th Qtr After Exit	100.00	133.33	75.00	100.00	131.58	100.00	131.58	76.00
Credential Attainment Rate	100.00	133.33	75.00	100.00	132.98	100.00	132.98	75.20
Youth:								
Employed 2nd Qtr After Exit	78.10	104.13	75.00	77.70	102.91	77.20	102.25	75.50
Employed 4th Qtr After Exit	77.20	111.88	69.00	81.60	117.92	78.80	113.87	69.20
Credential Attainment Rate	98.50	115.88	85.00	98.00	114.89	98.70	115.71	85.30
Wagner Peyser:								
Employed 2nd Qtr After Exit	68.40	110.32	62.00	72.40	116.40	72.80	117.04	62.20
Median Wage 2nd Quarter After Exit	\$5,120	105.57	\$4,850	\$5,321	109.71	\$5,520	113.81	\$4,850
Employed 4th Qtr After Exit	66.90	104.53	64.00	67.30	104.83	67.50	105.14	64.20
Not Met (less than 90% of negotiated)								
Met (90-100% of negotiated)								
Exceeded (greater than 100% of negotiated)								

WIOA INDICATORS OF PERFORMANCE

CareerSource Citrus Levy Marion

July 1ST, 2018 – June 30TH, 2019

LWDB 10

Measures	PY2018-2019 1st Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q1	PY2018-2019 2nd Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q2	PY2018-2019 3rd Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q3	PY2018-2019 4th Quarter Performance	PY 2018-2019 % of Performance Goal Met For Q4	PY 2018-2019 Performance Goals
Adults:									
Employed 2nd Qtr After Exit	90.40	106.35	91.80	108.00	94.90	111.65	94.60	111.29	85.00
Median Wage 2nd Quarter After Exit	\$8,090	118.10	\$7,782	113.61	\$7,655	111.75	\$7,825	114.23	\$6,850
Employed 4th Qtr After Exit	88.70	108.17	85.60	104.39	89.80	109.51	89.20	108.78	82.00
Credential Attainment Rate	88.70	104.35	89.10	104.82	91.40	107.53	90.10	106.00	85.00
Dislocated Workers:									
Employed 2nd Qtr After Exit	100.00	120.48	100.00	120.48	100.00	120.48	100.00	120.48	83.00
Median Wage 2nd Quarter After Exit	\$11,339	165.53	\$12,569	183.49	\$12,233	178.58	\$11,003	160.63	\$6,850
Employed 4th Qtr After Exit	85.70	114.27	88.90	118.53	100.00	133.33	100.00	133.33	75.00
Credential Attainment Rate	100.00	133.33	100.00	133.33	100.00	133.33	100.00	133.33	75.00
Youth:									
Employed 2nd Qtr After Exit	87.00	116.00	85.40	113.87	85.50	114.00	78.10	104.13	75.00
Employed 4th Qtr After Exit	65.90	95.51	71.40	103.48	70.10	101.59	77.20	111.88	69.00
Credential Attainment Rate	92.80	109.18	93.90	110.47	98.50	115.88	98.50	115.88	85.00
Wagner Peyser:									
Employed 2nd Qtr After Exit	66.70	107.58	66.70	107.58	67.20	108.39	68.40	110.32	62.00
Median Wage 2nd Quarter After Exit	\$4,841	99.81	\$4,902	101.07	\$4,997	103.03	\$5,120	105.57	\$4,850
Employed 4th Qtr After Exit	69.00	107.81	67.60	105.63	66.30	103.59	66.90	104.53	64.00

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)

Business Highlights and Best Practices:

Additional Online Learning Platforms

- Addition of 180 Skills, Metrix Learning, and Career Edge to educational offerings
- Enhanced online learning presence for targeted and on-demand training for employed workers, WIOA trainees and Welfare Transition population
- Expanded training capabilities in all targeted industries
- Ability to provide educational opportunities without face-to-face contact

Internal Communications – In The Know!

- Continued use of our weekly staff communication newsletter
- Provides weekly updates, helpful hints for Employ Florida, programmatic updates, state, federal, and local policy changes and a weekly trivia question to bolster internal knowledge of all aspects of workforce
- We are also in process of rolling out a similar style of quarterly newsletter that will be broadcast to our board members, chief elected officials and local stakeholders

YouthBuild

- We were awarded our third YouthBuild program in January 2020

- To date all performance measures have been met with the DOL for our previous YouthBuild grant
- Recently underwent monitoring by our Federal Project Officer and was commended for our program
- No Finding or Other Noncompliance Issues were cited

Florida Department of Corrections

- 6 months into the implementation of a pilot program in Florida in partnership with Worldwide Interactive Network (WIN)
- Provision of employment preparation for soon to be released inmates at the Lowell Correctional Facility located in Reddick within Marion County
- Coordination of services with other CareerSource workforce boards for inmates released to other areas of the state.

Marion County Judicial Court System

- Currently coordinating with the judicial courts system to support child support enforcement agency staff to connect parents without employment to CSCLM services. Our Mobile Unit is scheduled to make onsite quarterly visits to the court house for court ordered individuals to use our services.

Apprenticeship Expansion

- In process to launch a masonry apprenticeship program at Marion Technical College in Marion County.
- Working with Withlacoochee Technical College and several local businesses in Citrus County to develop a plumber assistant apprenticeship program

Soft Skills Development

- In the process of completing two workforce academies through CareerSource Florida grant funds
- Development of Retail and Hospitality Academies to groom soft skills and create employment opportunities for hard to serve, and underserved populations
- Conducting workshops at local hotels to immerse trainees in environments they will be working in

College of Central Florida Partnership

- Assisting by conducting in-classroom workshops to share soft skills, social media and resume writing tips for future graduates
- Partnering to provide paid internship opportunities for students

- Planned specialized hiring events for spring semester graduates in tandem with workshops focusing on soft skills and resume writing
- Partnering to assist in the development of a Hospitality Apprenticeship

Marion County Public Schools

- Promoting Apprenticeship Expansion through Marion Technical College to support construction needs in the area by developing carpentry, masonry, heating ventilation and air conditioning, plumbing, and electrical apprenticeship programs

Youth Career Expos

- Recently held our 5th Annual Youth Career Expos in Citrus, Levy and Marion counties
- Expos provide employability skills workshops and live interaction with local industry leaders to prepare the youth for their next steps in employment or education
- Attended by over 1000 students in the three counties

Sector Focused Hiring Events

- Business Services staff are aligned by sector for job order maintenance, hiring events and experiential learning development
- We have added specialized recruitment staff by sector to focus on placement and recruitment needs of local business
- We have moved away from the traditional model of job fairs. In times of low unemployment we find that attendance is spotty and does not often meet the needs of all attending businesses. Focus is given to creating smaller, industry specific hiring events where specialized marketing and promotion can be conducted to drive the needed attendance

REQUEST FOR EXTENSION

LOCAL WORKFORCE AREA INFORMATION

Name of Local Area: Citrus Levy Marion Regional Workforce Development Board d/b/a CareerSource Citrus Levy Marion	
LWDB Number: 10	
Date of Submission: April 24, 2020	
Contact Person Name: Dale French	Phone: 352-873-7939 ext. 2204 Email Address: dfrench@careersourceclm.com

AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period July 1, 2020 through June 30, 2023.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

Name: Rachel Riley	Title: Board Chair
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Jimmie T. Smith - Commissioner	County: Citrus
Signature:	Date:

REQUEST FOR EXTENSION

LOCAL WORKFORCE AREA INFORMATION

Name of Local Area: Citrus Levy Marion Regional Workforce Development Board d/b/a CareerSource Citrus Levy Marion

LWDB Number: 10

Date of Submission: April 24, 2020

Contact Person Name:

Phone: 352-873-7939 ext. 2204

Dale French

Email Address: dfrench@careersourceclm.com

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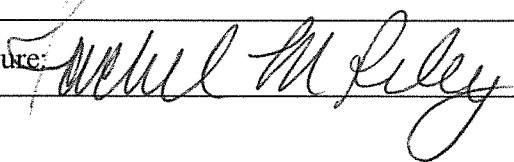
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LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

Name: Rachel Riley

Title: Board Chair

Signature:



Date: 4/21/2020

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Jimmie T. Smith - Commissioner

County: Citrus

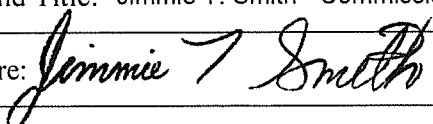
Signature:

Date:

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LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN	
Name: Rachel Riley	Title: Board Chair
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL	
Name and Title: Jimmie T. Smith - Commissioner	County: Citrus
Signature: 	Date: 4-22-2020

Proof of Publication

Chiefland Citizen, Published Weekly
Chiefland, Levy County, Florida
STATE OF FLORIDA, COUNTY OF LEVY:

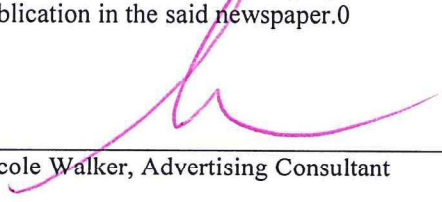
Before the undersigned authority, personally appeared Dale Bowen, who on oath, says he is General Manager of the Chiefland Citizen, a newspaper published at Chiefland, in Levy County, Florida; that the attached copy of the advertisement, being

Public Notice- Direct Services Provision

Was published in said newspaper in the issue of:

Published: April 16, 2020

Affiant further says that the said Chiefland Citizen is a newspaper published at Chiefland, in said Levy County, Florida, and that the said newspaper has heretofore been continuously published in said Levy County, Florida, each week and has been entered as second class mail matter at the Post Office in Chiefland, in said Levy County, for a period of one year next preceding the first publication of the attached copy of the advertisement; and affiant further says that he has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



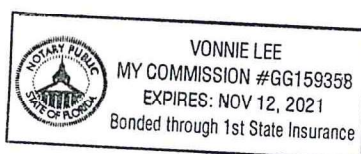
Nicole Walker, Advertising Consultant

The foregoing instrument was acknowledged before me this 16th day of April 2020 by Nicole Walker, who is personally known to me.



Notary Public

(Seal)



Public Notice
Direct Services Provision

The Citrus Levy Marion Regional Workforce Development Board is submitting a request to the Department of Economic Opportunity to extend our approval to act as the direct service provider for services provided through the local One Stop career centers in Citrus, Levy and Marion counties. We are inviting public comment on the requested extension of service provision.

Interested parties may request a copy of the extension request from:

Dale French
CareerSource Citrus Levy Marion
3003 SW College Rd, Suite 205
Ocala, FL 34474
352 873-7939, ext. 2204
dfrench@careersourceclm.com

Public comments should be submitted in writing to the contact listed above prior to 5:00pm, Friday, April 24, 2020.

CareerSource CLM is an EOE Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities using TTY/TDD equipment via the Florida Relay Service at 711.

Published: April 16, 2020

AFFIDAVIT OF PUBLICATION

Star-Banner
Published – Daily
Ocala, Marion County, Florida

STATE OF FLORIDA
COUNTY OF MARION

Before the undersigned, a Notary Public of Said County and State, Michelle J. Jurea who on oath says that they are an authorized employee of the Star-Banner, a daily newspaper published at Ocala, in Marion County, Florida; that the attached copy of advertisement, being a notice in the matter of

Public Notice Direct Services Provision The Citrus Levy Marion Regional Workforce Development Board is submitting a request to the Department of Economic Opportunity to extend our approval to act as the direct service provider for services provided thru

was published in said newspaper in the issues of:

4/13 2x

Affiant further says that the said STAR-BANNER is a daily newspaper published at Ocala, in said Marion County, Florida, and that the said newspaper has heretofore been continuously published in said Marion County, Florida, daily, and has been entered as second class mail matter at the post office in Ocala in said Marion County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the person of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 14 day of April, A.D., 20 20



Harmony Stalter
Notary Public

HARMONY STALTER
(Print, Type or Stamp Name of Notary Public)

Ad #: A000967326

**Public Notice
Direct Services Provision**

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352 873-7939, ext. 2204
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April 13, 14, 2020
#A000967326

From: [Tonya Knight](#)
To: [Dale French](#)
Subject: PROOF for review
Date: Monday, April 13, 2020 4:02:19 PM

Hello Dale,

Please review the proof below and let me know if you accept. Thank you, Tonya

CITRUS PUBLISHING, ATTN: LEGAL DEPARTMENT
1624 N. MEADOWCREST BLVD., CRYSTAL RIVER, FL 34429
Phone: 352-563-3266 Fax: 352-564-2952
Email: legals@chronicleonline.com

Here is your first proof, if there are any errors, please let me know **TODAY!**

FAILURE TO RESPOND WITH CORRECTIONS
WILL BE DEEMED AS AN ACCEPTANCE OF THE LEGAL NOTICE
AND THE AD WILL RUN AS SHOWN BELOW.

Thank you so much for your business!

Order Number: 12954838
Customer Number: 7321355
Ad Number: 13084337
Cost: \$ 85.45

8038-0416 MXDCRN

Public Notice
Direct Services Provision

The Citrus Levy Marion Regional Workforce Development Board is submitting a request to the Department of Economic Opportunity to extend our approval to act as the direct service provider for services provided through the local One Stop career centers in Citrus, Levy and Marion counties. We are inviting public comment on the requested extension of service provision.

A copy of the extension request is available on our website at www.careersourceclm.com. A copy may also be requested via e-mail:

Dale French
CareerSource Citrus Levy Marion
3003 SW College Rd, Suite 205

Ocala, FL 34474
352 873-7939, ext. 2204
dfrench@careersourceclm.com

Public comments should be submitted in writing to the contact listed above prior to 4:00pm, Friday, April 24, 2020.

CareerSource CLM is an EOE Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities using TTY/TDD equipment via the Florida Relay Service at 711.

Published April 15 & 16, 2020

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Classified Sales/ Legal Ads

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Comments Received For Direct Service Extension Request:

None



RECORD OF ACTION/APPROVAL

Executive Committee Wednesday, May 27, 2020

TOPIC/ISSUE:

Approval of this year's final budget

BACKGROUND:

The 2019 – 2020 budget has been updated to include any expenses through April 30 along with forecasted budget to bring us to June 30.

POINTS OF CONSIDERATION:

1. The first attachment is the Budget 2019/2020. Some considerations in reviewing the budget are:
 - We added in the funding for the COVID DWG grant of \$224,951 and show that we will carry forward about 50% of this grant into our next year. We also added in the COVID-19 PPE funding that we received from DEO for the purpose of assisting with the costs of Personal Protective Equipment. This grant was for \$20,000 and will be fully spent this year.
 - The addition of YouthBuild 3 funding has been included and we are budgeting minimal start-up costs for this year, with the majority being pushed to future years for full spending.
 - The Emerging Initiatives funding was received for purposes of soft skills programming. We will be using this to support our partnerships with our school partners as we open our Virtual Career Services through Career Team. This will occur early in the next year's budget.
 - All other funding is continuing through to the end of the year. We have built in projections for the remaining expenditures which for many of the programs results in some carryforward into next year's budget.
 - Our WIOA funds are good for 2 years and are on a fiscal year of July 1 – June 30. (Adult, Dislocated Worker & Youth)
 - Welfare transition and SNAP (Supplemental Nutrition Assistance Program) Need to be spent by June 30, however this year we have been given until August 30.

- Any of our “pass-through” funding coming from DEO has a different fiscal year that runs from October 1 – September 30. You will see those funds having carry forward because of that. (Wagner-Peyser, Veteran, TAA, Trade Act Assistance, REA , Re-employment)
 - All of the rest of the grants are either special opportunities from DEO (Department of Economic Opportunity) or from DOL(Department of Labor) and have funding periods that vary.
 - CLM costs for contract with RWB 9 have been included. These include hours spent, mileage, and expenses that we paid on their behalf and they are reimbursing us for.
2. The second attachment includes 2 summaries detailing expenditures to budget, from the last approved budget of 3/4/20.
- The first summary details as of March 30, the expenditures by category.
 - The second lengthy summary details expenditures for the same period by grant and by category.

STAFF RECOMMENDATIONS:

Approval of the modifications made to the 2019/2020 budget as detailed.

COMMITTEE ACTION:

BOARD ACTION:

ATTACHMENT 1								
BUDGET - CSCLM								
PY 2019(JULY 2019 - JUNE 2020)								
5/27/2020	ADULT	YOUTH	TAA	DISL. WORKER	Apprenticeship 1	Apprenticeship 3	SOFT SKILLS	SECTOR STRATEGIES
REVENUE								
P.Y. 2019 CONTRACTS	1,379,079	1,350,556	6,300	943,236	94,220	149,748	62,625	215,369
CARRYFORWARD	76,693	837,753	-	-	-	-	-	-
INCENTIVES/SUPPLEMENTAL	207,501	-	-	-	-	-	-	-
TRANSFER	400,000	-	-	(400,000)	-	-	-	-
TOTAL REVENUE	2,063,273	2,188,309	6,300	543,236	94,220	149,748	62,625	215,369
EXPENDITURES								
TOTAL ITA	37.58%							
TRAINING:								
ITA %	37%			39%				
ITA/TRAINING	268,000	-	-	1,000	2,600	-	-	71,561
OJT	20,000	-	-	-	-	-	-	-
EMPLOYED WORKER	5,000	-	-	-	-	-	-	-
INTERNSHIPS	55,000	-	-	-	-	-	-	-
ECKERD	-	-	-	-	-	-	-	-
TRAINING STAFF	280,000	-	-	173,000	-	-	-	-
TOTAL TRAINING	628,000	-	-	174,000	2,600	-	-	71,561
OPERATING:								
SUPPORTIVE SVS.	22,000	339,717	-	500	-	-	-	-
DIRECT CHARGE (STAFF)	8,800	-	-	5,400	-	-	46,738	-
ECKERD	15,000	829,464	-	11,145	-	-	-	-
DEO STAFF TRAVEL	-	-	-	-	-	-	-	-
OPERATING	-	6,000	-	-	11,000	-	-	-
TOTAL OPERATING	45,800	1,175,181	-	17,045	11,000	-	46,738	-
PROGRAM SUPPORT:								
FACILITIES	53,059	98,097	231	25,064	-	-	8,792	-
PROGRAM	66,331	118,448	-	15,642	-	-	-	5,859
INFORMATION TECHNOLOGY	68,102	121,611	-	16,060	-	-	-	6,016
OUTREACH	68,524	122,364	-	16,159	-	-	-	6,053
BUSINESS	273,652	-	-	64,532	-	-	-	24,172
SELF SERVICES	202,042	-	-	47,645	-	-	-	17,847
CAREER SERVICES	233,754	-	-	60,830	-	-	-	22,785
TOTAL PROGRAM SUPPORT	965,463	460,519	231	245,932	-	-	8,792	82,731
TOTAL EXPENDITURES	1,639,263	1,635,700	231	436,977	13,600	-	55,530	154,292
ADMIN POOL	182,838	45,731	27	46,838	1,560	-	5,672	17,698
GENERAL POOL	45,859	11,470	7	11,748	391	-	1,423	4,439
TOTAL INDIRECT COST RATE	228,697	57,201	33	58,585	1,951	-	7,095	22,136
BALANCE	195,313	495,407	6,035	47,674	78,669	149,748	1	38,941
INDIRECT RATE CALCULATION								
DIRECT TOTAL COSTS	1,639,263	1,635,700	231	436,977	13,600	-	55,530	154,292
LESS: LEASES	(30,233)	(67,825)	-	(17,489)	-	-	(6,079)	-
	-	-	-	-	-	-	-	-
SUBAWARD (ECKERDS)	(15,000)	(1,169,181)	-	(11,145)	-	-	-	-
TOTAL MTDC	1,594,030	398,695	231	408,342	13,600	-	49,451	154,292

ATTACHMENT 1									
BUDGET - CSCLM									
PY 2019(JULY 2019 - JUNE 2020)									
5/27/2020	*	*	*	*	*	*	*	*	*
	RURAL INITIATIVES	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	TECH ASSIST	WTP	SNAP	FL Corrections	BRIDGE SKILLED
REVENUE									
P.Y. 2019 CONTRACTS	31,250	22,016	182,040	37,793	40,000	1,687,825	229,824	126,514	-
CARRYFORWARD	-	-	116,746	18,818	-	88,877	74,800	-	467,403
INCENTIVES/SUPPLEMENTAL	-	-	8,860	-	-	-	-	-	-
TRANSFER	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	31,250	22,016	307,646	56,611	40,000	1,776,702	304,624	126,514	467,403
EXPENDITURES									
TOTAL ITA									
TRAINING:									
ITA %									
ITA/TRAINING	-	-	-	-	-	-	-	-	90,000
OJT	-	-	-	-	-	-	-	-	-
EMPLOYED WORKER	-	-	-	-	-	-	-	-	-
INTERNSHIPS	-	-	-	-	-	-	-	-	-
ECKERD	-	-	-	-	-	-	-	-	-
TRAINING STAFF	-	-	-	-	-	-	-	-	-
TOTAL TRAINING	-	-	-	-	-	-	-	-	90,000
OPERATING:									
SUPPORTIVE SVS.	-	-	-	-	-	314,000	-	-	-
DIRECT CHARGE (STAFF)	-	4,700	-	-	-	380,000	94,000	56,000	52,000
ECKERD	-	-	-	-	-	-	-	-	-
DEO STAFF TRAVEL	-	-	9,600	2,000	-	-	-	-	-
OPERATING	12,675	-	87,000	3,500	35,261	-	-	20,000	-
TOTAL OPERATING	12,675	4,700	96,600	5,500	35,261	694,000	94,000	76,000	52,000
PROGRAM SUPPORT:									
FACILITIES	-	771	73,958	24,524	-	62,159	14,807	-	9,177
PROGRAM	1,038	385	7,909	450	-	56,822	7,696	-	11,626
INFORMATION TECHNOLOGY	1,065	395	8,120	462	-	58,339	7,902	-	11,937
OUTREACH	1,072	398	8,171	465	-	58,701	7,951	-	12,011
BUSINESS	4,281	1,588	-	-	-	234,422	31,752	-	47,965
SELF SERVICES	3,161	1,172	24,091	1,372	-	173,078	23,443	-	35,414
CAREER SERVICES	4,036	1,497	30,758	1,751	-	220,974	29,930	24,199	45,214
TOTAL PROGRAM SUPPORT	14,654	6,205	153,008	29,025	-	864,494	123,481	24,199	173,344
TOTAL EXPENDITURES	27,329	10,905	249,608	34,525	35,261	1,558,494	217,481	100,199	315,344
ADMIN POOL	3,135	1,190	22,765	2,015	3,788	173,833	23,771	10,753	35,443
GENERAL POOL	786	298	5,710	505	950	43,600	5,962	2,697	8,890
TOTAL INDIRECT COST RATE	3,921	1,488	28,475	2,521	4,738	217,433	29,733	13,450	44,332
BALANCE	1	9,623	29,563	19,565	1	774	57,410	12,865	107,727
INDIRECT RATE CALCULATION									
DIRECT TOTAL COSTS	27,329	10,905	249,608	34,525	35,261	1,558,494	217,481	100,199	315,344
LESS: LEASES	-	(533)	(51,135)	(16,956)	(2,239)	(42,977)	(10,238)	(6,452)	(6,345)
SUBAWARD (ECKERDS)	-	-	-	-	-	-	-	-	-
TOTAL MTDC	27,329	10,372	198,473	17,569	33,022	1,515,517	207,243	93,747	308,999

ATTACHMENT 1										
BUDGET - CSCLM										
PY 2019(JULY 2019 - JUNE 2020)										
5/27/2020	RWB	*	*	*	*	*	*	*	*	
	9	EMERGING INITIATIVES	YOUTH BUILD 3	YOUTH BUILD 2	COVID 19 PPE	COVID 19	RWB 6	REA	UN-RESTR	TOTAL
REVENUE										
P.Y. 2019 CONTRACTS	286,852	20,833	740,737	-	20,000	224,951	5,476	-	-	7,857,244
CARRYFORWARD			-	472,073	-	-		50,519	353,420	2,557,102
INCENTIVES/SUPPLEMENTAL TRANSFER	-	-	-	-	-	-	-	-	-	216,361
TOTAL REVENUE	286,852	20,833	740,737	472,073	20,000	224,951	5,476	50,519	353,420	10,630,707
EXPENDITURES										
TOTAL ITA										
TRAINING:										
ITA %										
ITA/TRAINING			-	-	-	-	-	-	-	433,161
OJT			-	-	-	-	-	-	-	20,000
EMPLOYED WORKER			-	-	-	-	-	-	-	5,000
INTERNSHIPS			-	-	-	-	-	-	-	55,000
ECKERD			-	-	-	-	-	-	-	-
TRAINING STAFF	-	-	-	-	-	-	-	-	-	453,000
TOTAL TRAINING	-	-	-	-	-	-	-	-	-	966,161
OPERATING:										
SUPPORTIVE SVS.			20,000	135,013	-	-	-	-	-	831,230
DIRECT CHARGE (STAFF)	110,324	-	-	-	-	-	-	-	-	757,962
ECKERD			47,444	69,036	-	-	-	-	-	972,089
DEO STAFF TRAVEL			-	-	-	-	-	-	-	11,600
OPERATING	-	-	-	-	8,112	50,000	-	-	40,000	273,548
TOTAL OPERATING	110,324	-	67,444	204,049	8,112	50,000	-	-	40,000	2,846,429
PROGRAM SUPPORT:										
FACILITIES	3,239	-	1,234	4,859	-	-	5,476	5,476	-	390,921
PROGRAM	9,033	-	-	-	664	4,094	-	-	-	305,998
INFORMATION TECHNOLOGY	9,274	-	-	-	682	4,203	-	-	-	314,168
OUTREACH	9,332	-	-	-	686	4,229	-	-	-	316,115
BUSINESS	37,266	-	-	-	2,740	16,889	-	-	-	739,258
SELF SERVICES	27,514	-	-	-	2,023	12,470	-	-	-	571,272
CAREER SERVICES	35,128	-	-	-	2,583	15,920	-	-	-	729,358
TOTAL PROGRAM SUPPORT	130,785	-	1,234	4,859	9,378	57,805	5,476	5,476	-	3,367,090
TOTAL EXPENDITURES	241,109	-	68,678	208,908	17,490	107,805	5,476	5,476	40,000	7,179,679
ADMIN POOL	27,607	-	93	172	2,006	12,365	-	194	4,588	624,080
GENERAL POOL	6,924	-	23	43	503	3,101	-	49	1,151	156,531
TOTAL INDIRECT COST RATE	34,531	-	116	215	2,509	15,467	-	242	5,739	780,610
BALANCE	11,212	20,833	671,943	262,950	0	101,679	0	44,801	307,681	2,670,417
INDIRECT RATE CALCULATION										
DIRECT TOTAL COSTS	241,109	-	68,678	208,908	17,490	107,805	-	5,476	40,000	7,174,204
LESS: LEASES	(426)	-	(426)	(3,359)	-	-	-	(3,786)	-	(266,500)
SUBAWARD (ECKERDS)	-	-	(67,444)	(204,049)	-	-	-	-	-	(1,466,819)
TOTAL MTDC	240,683	-	808	1,499	17,490	107,805	-	1,690	40,000	5,440,885

ATTACHMENT 2				
FUNCTIONAL BUDGET				
PY 2019				
7/1/2019-6/30/2020				
Direct charge staff	757,962			
Supportive/Special Svs./Operating/DEO staff trv	641,648			
50% ITA	433,161			
OJT	20,000			
Training staff	453,000			
Internships	55,000			
Employed worker	5,000			
Eckerd contract	972,089			
Eckerd participant	474,730			
Carryforward	2,670,417			
Overhead	3,367,090			
Indirect Costs	<u>780,610</u>			
Total Budget	10,630,707	-		

ATTACHMENT 3						
EXPENDITURES SUMMARY 7/1-3/31/20						
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA
ADULT	9FITA	263,000	225,804.90	37,195.10	86%	
	99OJT	60,000	7,207.00	52,793.00	12%	
	99EMP	35,000	224.86	34,775.14	1%	
	99INT	90,000	44,290.57	45,709.43	49%	
	Training staff	290,000	209,501.24	80,498.76	72%	
	Eckerd	15,000	9,635.61	5,364.39	64%	
	Sup Svs./Operating	18,000	15,091.57	2,908.43	84%	
	Admin	264,230	130,177.08	134,052.92	49%	
	General	77,900	32,684.88	45,215.12	42%	
	Overhead	1,544,838	547,470.42	997,367.58	35%	
	Facilities	53,556	32,967.74	20,588.26	62%	
	Staff	11,000	6,600.60	4,399.40	60%	
	Unobligated	505	-	505.00	0%	
		2,723,029	1,261,656.47	1,461,372.53	46%	44%
DW	Training staff	180,000	129,599.26	50,400.74	72%	
	ITA	5,000	-	5,000.00	0%	
	99EMP	922	-	922.00	0%	
	Eckerd	11,145	7,827.65	3,317.35	70%	
	Sup Svs./Operating	1,000	200.69	799.31	20%	
	Admin	53,530	35,391.41	18,138.59	66%	
	General	15,782	0	15,782.00	0%	
	Overhead	275,848	154,088.38	121,759.62	56%	
	Facilities	25,365	18,797.43	6,567.57	74%	
	Staff	6,000	4,041.78	1,958.22	67%	
	Unobligated	36	-	36.00	0%	
		574,628	349,946.60	224,681.40	61%	44%
RURAL	OPERATING	11,755	85.00	11,670.00	1%	
	Admin	3,095	20.04	3,074.96	1%	
	General	913	5.03	907.97	1%	
	Overhead	15,488	76.87	15,411.13	0%	
		31,251	186.94	31,064.06	1%	
BRIDGE	Operating/SS	52,000	39,014.45	12,985.55	75%	
SKILLED	ITA/Training	95,646	66,661.66	28,984.34	70%	
	Admin	35,000	25,934.32	9,065.68	74%	
	General	8,700	6,511.59	2,188.41	75%	
	Overhead	136,000	101,757.31	34,242.69	75%	
	Facilities	9,300	6,940.58	2,359.42	75%	
	Unobligated	130,757	-	130,757.00	0%	
		467,403	246,819.91	220,583.09	53%	
WP	Operating	85,000	83,574.98	1,425.02	98%	
	Admin	28,500	24,572.83	3,927.17	86%	
	General	7,450	6,169.75	1,280.25	83%	
	Overhead	112,196	92,182.95	20,013.05	82%	
	Facilities	67,000	55,929.52	11,070.48	83%	
	Staff travel	7,500	7,202.32	297.68	96%	
	Unobligated	-	-	-	#DIV/0!	

		307,646	269,632.35	38,013.65	88%
SNAP	Admin	24,657	18,240.73	6,415.89	74%
	General	7,269	4,579.88	2,689.40	63%
	Overhead	122,531	73,558.74	48,971.86	60%
	Facilities	14,669	11,047.10	3,621.70	75%
	Staff	93,000	70,361.82	22,638.18	76%
	Unobligated	42,499	-	42,499.00	0%
		304,624	177,788.27	126,836.03	58%
WTP	Sup. Svs. /Operating	254,010	43,820.03	210,189.97	17%
	Admin	170,731	78,003.54	92,727.06	46%
	General	50,335	19,585.14	30,749.80	39%
	Overhead	850,902	334,949.98	515,951.86	39%
	Facilities	58,904	46,270.55	12,633.85	79%
	Staff	391,820	280,604.63	111,215.37	72%
		1,776,702	803,233.87	973,467.91	45%
Voc	Admin	1,100	926.41	173.59	84%
Rehab	General	300	232.60	67.40	78%
	Overhead	4,300	3,760.64	539.36	87%
	Facilities	800	636.22	163.78	80%
	Staff	4,000	3,525.65	474.35	88%
	Unobligated	11,516	-	11,516.00	0%
		22,016	9,081.52	12,934.48	41%
Soft Skills	Staff/operating	46,000	38,452.75	7,547.25	84%
	Admin	5,332	5,012.24	319.26	94%
	General	1,572	1,258.47	313.37	80%
	Facilities	8,862	6,593.55	2,268.45	74%
	Unobligated	859	-	859.00	0%
		62,624	51,317.01	11,307.33	82%
DVOP	Admin	1,037	1,852.10	(815.54)	179%
	General	306	465.03	(159.43)	152%
	Overhead	1,339	4,112.98	(2,774.34)	307%
	Facilities	22,920	18,855.25	4,064.75	82%
	DEO staff trv	3,500	1,896.91	1,603.09	54%
	Operating	2,000	3,150.00	(1,150.00)	158%
	Unobligated	9,475	-	9,475.00	0%
		40,576	30,332.27	10,243.53	75%
Apprenticeship 1	Training	17,000	1,904.00	15,096.00	11%
	Sup. Svs. /operating	55,500	7,621.48	47,878.52	14%
	Admin	8,237	1,179.44	7,057.70	14%
	General	2,428	296.13	2,132.35	12%
	Unobligated	11,054	-	11,054.00	0%
		94,220	11,001.05	83,218.57	12%
Apprenticeship 3	Training	30,000	-	30,000.00	0%
	Admin	3,408	-	3,408.00	0%
	General	1,005	-	1,005.00	0%

	Unobligated	115,335	-	115,335.00	0%	
		149,748.00	-	149,748.00	0%	
Sector	Training	90,000	73,423.30	16,576.70	82%	
Strategies	Operating	8,569	-	8,569.00	0%	
	Admin	23,000	17,115.69	5,884.31	74%	
	General	5,800	4,297.41	1,502.59	74%	
	Overhead	88,000	65,501.96	22,498.04	74%	
		215,369	160,338.36	55,030.64	74%	
EMERGING	Operating	7,837	-	7,837.00	0%	
INITIATIVES	Admin	2,063	-	2,063.42	0%	
	General	608	-	608.34	0%	
	Overhead	10,325	-	10,325.00	0%	
		20,834	-	20,833.75	0%	
RWB 9	Admin	4,133	4,132.54	-	100%	
	General	1,219	1,218.55	(0.00)	100%	
	Overhead	3,370	3,370.19	0.00	100%	
	Facilities	1,602	1,602.21	-	100%	
	Operating	29,677	29,676.51	-	100%	
		40,000	40,000.00	0.00	100%	
TAA	Admin	500.00	8.81	491.19	2%	
	General	180.00	2.21	177.79	1%	
	Facilities	320.00	231.35	88.65	72%	
	Training	5,300.00	-	5,300.00	0%	
		6,300.00	242.37	6,057.63	4%	
DEPT OF						
CORRECTIONS	Operating	17,000	16,962.20	37.80	100%	
	Admin	22,000	21,724.98	275.02	99%	
	General	4,000	3,760.60	239.40	94%	
	Overhead	55,000	53,640.97	1,359.03	98%	
	Facilities	7,000	6,998.42	1.58	100%	
	Staff	50,716	41,461.65	9,254.35	82%	
		155,716	144,548.82	11,167.18	93%	
UNRESTR	Operating	32,000	32,337.25	(337.25)	101%	
	Admin	5,000	4,003.97	996.03	80%	
	General	1,300	1,005.32	294.68	77%	
	Unobligated	315,120	-	315,120.00	0%	
		353,420	37,346.54	316,073.46	11%	
RWB 6	Operating	5,501	-	5,501.00	0%	
YTH BLD 2	Eckerd	69,036	52,430.94	16,605.06	76%	
	Sup Svs.	135,013	69,995.00	65,018.00	52%	
	Admin	70	180.58	(110.93)	259%	
	General	21	45.34	(24.81)	221%	
	Facilities	6,341	4,742.73	1,598.27	75%	
	Unobligated	261,593	-	261,593.00	0%	

		472,073	127,394.59	344,678.59	27%	
YTH BLD 3	Eckerd	47,444	-	47,444.00	0%	
	Sup Svs.	84,160	-	84,160.00	0%	
	Admin	15,473	-	15,473.10	0%	
	General	4,562	-	4,561.79	0%	
	Facilities	4,584	-	4,584.00	0%	
	Unobligated	584,514	-	584,514.00	0%	
		740,737	-	740,736.90	0%	
YTH	ECKERD	829,464	511,712.10	317,751.90	62%	
	Sup Svs.	339,717	160,552.54	179,164.46	47%	
	Operating	5,000	4,439.53	560.47	89%	
	Admin	106,000	101,013.37	4,986.63	95%	
	General	27,000	25,362.45	1,637.55	94%	
	Overhead	821,000	778,099.59	42,900.41	95%	
	Facilities	60,128	57,201.97	2,926.03	95%	
		2,188,309	1,638,381.55	549,927.45	75%	
REA	Admin	900	676.51	223.49	75%	
	General	230	169.86	60.14	74%	
	Overhead	5,500	4,076.40	1,423.60	74%	
	Facilities	5,806	4,511.38	1,294.62	78%	
	Unobligated	38,083	-	38,083.00	0%	
		50,519	9,434.15	41,084.85	19%	
TOTAL		10,803,245	5,368,683	5,434,562	50%	44%

FUNCTIONAL BUDGET/EXPENDITURE						
ATTACHMENT 4						
PY 2019						
7/1-03/31/20						
	Budget	Expenditures	Balance	% Spent	50% Trng (exp.)	WEX %
Direct charge staff	642,222	445,048.88	197,173.12	69%		
Supportive/Special Svs./Operating/DEO staff trv	830,031	441,952.81	388,078.19	53%		
50% ITA	263,000	225,804.90	37,195.10	86%		
OJT	60,000	7,207.00	52,793.00	12%		
Training staff	470,000	339,100.50	130,899.50	72%		
Internships	60,000	44,290.57	15,709.43	74%		
Employed worker	35,000	224.86	34,775.14	1%		
Eckerd contract	972,089	564,143.04	407,945.96	58%		
Eckerd participant	558,890	230,547.54	328,342.46	41%		
Carryforward	1,521,346	-	1,521,346.00	0%		
Overhead	4,393,794	2,489,973.39	1,903,820.29	57%		
Indirect Costs	996,873	580,389.15	416,484.34	58%		
Total Budget	10,803,245	5,368,682.64	5,434,562.53	50%	44%	16.96%

ATTACHMENT 6	
FUNCTIONAL BUDGET	
PY 2019	
7/1/2019-6/30/2020	
Direct charge staff	575,041
Supportive/Special Svs./Operating/DEO staff trv	651,188
50% ITA	109,003
OJT	9,000
Training staff	536,420
Internships	11,500
Employed worker	5,000
Eckerd contract	1,032,447
Eckerd participant	474,730
Carryforward	838,647
Overhead	3,591,038
Indirect Costs	829,988
Total Budget	8,664,001



RECORD OF ACTION/APPROVAL

Executive Committee Wednesday, May 27, 2020

TOPIC/ISSUE:

First issue of our 2020 – 2021 Budget

BACKGROUND:

The budget is based on the following information:

- Funding that we have received the allocation for this coming year or grants that have funding that is carrying forward to the next year.
- Estimations on funding that we have not received yet. We know we will be getting the funds, so we have put in what we received last year and are comfortable that the amounts should be very close. (Wagner Peyser, Veteran, Welfare Transition, Supplemental Nutrition Assistance Program, Trade Assistance, Re-employment)
- Using the 2019-2020 budget, we have used those carry forward numbers to include in this budget.
- We will bring back a new version in August (after we close out the year) that will formalize any area where we have used estimated numbers.

POINTS OF CONSIDERATION:

1. The budget total is very close to last year's budget.
2. We typically receive incentive and supplemental dollars at the beginning of the year under both Adult and Dislocated Worker.
3. COVID-19 will result in more funding being put into the workforce system to assist through this disaster, either is supplemental funding or other grant opportunities.
4. In our staffing areas (where staff costs are charged) we increased the benefits by 4% to cover the increase in health benefits.
5. We also put in "an up to" 5% for a Cost of Living increase

STAFF RECOMMENDATIONS:

1. Approve the 2020 – 2021 budget
2. Discuss, direct and approve an increase within the 5% limit for the staff. This could be just cost of living or cost of living plus merit.

Approve updated 2019 budget, budget/expenditures reports 7/1/18-3/31/20, and draft 2020 budget.

COMMITTEE ACTION:**BOARD ACTION:**

ATTACHMENT 5								
BUDGET - CSCLM								
PY 2020(JULY 2020 - JUNE 2021)								
	*	*	*	*	*	*	*	*
5/27/2020	ADULT	YOUTH	TAA	DISL. WORKER	Apprenticeship 1	Apprenticeship 3	SOFT SKILLS	SECTOR STRATEGIES
REVENUE								
P.Y. 2019 CONTRACTS	1,395,820	1,339,167	6,300	699,531	78,669	149,748	-	38,941
CARRYFORWARD	195,313	495,407	-	47,674	-	-	-	-
INCENTIVES/SUPPLEMENTAL TRANSFER	32,000	-	-	(32,000)	-	-	-	-
TOTAL REVENUE	1,623,133	1,834,574	6,300	715,205	78,669	149,748	-	38,941
EXPENDITURES								
TOTAL ITA	29.05%							
TRAINING:								
ITA %	27%			33%				
ITA/TRAINING	44,000	-	-	-	-	-	-	12,953
OJT	9,000	-	-	-	-	-	-	-
EMPLOYED WORKER	5,000	-	-	-	-	-	-	-
INTERNSHIPS	11,500	-	-	-	-	-	-	-
ECKERD	-	-	-	-	-	-	-	-
TRAINING STAFF	325,000	-	-	211,420	-	-	-	-
TOTAL TRAINING	394,500	-	-	211,420	-	-	-	12,953
OPERATING:								
SUPPORTIVE SVS.	5,000	339,717	-	498	-	-	-	-
DIRECT CHARGE (STAFF)	8,500	-	-	5,400	-	-	-	-
ECKERD	15,000	794,464	-	11,145	-	-	-	-
DEO STAFF TRAVEL	-	-	-	-	-	-	-	-
OPERATING	-	6,000	-	-	15,000	100,000	-	-
TOTAL OPERATING	28,500	1,140,181	-	17,043	15,000	100,000	-	-
PROGRAM SUPPORT:								
FACILITIES	56,776	98,463	311	28,777	-	-	-	-
PROGRAM	57,783	155,908	-	22,049	-	-	-	1,250
INFORMATION TECHNOLOGY	72,227	194,879	-	27,561	-	-	-	1,563
OUTREACH	57,865	156,130	-	22,080	-	-	-	1,252
BUSINESS	290,476	-	-	110,841	-	-	-	6,284
SELF SERVICES	206,714	-	-	78,879	-	-	-	4,472
CAREER SERVICES	238,039	-	-	101,084	-	-	-	5,731
TOTAL PROGRAM SUPPORT	979,881	605,380	311	391,270	-	-	-	20,552
TOTAL EXPENDITURES	1,402,881	1,745,561	311	619,733	15,000	100,000	-	33,505
ADMIN POOL	175,685	70,413	40	76,296	1,945	12,967	-	4,345
GENERAL POOL	44,149	17,694	10	19,173	489	3,258	-	1,092
TOTAL INDIRECT COST RATE	219,834	88,107	50	95,468	2,434	16,225	-	5,436
BALANCE	418	906	5,938	3	61,235	33,523	-	(0)
INDIRECT RATE CALCULATION								
DIRECT TOTAL COSTS	1,402,881	1,745,561	311	619,733	15,000	100,000	-	33,505
LESS: LEASES	(32,989)	(68,353)	-	(20,193)	-	-	-	-
	-	-	-	-	-	-	-	-
SUBAWARD (ECKERDS)	(15,000)	(1,134,181)	-	(11,145)	-	-	-	-
TOTAL MTDC	1,354,892	543,027	311	588,396	15,000	100,000	-	33,505

ATTACHMENT 5									
BUDGET - CSCLM									
PY 2020(JULY 2020 - JUNE 2021)									
5/27/2020	* RURAL INITIATIVES	* VOC REHAB	* WAGNER PEYSER	* VETERAN DVOP	ALLACHUA	* WTP	* SNAP	* FL Corrections	* BRIDGE SKILLED
REVENUE									
P.Y. 2019 CONTRACTS	31,250	9,622	450,000	37,793		1,759,613	229,824	100,760	-
CARRYFORWARD	-	-	29,563	19,565	-	774	57,410	-	107,727
INCENTIVES/SUPPLEMENTAL TRANSFER	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	31,250	9,622	479,563	57,358	-	1,760,387	287,234	100,760	107,727
EXPENDITURES									
TOTAL ITA									
TRAINING:									
ITA %									
ITA/TRAINING	-	-	-	-	-	-	-	-	24,450
OJT	-	-	-	-	-	-	-	-	-
EMPLOYED WORKER	-	-	-	-	-	-	-	-	-
INTERNSHIPS	-	-	-	-	-	-	-	-	-
ECKERD	-	-	-	-	-	-	-	-	-
TRAINING STAFF	-	-	-	-	-	-	-	-	-
TOTAL TRAINING	-	-	-	-	-	-	-	-	24,450
OPERATING:									
SUPPORTIVE SVS.	-	-	-	-	-	129,000	-	-	-
DIRECT CHARGE (STAFF)	-	-	-	-	-	400,000	90,410	60,000	10,731
ECKERD	-	2,902	-	-	-	35,000	-	-	-
DEO STAFF TRAVEL	-	-	9,600	2,000	-	-	-	-	-
OPERATING	10,395	-	150,000	3,500	-	-	-	724	-
TOTAL OPERATING	10,395	2,902	159,600	5,500	-	564,000	90,410	60,724	10,731
PROGRAM SUPPORT:									
FACILITIES	-	856	74,275	25,044	-	61,442	14,700	-	1,867
PROGRAM	1,003	280	15,403	531	-	54,432	8,726	-	3,395
INFORMATION TECHNOLOGY	1,254	350	19,253	663	-	68,038	10,907	-	4,244
OUTREACH	1,005	280	15,425	532	-	54,509	8,738	-	3,400
BUSINESS	5,043	1,408	-	-	-	273,629	43,863	-	17,068
SELF SERVICES	3,589	1,002	55,103	1,899	-	194,726	31,215	-	12,147
CAREER SERVICES	4,599	1,284	70,615	2,433	-	249,543	40,002	26,867	15,566
TOTAL PROGRAM SUPPORT	16,493	5,460	250,075	31,102	-	956,320	158,150	26,867	57,687
TOTAL EXPENDITURES	26,888	8,362	409,675	36,602	-	1,520,320	248,560	87,591	92,868
ADMIN POOL	3,487	1,007	46,436	2,492	-	191,605	30,907	10,525	11,874
GENERAL POOL	876	253	11,669	626	-	48,149	7,767	2,645	2,984
TOTAL INDIRECT COST RATE	4,363	1,260	58,105	3,118	-	239,754	38,674	13,169	14,858
BALANCE	(1)	(0)	11,783	17,638	-	313	1	(1)	1
INDIRECT RATE CALCULATION									
DIRECT TOTAL COSTS	26,888	8,362	409,675	36,602	-	1,520,320	248,560	87,591	92,868
LESS: LEASES	-	(594)	(51,561)	(17,385)	-	(42,653)	(10,204)	(6,425)	(1,296)
SUBAWARD (ECKERDS)	-	-	-	-	-	-	-	-	-
TOTAL MTDC	26,888	7,768	358,114	19,217	-	1,477,667	238,355	81,167	91,572

ATTACHMENT 5									
BUDGET - CSCLM									
PY 2020(JULY 2020 - JUNE 2021)									
5/27/2020	*	*	*	*	*	*	*	*	
	EMERGING INITIATIVES	YOUTH BUILD 3	YOUTH BUILD 2	COVID 19 PPE	COVID 19	RWB 6	REA	UN- RESTR	TOTAL
REVENUE									
P.Y. 2019 CONTRACTS	20,833	-	-	-	101,679	5,444	13,000	-	6,467,994
CARRYFORWARD		671,943	262,950	-	-	-	-	307,681	2,196,007
INCENTIVES/SUPPLEMENTAL TRANSFER	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	20,833	671,943	262,950	-	101,679	5,444	13,000	307,681	8,664,001
EXPENDITURES									
TOTAL ITA									
TRAINING:									
ITA %									
ITA/TRAINING		27,600	-	-	-	-	-	-	109,003
OJT		-	-	-	-	-	-	-	9,000
EMPLOYED WORKER		-	-	-	-	-	-	-	5,000
INTERNSHIPS		-	-	-	-	-	-	-	11,500
ECKERD		-	-	-	-	-	-	-	-
TRAINING STAFF	-	-	-	-	-	-	-	-	536,420
TOTAL TRAINING	-	27,600	-	-	-	-	-	-	670,923
OPERATING:									
SUPPORTIVE SVS.		138,720	135,013	-	-	-	-	-	747,948
DIRECT CHARGE (STAFF)	-	-	-	-	-	-	-	-	575,041
ECKERD		104,900	69,036	-	-	-	-	-	1,032,447
DEO STAFF TRAVEL		-	-	-	-	-	-	-	11,600
OPERATING	6,930	-	-	-	33,821	-	-	40,000	366,370
TOTAL OPERATING	6,930	243,620	204,049	-	33,821	-	-	40,000	2,733,406
PROGRAM SUPPORT:									
FACILITIES	-	9,255	6,300	-	-	5,444	5,833	-	389,343
PROGRAM	669	-	-	-	3,264	-	-	-	324,693
INFORMATION TECHNOLOGY	836	-	-	-	4,080	-	-	-	405,855
OUTREACH	670	-	-	-	3,269	-	-	-	325,155
BUSINESS	3,362	-	-	-	16,409	-	-	-	768,384
SELF SERVICES	2,392	-	-	-	11,677	-	-	-	603,814
CAREER SERVICES	3,066	-	-	-	14,964	-	-	-	773,795
TOTAL PROGRAM SUPPORT	10,995	9,255	6,300	-	53,662	5,444	5,833	-	3,591,038
TOTAL EXPENDITURES	17,924	280,475	210,349	-	87,483	5,444	5,833	40,000	6,995,367
ADMIN POOL	2,324	3,946	250	-	11,344	-	231	5,187	663,304
GENERAL POOL	584	992	63	-	2,851	-	58	1,303	166,684
TOTAL INDIRECT COST RATE	2,908	4,937	313	-	14,194	-	289	6,490	829,988
BALANCE	0	386,530	52,289	-	1	(0)	6,877	261,191	838,647
INDIRECT RATE CALCULATION									
DIRECT TOTAL COSTS	17,924	280,475	210,349	-	87,483	-	5,833	40,000	6,989,922
LESS: LEASES	-	(6,425)	(4,373)	-	-	-	(4,049)	-	(266,500)
	-	-	-	-	-	-	-	-	-
SUBAWARD (ECKERDS)	-	(243,620)	(204,049)	-	-	-	-	-	(1,607,995)
TOTAL MTDC	17,924	30,430	1,927	-	87,483	-	1,784	40,000	5,115,427



RECORD OF ACTION/APPROVAL

Executive Committee Wednesday, May 27, 2020

TOPIC/ISSUE:

Employee healthcare and related benefits

BACKGROUND:

Our Health insurance renewal is July 1. We have received our renewal rates through Benefit Advisors (BA).

Florida Blue presented rates that average a 3.3% increase over the several plans being offered. The spreadsheet contains five (5) options which we are recommending for consideration.

At this time, we believe the Florida Blue premiums are reasonable and acceptable within the confines of our funding. Last program year the rates had increased an average of 25% from the prior year.

Company increased contribution from \$600 to \$601.52 = 0.0025% Increase

Breakdown by plan:

128/129 - 4.3% Increase

3566 (Being replaced by 5302) - 21.8% Decrease

47- 3.3% Increase

60 - 2.9% Increase

5771 - 2.7% Increase

POINTS OF CONSIDERATION:

- Company-paid Principal Dental plan rates will remain the same.
- Company-paid Principal company-paid Group Life rates will remain the same
- Company-paid Principal Short-Term Disability rates will remain the same.
- Company-paid Principal Dependent Life rates will remain the same.
- Employee-paid Principal Vision plan rates will increase. The benefits will also increase.
 - o Current plan that is no longer available.
 - o Updated benefits for the employees are attached
 - o Comparison of rates and benefits for last year and this year are attached

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed


- For option one, the HSA plan Blue Care 128/129, we recommend that the company offer \$222.36 one-time contribution to the HSA and there is a percentage increase in premiums from the current plan. The company share of the premium plus the HSA would equal \$601.52.

- The Blue Options 5302, is a PPO offering and we recommend the company pay the employee premium portion of \$601.52 being able to offer two employee only premium free plans
- The Blue Care 47 plan will be offered to employees at an up-charge of \$205.83 per month (\$95.00/pay period) and the company would pay a share equal to option two, the 5302 plan.
- The Blue Care 60 plan, we recommend that the company pay a share equal to option two and that employees pay \$298.05 per month (\$137.56/pay period) for their premium share.
- The Blue Options 5771, is a PPO offering and we recommend the company pay a share equal to option two and that the employee pay \$350.19 per month (\$161.63/pay period) for their premium share.
- Continue with all Principal plans, company-paid and employee self-pay, as proposed on the attached spreadsheet.

COMMITTEE ACTION:

BOARD ACTION:

CareerSource 2020-2021 Florida Blue Renewal

	Florida Blue Blue Care 128/129 HSA	Florida Blue Blue Options 5302	Florida Blue Blue Options 3566	Florida Blue Blue Care 47	Florida Blue Blue Care 60	Florida Blue Blue Options 5771
	Open Access	Mayo In-Network	Mayo In-Network	Open Access	In-Network	Mayo In-Network
PREVENTATIVE BENEFITS	HMO	PPO	PPO	HMO	HMO	PPO
Annual Physicals	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Well Woman Exam @ GYN	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Mammograms	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Well Child Care / Immunizations	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
OFFICE VISITS						
Primary Care Physician	Deductible + Coinsurance	\$30 Copay	\$35 Copay	\$30 Copay	\$25 Copay	\$30 Copay
Specialist	Deductible + Coinsurance	\$55 Copay	\$50 Copay	\$55 Copay	\$45 Copay	\$55 Copay
OTHER SERVICES						
Urgent Care (Non-Phy. Visit)	Deductible + Coinsurance	\$60 Copay	Deductible + Coinsurance	\$60 Copay	\$75 Copay	\$60 Copay
Emergency Room	Deductible + Coinsurance	\$300 Copay	Deductible + Coinsurance	\$250 Copay	\$250 Copay	\$250 Copay
Blood & Lab Test	Deductible + Coinsurance	No Charge	No Charge	No Charge	No Charge	No Charge
Diagnostic Services (X-rays, Ultrasounds)	Deductible + Coinsurance	Deductible + Coinsurance	Deductible + Coinsurance	\$50 Copay	\$45 Copay	\$50 Copay
Advanced Imaging (MRI, MRA, PET, CT)	Deductible + Coinsurance	Deductible + Coinsurance	Deductible + Coinsurance	\$250 Copay	\$125 Copay	\$250 Copay
Outpatient Surgery	Deductible + Coinsurance	Deductible + Coinsurance	Deductible + Coinsurance	Deductible + Coinsurance	\$275 Copay	Deductible + Coinsurance
Inpatient Hospitalization	Deductible + Coinsurance	Deductible + Coinsurance	Deductible + Coinsurance	Deductible + Coinsurance	\$325 Copay Per Day / \$1,625 Max	Deductible + Coinsurance
Prescription Drugs	Deductible + \$10 / \$50 / \$80	\$10 Generic Choices	\$10 / \$50 / \$80	\$10 / \$30 / \$50	\$10 / \$30 / \$50	\$10 / \$30 / \$50
FINANCIAL DETAILS						
Deductible: Individual / Family	\$2,500 / \$5,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$1,500 / \$4,500	\$500 / \$1,000	\$1,500 / \$4,500
Coinurance	80% / 20%	70% / 20%	80% / 20%	80% / 20%	90% / 10%	80% / 20%
Out-of-Pocket Max: Individual / Family Includes:	\$5,000 / \$10,000 Ded. & Coin.	\$6,350 / \$12,700 Deductible, Copays & Coinsurance	\$6,350 / \$12,700 Deductible, Copays & Coinsurance	\$4,500 / \$9,000 Ded. Copays & Coin.	\$3,500 / \$7,000 Ded. Copays & Coin.	\$4,500 / \$9,000 Deductible, Copays & Coinsurance
OUT-OF-NETWORK						
Deductible: Individual / Family	N/A	\$10,000 / \$30,000	\$5,000 / \$10,000	N/A	N/A	\$4,500 / \$13,500
Coinurance	N/A	50% / 50%	50% / 50%	N/A	N/A	50% / 50%
Out-of-Pocket Max: Individual / Family	N/A	\$20,000 / \$40,000	\$10,000 / \$20,000	N/A	N/A	\$9,000 / \$18,000
**This document is intended as an illustrative summary of covered medical benefits. For a complete list of covered services, please refer to the plan documents.						
Monthly Premium	2019-2020 Renewal Rates		2019-2020 Renewal Rates	2019-2020 Renewal Rates	2019-2020 Renewal Rates	2019-2020 Renewal Rates
Employee Only	\$558.95		\$769.25	\$781.63	\$874.03	\$926.46
Employee / Spouse	\$1,318.90		\$1,830.81	\$1,860.28	\$2,080.18	\$2,204.96
Employee / Child	\$1,019.65		\$1,415.42	\$1,438.20	\$1,608.21	\$1,704.68
Employee / Family	\$1,728.98		\$2,400.05	\$2,438.68	\$2,726.96	\$2,890.54
Monthly Premium	2020-2021 Renewal Rates	2020-2021 Renewal Rates	2020-2021 Renewal Rates	2020-2021 Renewal Rates	2020-2021 Renewal Rates	2020-2021 Renewal Rates
Employee Only	\$582.99	\$601.52	\$793.75	\$807.35	\$899.57	\$951.71
Employee / Spouse	\$1,375.64	\$1,431.62	\$1,889.13	\$1,921.50	\$2,140.98	\$2,265.06
Employee / Child	\$1,109.76	\$1,154.92	\$1,524.00	\$1,550.11	\$1,727.18	\$1,827.28
Employee / Family	\$1,849.60	\$1,924.86	\$2,540.00	\$2,583.52	\$2,878.63	\$3,045.46

New 2020-2021 Plan Option
Replacing 3566

Old 2019-2020 Plan Option
Being Replaced by 5302



Current Rate and Benefit Comparison

Policyholder Name: CAREERSOURCE CITRUS LEVY MARION

Member Group Name: ALL MEMBERS

Account Number: 1044721

Benefit Design Option: 10

Date: 03/26/2020



Summary of benefit/rate changes	Current Scheduled Rates	Recommended Managed Care Vision Benefit Design 10
Employee	\$2.68	\$5.31
Employee + Spouse	\$5.11	\$10.14
Employee + Child	\$4.83	\$9.57
Employee + Family	\$7.27	\$14.41
Recommended Managed Care Vision Benefits		
Exams covered in full after exam copay every 12 months		\$10
Lenses (single, bifocal, trifocal and lenticular) covered in full after materials copay every 12 months		\$25
Frame Allowance every 12 months		\$130
Elective contact lenses allowance every 12 months (contacts instead of glasses)		\$130
Current Vision Reimbursements		
Exam Reimbursement every 12 months	\$50	
Single Vision Reimbursement	\$50	
Bifocal Reimbursement	\$75	
Trifocal Reimbursement	\$100	
Lenticular Reimbursement	\$150	
Contacts Reimbursement every 12 months (contacts instead of glasses)	\$150	
Frames Reimbursement every 24 months	\$100	

Vision insurance from Principal® is issued by Principal Life Insurance Company, 711 High Street, Des Moines, IA 50392.

This illustration displays a possible benefit design change for your 2020 policy anniversary. This is not an insurance contract or a complete statement of the rights, benefits, limitations or exclusions of the coverage described here. For cost and coverage details, contact your Principal® representative.

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RECORD OF ACTION/APPROVAL

Executive Committee Wednesday, May 27, 2020

TOPIC/ISSUE:

CLM Direct Billing Contract Amendment

BACKGROUND:

During our work in Region 9, there have been a series of unanticipated costs which required CLM to pay. A number of the charges in the period December 13, 2019 through January 31, 2020 are due to the fact that Region 9(R9) does not have a credit card. Others are due to the inability of R9 to get invoices approved promptly or the fact that they had not been able to gain approval to use the bank account established by Alachua County to pay for the charges. Each charge was discussed with the County staff prior to incurring the expense.

Secondly, we estimated costs in the contract to cover staff time by various staff that were not required to assist as much as we had budgeted. At the same time we continued to incur miscellaneous operating expenses that were required but not foreseen.

The attached spreadsheets summarize these expenses into two categories: Expenses not allowed by the TA grant and prior to our contract start and contract amounts that can be reduced and charges not included in the contract.

These situations have been discussed with DEO staff and Alachua County staff and the following is a jointly agreed upon recommendation:

- For charges between December 13, 2019 and January 31, 2020, CLM will directly bill CSNCFL.
- A contract amendment will be submitted to reduce expenses where appropriate and add those miscellaneous charges that CLM incurred.

POINTS OF CONSIDERATION:

Allows CLM to be reimbursed for certain expenses and brings contract into line with expenses

STAFF RECOMMENDATIONS:

Approve contract amendment and direct billing plan

COMMITTEE ACTION:

BOARD ACTION:

Summary of CLM Direct Billing items and Contract amendment

Direct bill items- December 13, 2019 through January 31, 2020

USLI	Liability Ins	\$	4,748.00	43822
Verizon Wireless	cell phones	\$	668.64	43846
City of Starke Util	utility	\$	342.55	43830 Credit Card
City of Starke Util	Utility fee	\$	3.95	43830 Credit Card
Amazon - supplie	supplies	\$	953.54	43853
Staples	supplies	\$	83.06	43846
Petty Cash - sup	supplies	\$	54.60	43853
TAD Grants	staff training	\$	5,940.00	43860
Google Suite	monthly fee	\$	1,047.07	43831 Credit Card
Low Cost Earbus	supplies	\$	449.98	43838 credit card
Constant Contact	outreach	\$	395.00	43831 credit card
Constant Contact	outreach	\$	395.00	43854 credit card
Total		\$	15,081.39	

CLM Contract Amendment

CLM Staff Costs

STAFF	\$	110,324.18
INDIRECT	\$	14,461.63
ALLOCATIONS	\$	44,314.03
TOTAL	\$	169,099.84

Other Costs

IT Services	\$	25,825.00
Staff Travel	\$	2,699.79
TOTAL	\$	28,524.79

R9 Staff Costs

Staff Costs	\$	109,189.38
Health Ins	\$	2,783.92
TOTAL	\$	111,973.30

Miscellaneous supporting expenses

Invoice	Description	Amount		
Cox	Phone Lines		\$	6,721.16
Verizon Wireless	1/3 - 2/2/20		\$	1,748.52
Verizon Wireless	2/3-3/2/20			
Verizon Wireless	3/3-4/2/20			
Verizon Wireless	4/3-5/2/20			
Best Buy	supplies		\$	2,988.94
Staples	supplies			
Constant Contact	outreach		\$	2,785.00
Google Suite	monthly fee-Feb		\$	5,772.35
Google Suite	monthly fee-Mar			
Google Suite	monthly fee-Apr			
Google Suite	monthly fee-May			
TPMA	Wkforce Services Plan Dev		\$	8,995.00
ADP fee for payrc fees			\$	201.00
ADP fee for W-2 fees			\$	26.20
Ballard Invest	backgrounds		\$	71.96
Quest Diagnostic	drug screens		\$	160.00
Total			\$	29,470.13

Additional Staff

Project Coordinat	1 mth salary	\$	3,750.00	\$	3,750.00
COVID DWG charge					

Revised Contract Total **\$ 342,818.06**

Dec 13, 2019 - Jan 31, 2020		Items paid that were not part of contract.			
Invoice	Description	Amount	Payment Date		
USLI	Liability Ins	4,748.00	12/23/2019		
Verizon Wireless	cell phones	668.64	1/16/2020		
City of Starke Utilities	utility	342.55	12/31/2019	Credit Card	
City of Starke Utilities	Utility fee	\$3.95	12/31/2019	Credit Card	
Amazon - supplies	supplies	\$953.54	1/23/2020		
Staples	supplies	\$83.06	1/16/2020		
Petty Cash - suppliies	supplies	\$54.60	1/23/2020		
TAD Grants	staff training	\$5,940.00	1/30/2020		
Google Suite	monthly fee	\$1,047.07	1/1/2020	Credit Card	
Low Cost Earbus	supplies	449.98	1/8/2020	credit card	
Constant Contact	outreach	395.00	1/1/2020	credit card	
Constant Contact	outreach	395.00	1/24/2020	credit card	
Total		\$15,081.39			
Contract effective 2/1/2020 - items paid per contract					
CLM: CONTRACT	BUDGET	EXPENDITURES	PROJECTION TO 6/30/2020	TOTAL EXP & PROJECTION	BALANCE
STAFF	155,403.38	71,758.32	38,565.86	110,324.18	45,079.20
INDIRECT	83,299.06	5,784.65	8,676.98	14,461.63	68,837.43
ALLOCATIONS	48,149.75	17,725.61	26,588.42	44,314.03	3,835.72
TOTAL	286,852.19	95,268.58	73,831.26	169,099.84	117,752.35
CONTRACT ITEMS	BUDGET	EXPENDITURES	PROJECTION TO 6/30/2020	TOTAL EXP & PROJECTION	BALANCE
IT Services	25,825.00	18,000.00	7,825.00	25,825.00	-
Staff Travel	3,809.20	948.27	1,751.52	2,699.79	1,109.41
TOTAL	29,634.20	18,948.27	9,576.52	28,524.79	1,109.41
RWB 9 STAFF	135,960.73	61,928.42	47,260.96	109,189.38	74,032.31
Health Ins	-	1,391.96	1,391.96	2,783.92	(2,783.92)
TOTAL	180,960.73	63,320.38	48,652.92	111,973.30	71,248.39

Last Name	First Name	Worked Grant	Hours	Rate	Salary		
Garri	John	Alachua	360	\$ 60.00	\$ 21,600.00		
			64	\$ 60.00	\$ 3,840.00		
Marty	Phyllis	Alachua	400	\$ 27.70	\$ 11,080.00		
			64	\$ 25.67	\$ 1,642.88		
Nair	Dhanya	Alachua	400	\$ 21.56	\$ 8,623.60		
			56	\$ 19.53	\$ 1,093.62		
Hadley	Lena	Alachua	400	\$ 21.06	\$ 8,425.60		
			57	\$ 19.03	\$ 1,084.94		
					\$ 57,390.64	Salary RWB 9	\$ 57,390.64
						Employer FICA	\$ 4,377.25
						SUI	\$ 57.23
						Worker Comp	\$ 103.30
						Total Staff RWB 9	\$ 61,928.42
						Benefits	\$ 1,391.96
Skinner Jr	Thomas	Alachua	168	\$ 63.96	\$ 10,745.31		
Skinner Jr	Thomas	Alachua	464	\$ 63.96	\$ 29,677.53		
Woodring	Kathleen	Alachua	12	\$ 52.11	\$ 625.32		
Woodring	Kathleen	Alachua	220	\$ 52.11	\$ 11,464.18		
Weaver	Corian	Alachua	47	\$ 31.25	\$ 1,468.75		
Carrion	Mayra	Alachua	0	\$ 26.05	\$ -		
French	Dale	Alachua	41.5	\$ 43.27	\$ 1,795.68		
Pozo	Iris	Alachua	13.25	\$ 27.33	\$ 362.11		
					\$ 56,138.88	Salary RWB 9	\$ 56,138.88
						Benefits	\$ 15,619.44
						Total Staff RWB 9	\$ 71,758.32

Project Hours to 6/30/20

Amount

336 \$ 20,160.00

336 \$ 9,307.20

336 \$ 7,243.82

336 \$ 7,077.50

	\$ 43,788.53	Salary RWB 9	\$ 43,788.53
		Employer FICA	\$ 3,349.82
292	\$ 18,676.38	SUI	\$ 43.79
		Worker Comp	\$ 78.82
164	\$ 8,546.02	Total Staff RWB 9	\$ 47,260.96
		Benefits	\$ 1,391.96
52	\$ 1,625.00		
60	\$ 2,596.16		
32	\$ 874.52		
	\$ 32,318.08	Salary RWB 9	\$ 32,318.08
		Benefits	\$ 6,247.78
		Total Staff RWB 9	\$ 38,565.86

Items paid that were not part of contract.									
Amount	Payment Date		REIMBURSED	EXPENDITURES	PROJECTION TO 6/30/2020	TOTAL EXP & PROJECTION	BALANCE		
3,721.16	3/2/2020	credit card	-	3,721.16	3,000.00	6,721.16	(6,721.16)	6721.16	
23.56	2/13/2020		915.76	948.52	800.00	1,748.52	(832.76)	1748.52	
223.56	3/12/2020								
366.72	4/22/2020	credit card							
334.68	5/21/2020								
153.96	3/12/2020	credit card	1,541.18	1,903.12	1,085.82	2,988.94	(1,447.76)	2988.94	
207.98	3/17/2020	credit card							
395.00	3/24/2020	credit card	395.00	1,600.00	1,185.00	2,785.00	(2,390.00)	2785	
1,104.77	2/1/2020	credit card	2,151.84	4,572.35	1,200.00	5,772.35	(3,620.51)	5772.35	
1,139.58	3/1/2020	credit card							
1,164.00	4/6/2020	credit card							
1,164.00	5/3/2020	credit card							
1,050.00	4/20/2020	BANK PAYMEN	-	1,050.00	7,945.00	8,995.00	(8,995.00)	8995	
100.50	4/9/2020		-	100.50	100.50	201.00	(201.00)	201	
26.20	2/21/2020		-	-	26.20	26.20	(26.20)	26.2	
71.96	3/12/2020		71.96	71.96	-	71.96	-	71.96	
160.00	3/12/2020		160.00	160.00	-	160.00	-	160.00	
					Total	29,470.13		29,470.13	
3,750.00		annual 45,000				\$ 3,750.00			



RECORD OF ACTION/APPROVAL

Executive Committee Wednesday, May 27, 2020

TOPIC/ISSUE:

Rosen Hotel

BACKGROUND:

The Board previously approved CSCLM to serve as “host agency” for the annual Workforce Professional Development Summit. In that role, we enter into a contract with the event hotel. The contract specifies certain required minimums: hotel nights, food and beverage minimums.

This year’s event was scheduled for the end of September/first of October. Over 50% of the costs are covered through sponsorships, the remainder through registration fees. Sponsor solicitation begins in March and runs through the end of August with roughly 60-70% of the sponsors committed by June. Registration begins in June and runs through the September start date.

COVID has resulted in no commitment from sponsors and doubts as to whether we could hold an event for 600-700 people, given the COVID guidelines and hotel event space.

We have had informal talks with the hotel about a series of alternatives and have not received a positive response.

There is a “force majeure” clause in the contract. After consultation with FWDA leadership and conversation with their attorney and Bob, we are recommending that Bob send the attached letter.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve sending letter

COMMITTEE ACTION:

BOARD ACTION:

ROBERT A. STERMER

ATTORNEY AT LAW
7480 SW HIGHWAY 200
OCALA, FLORIDA 34476

TELEPHONE: (352) 861-0447

E-MAIL: SV1@ATLANTIC.NET

FACSIMILE: (352) 861-0494

May 19, 2020

VIA UPS NEXT DAY AIR

Julie Ryczak
Associate Director of Sales
Rosen Shingle Creek Orlando
9939 Universal Boulevard
Orlando, FL 32819

RE: Cancellation of 2020 Workforce Professional Development Summit (9/26/20 - 10/2/20) Agreement dated March 11, 2019

Dear Ms. Ryczak:

I represent the Citrus Levy Marion Regional Workforce Development Board, Inc. DBA Careersource Citrus Levy Marion. As you know, my client has scheduled a conference at Rosen Shingle Creek Orlando for the above-referenced time frame. Unfortunately and regrettably, the recent COVID-19 pandemic forced Governor of the State of Florida to declare a statewide health emergency on March 1, 2020 (EO #20-51). Subsequently on April 1, 2020 the Governor issued Executive Order 20-91 which limited gatherings to no more than ten people. Recently, the State adopted the "Safe, Smart, Step-by-Step Plan for Florida's Recovery," a phased plan for reopening Florida's economy (hereinafter, the "Plan").

We are currently in Phase One of the plan. Phase One contains a limitation on gatherings to ten (10) persons in circumstances that do not readily allow for appropriate social distancing of at least six (6) feet¹, but apparently allows larger groups if the social distancing requirement can be met. Phase One of the Plan also provides that employers should avoid nonessential travel and adhere to CDC guidelines regarding isolation following travel².

Phase Two of the Plan contains a limitation on gatherings to fifty (50) persons in circumstances that do not readily allow for appropriate social distancing of at least six (6) feet³, but apparently also allows larger groups if the social distancing requirement can be met. Like Phase One, Phase Two of the Plan continues the provision that employers should avoid nonessential travel and adhere to CDC guidelines regarding isolation following travel⁴. Phase Three of the Plan

¹Plan, Page 19.

²Plan, Page 20.

³Plan, Page 23.

⁴Plan, Page 24.

eliminates the requirement for social distancing. The criteria for the transition from one stage to the next are not calendar based but are instead based upon certain critical benchmarks being met. For the purposes of this letter it is not necessary to go into the specifics of those criteria, suffice it to say that no one can predict when, or even if, the transition from Phase One to Phase Two or from Phase Two to Phase Three will occur in Orange County.

Given the current guidelines, if Shingle Creek adheres to those guidelines, it will have to provide nearly 30,000 square feet of floor space just for the attendees at each of the the two (2) non-meal general sessions for which my client has contracted. That does not count room for speakers, staff and exhibitors, just for attendees. None of the rooms my client has booked are sufficiently large to accommodate 800 attendees if there is to be adherence to social distancing requirements. Further, in regard to the lunch session, assuming 6 foot diameter tables, only three (3) attendees can be accommodate at one table. That means roughly 267 tables will be required for the lunch session. Even without considering required table to table separation, my client does not believe the Sebastian K room is large enough to hold 267 tables. While it appears from a review of your conference facilities that Rosen Shingle Creek has the ability to add conference space, the Agreement between the parties, drafted by Rosen Shingle Creek, does not grant it the authority to do so, only to decrease conference space. Any increase would be unacceptable to my client as it believes such would destroy the ambiance and collegiality of the conference.

A further issue is the Phase One and Two ban on unnecessary business travel. So long as this ban is in effect, none of the State's Service Delivery Areas will be able to book travel for their employees to the conference, nor will any sponsors be willing to sign up as Exhibitors. As my client depends upon attendees and sponsors to cover the cost of the event and Rosen Creek is unable to provide adequate social distancing for participants, it is impossible for it to proceed further .

Based on the foregoing, my client feels it must invoke the "Force Majeure" clause of the contract (Paragraph 22 of the Agreement) for the 2020 conference and to cancel the same. It is still quite hopeful that the COVID-19 emergency will be well behind by the time of the 2021 conference and sincerely hopes it will be able to proceed with that conference once the COVID-19 pandemic has passed.

Should you have any questions in regard to the foregoing, please do not hesitate to contact me. I remain,

Very truly yours,

Robert A. Stermer

RAS/ydw
cc: Thomas E. Skinner, Jr.