



College of Central Florida  
Enterprise Center, Building 42  
3003 SW College Rd, Suite 206  
Ocala, FL 34474

**Executive Committee Meeting**

Wednesday, September 13, 2023 – 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/81200018189>

Phone No: 1-646-558-8656 (EST) Meeting ID: 812 0001 8189

Call to Order  
Roll Call  
Approval of Minutes, May 31, 2023

B. Whiteman  
C. Schnettler  
B. Whiteman

Pages 2 - 9

**DISCUSSION ITEMS**

State Update  
Workforce Issues that are Important to our Community

R. Skinner  
R. Skinner

**PUBLIC COMMENT**

**ACTION ITEMS**

Severance Pay  
Summit Sponsorship  
Independent Monitoring Contract  
ITA waiver  
Dislocated Worker Fund Transfer  
Final Budget  
Disaster Response Funding

Page 10  
Page 11  
Pages 12 - 22  
Pages 23 - 26  
Pages 27 - 29  
Pages 30 - 31  
Pages 32 - 33

D. French  
R. Skinner  
C. Galica  
D. French  
D. French  
D. French  
D. French

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

2023 – 2024 MEETING SCHEDULE						
Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/15/2023	8/16/2023	8/24/2023	8/30/2023	9/13/2023	9/27/2023	CF Levy
11/7/2023	11/8/2023	11/16/2023	11/15/2023	12/6/2023	12/13/2023	CF Ocala
2/6/2024	2/7/2024	2/15/2024	2/21/2024	2/28/2024	3/20/2024	CF Lecanto
5/7/2024	5/8/2024	5/16/2024	5/22/2024	5/29/2024	6/5/2024	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: May 31, 2023  
PLACE: College of Central Florida, Enterprise Center  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Brandon Whiteman  
Charles Harris  
Fred Morgan  
Jeff Chang  
Kimberly Baxley

**MEMBERS ABSENT**

Carl Flanagan  
Pete Beasley

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM  
Cathy Galica, CSCLM

Iris Pozo, CSCLM  
Cira Schnettler, CSCLM  
Bob Stermer, Board Attorney

**CALL TO ORDER**

The meeting was called to order by Brandon Whiteman, Chair, at 9:31 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 April 10, 2023, meeting. Charles Harris seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State/Local Update/Workforce Transition/Educational Consortium**

Rusty Skinner provided the following updates:

- The regional directors met with CareerSource Florida and DEO on May 24. Several topics were discussed:
  - System Improvements – There was discussion on how EmployFlorida is not user friendly, full registration is a lengthy process, and self-referrals do not add to the region’s goals. These issues are under consideration for improvements.
  - Statewide Pricing – By obtaining improved pricing options for various items,

- the State has the potential to ensure consistent pricing that benefits all regions.
- Workforce Transition/Regional Planning Map – The map provided in the packet was suggested as an initial reference for discussion. The team appeared receptive to receiving input from the regions regarding potential locations and methods for regional collaboration. Along with local metrics there will be regional performance metrics. We will be hearing more on this in the upcoming months and how plans are moving forward.
  - Educational Consortium – This item is shelved until more guidance is received from the State.
  - Department of Commerce – DEO will transition to the new title of Department of Commerce. Enterprise Florida will be absorbed through this new entity.
  - Budget – The budget allocations have not been received timely from the State, causing delays.

Al Jones noted that these updates reflected positive outcomes from the feedback that was provided to the State’s consultant from the regions during the realignment meetings.

#### Board Member Attendance

The Committee reviewed the list of board members with 50% or more unexcused and excused absences from board meetings and committees. The Committee agreed that these board members should receive a notice from the Chair regarding attendance and requesting their intent to continue their commitment to the board. It was also suggested that committee chairs remind their committee members at upcoming meetings about the importance of their input and regular attendance.

#### Workforce Issues that are Important to our Community

None

#### PUBLIC COMMENT

None

#### ACTION ITEMS

##### Training Provider Approval

Cory Weaver reviewed the eligibility of Withlacoochee Technical College and its programs to be added to the Area Targeted Occupation List.

Al Jones made a motion to approve the addition of the listed training programs provided through Withlacoochee Technical College. Fred Morgan seconded the motion. Motion carried.

##### Gray Robinson Contract Extension

Al Jones noted that Gray Robinson’s services were instrumental during the realignment process, but that their services are no longer needed.

Al Jones made a motion to not renew the contract with Gray Robinson. Kim Baxley seconded the motion. Motion carried.

##### By-Laws Amendment - Term Limits

Al Jones made a motion to approve the amendment of the By-Laws for the addition of

terms limits. Kim Baxley seconded the motion. Motion carried.

#### Bank Statement Reconciliation Policy

Dale French stated that during a recent financial monitoring review the monitors noted that there was not a policy in place dictating the timeframe in which bank statements need to be reconciled.

Al Jones made a motion to accept the monthly statement reconciliation policy (Fin-10). Charles Harris seconded the motion. Motion carried.

#### Educational Assistance Policy

Charles Harris made a motion to approve the addition of certification costs to the existing CLM educational assistance policy. Kim Baxley seconded the motion. Motion carried.

#### Teleflex Policy

Dale French that the telework policy was approved last year and has been successful and received very well by staff. This modification will enhance the existing benefit.

Al Jones made a motion to approve the modification of the existing telework policy. Jeff Chang seconded the motion. Motion carried.

#### Emergency Paid Sick Leave

Dale French explained that the pandemic has winded down and there is minimal impact affecting staff. This policy is no longer needed.

Al Jones made a motion to retract OPS-84. Charles Harris seconded the motion. Motion carried.

#### One Stop Operator

Dale French explained that Southern Indiana Works was the only vendor to respond to the ITN.

Al Jones made a motion to approve the contract with Southern Indiana Works as One Stop Operator through sole source selection. Jeff Chang seconded the motion. Motion carried.

#### Annual Healthcare Renewal

Dale French reviewed the renewal rates from Florida Blue and United Healthcare, with Florida Blue providing the best rate.

Kim Baxley made a motion to accept the proposed annual healthcare renewal. Fred Morgan seconded the motion. Brandon Whiteman abstained due to a conflict. Motion carried.

#### Schedule of Operations

Charles Harris made a motion to approve the 2023-2024 Schedule of Operations. Kim Baxley seconded the motion. Motion carried.

#### Regional Planning

Al Jones made a motion to approve the procurement of of Insytanalytics for the

Regional Planning Partnership. Fred Morgan seconded the motion. Motion carried.

#### Independent Monitoring RFP

Dale French explained that the current contract for independent monitoring services expires on June 30, 2023.

Kim Baxley made a motion to approve the release of the Request for Proposals for independent monitoring services. Al Jones seconded the motion. Motion carried.

#### Workforce Champion

The Workforce Champion nominations were presented to the committee.

Al Jones made a motion to select the 2023 Workforce Champion to be announced after the June 7 board meeting. Charles Harris seconded the motion. Motion carried.

#### 990

Al Jones made a motion to approve the Form 990 for program year 2021-2022. Kim Baxley seconded the motion. Motion carried.

#### Retention Incentives

Dale French explained that this would be a one-time retention incentive paid through unrestricted funds. This incentive is based solely on budgetary restrictions and not due to performance. This incentive will not be provided to those that resign between now and when the budget is finalized.

Kim Baxley made a motion to permit senior management to provide retention incentives to staff at a rate of 3%-5% of their annual salary. Al Jones seconded the motion. Motion carried.

#### 2023/2024 Budget

Dale French reviewed the proposed budget. The final budget is expected in September 2023.

Al Jones made a motion to approve the draft 2023-24 budget. Charles Harris seconded the motion. Motion carried.

#### Severance Pay

Dale French explained that staffing reductions may need to occur as there is a 11% decrease in formula funding. Over the last three years total funding has been reduced by 30%. Management has taken a variety of approaches to minimize impact to staff and continues to review the organizational chart to ensure an efficient and balanced staffing model. This Action Item was a late addition to the packet. The Action Sheet will be included with these minutes.

Al Jones made a motion to approve the paid administrative leave and severance pay for any staff affected by reductions and to incorporate this policy into the employee handbook. Charles Harris seconded the motion. Motion carried.

### **PROJECT UPDATES**

### **MATTERS FROM THE FLOOR**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:05 a.m.

**APPROVED:** \_\_\_\_\_



## **RECORD OF ACTION/APPROVAL**

**Executive Committee, Wednesday, May 31, 2023**

### **TOPIC/ISSUE:**

Severance pay

### **BACKGROUND:**

We are looking at restructuring our staffing model due to budget concerns stemming from a projected 11% decrease in formula funding.

### **POINTS OF CONSIDERATION:**

Staffing reductions may need to occur due to continued decline in funding and increased focus on business-driven services. Should reductions occur we would like to provide any affected staff with severance pay equal to four (4) weeks of their current wage. All severance pay will be provided in lump sum in the staff's final pay cycle.

- Full-time staff will receive an amount equal to 160 hours.
- Part-time staff will receive an amount equal to 96 hours (based on average hours worked for part-time positions).
- All staff impacted will be placed on administrative leave and paid through the end of the current pay period in which the reduction occurs.
- Severance payments will be made on the staff member's final pay statement.

### **STAFF RECOMMENDATIONS:**

Approve paid administrative leave and severance pay for any staff affected by reductions as detailed above.

### **COMMITTEE ACTION:**

Al Jones made a motion to approve the paid administrative leave and severance pay for any staff affected by reductions and to incorporate this policy into the employee handbook. Charles Harris seconded the motion. Motion carried.

### **BOARD ACTION:**





**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Brandon Whiteman, hereby disclose that on May 31, 20 23 :

(a) A measure came or will come before my agency which (check one or more)


- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Two Twelve Benefits ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am member of the board and work for CSCLM's insurance broker, Two Twelve Benefits.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

05/31/2023  
Date Filed

  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee**

**Wednesday, September 13, 2023**

#### **TOPIC/ISSUE:**

Severance pay plan

#### **BACKGROUND:**

Severance pay was approved by the board on June 7, 2023, for staff reductions. We would like to formalize this severance pay plan into our personnel handbook. This will amend the policy to exclude contracted staff and the CEO.

#### **POINTS OF CONSIDERATION:**

Below are the details of the previously approved plan to be added to our personnel handbook.

- Full-time staff may receive severance in the amount equal to 160 hours.
- Part-time staff may receive severance in the amount equal to 96 hours (based on average hours worked for part-time positions).
- All staff impacted will be placed on administrative leave and paid through the end of the current pay period in which the reduction occurs.
- Severance payments will be made on the staff member's final pay statement.
- Excludes contracted employees and CEO.

#### **STAFF RECOMMENDATIONS:**

Approve the amended severance pay plan.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee**

**Wednesday, July 26, 2023**

#### **TOPIC/ISSUE:**

2023 Workforce Professional Development Summit

#### **BACKGROUND:**

FWDA has sponsored the Summit for over 10 years. The Summit is funded through registration fees and sponsorships. Traditionally CLM has sent staff and been a sponsor at the \$5,000 level.

#### **POINTS OF CONSIDERATION:**

CLM support will enhance the quality of the Summit

#### **STAFF RECOMMENDATIONS:**

Request approval of \$5,000 sponsorship from Unrestricted Funds.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Performance and Monitoring Committee, Tuesday, August 15, 2023  
Executive Committee, Wednesday, GYdHya VYf % , 2023**

### **TOPIC/ISSUE:**

Independent Monitoring Services Contract

### **BACKGROUND:**

A Request for Proposal was issued on 6/12/2023 for an independent monitor. The contract with Indelible Solutions/Underwood Sloan and Associates expired on 6/30/2023. The RFP ended on July 7, 2023. We received one proposal from Underwood Sloan and Associates. There were no other proposals received

### **POINTS OF CONSIDERATION:**

The board of directors authorized the Performance and Monitoring Committee to make the final decision regarding approval/denial of a contract at the June 7, 2023 meeting of the full board. The initial contract, if executed, will be in the amount of \$50,000.00 and will be effective through June 30, 2024 with a renewal on a yearly basis. This contract may be renewed up to an additional 3 times for a 4-year total.

### **STAFF RECOMMENDATIONS:**

Approve a contract with Underwood Sloan and Associates to commence engagement for third party monitoring.

### **COMMITTEE ACTION:**

Al Jones made a motion to accept the independent monitoring contract. Brandon Whiteman seconded the motion. Motion carried.

### **BOARD ACTION:**



# Operational Integrity

Independent Monitoring Proposal

June 30, 2023

# Contents

Scope Overview .....	3
Objectives .....	4
Compliance Review Standard .....	4
Local Workforce Development Board Background.....	5
Section 1. Staff Technical Qualifications .....	5
Section 2 .....	6
Section 3 .....	6
Section 4 .....	7
Proposed Charges .....	7
Project Closeout.....	8
Project Organization and Team Bios.....	8
Team Narratives.....	8
Communications plan .....	9
Applicable Guidelines.....	10

## Scope Overview

### Initial Monitoring:

- Independent Monitoring services to include reviews of CareerSource Citrus Levy Marion programmatic procedures, and finance distribution and processes.

### On-going Monitoring to include:

- Financial transactions as they relate to programmatic activities to ensure compliance with all applicable State and Federal regulations as specified by the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Independent Monitoring Requirements for Federal Awards (Uniform Guidance).
- All local programmatic policies and procedures to ensure compliance with applicable State and Federal guidelines as specified in Florida statute, the Workforce Innovation and Opportunity Act (WIOA), and the Wagner Peyser Act.
- General processes for documenting job seeker referrals and placements.
- A random sample of work-based training agreements with local businesses executed in the prior two program years (for first independent monitoring). The review should include examination of the participant referral processes, contract provisions, participant eligibility, training plans, adherence to established training plans, payment issuances and follow up.
- A random sample of WIOA participants to ensure eligibility and analysis of services provided and need for services provided.
- Supportive service payment and tracking procedures for workforce program participants.
- Senior level staff salary composition and increase authority.
- Board composition, recruitment, and nomination processes in relationship to requirements as established in the WIOA.
- Board member conflict of interest compliance.
- Organizational by-laws creation and adherence to requirements as established by the Consortium.
- Brevity of Committee and Board oversight of operations.
- Established internal firewalls for compliance and quality assurance.
- Sub-recipient/Contractor procurement compliance.
- Compliance with WIOA transparency and Sunshine provisions.
- Processes for Board member orientation and training.
- Local programmatic monitoring processes.
- Local Grievance Procedures and Equal Opportunity representation.

The Independent Monitoring will include visits to the individual workforce centers and include interviews with frontline, mid- and senior- level staff. Independent Monitoring services will include an opinion as to whether local programmatic processes and procedures conform to applicable State and Federal regulations. The Independent Monitoring report will state whether the examination discloses instances of non-compliance with laws or regulations. The findings of non-compliance will identify which law or regulation has been violated. Any expenditure that is questioned or recommended for disallowance will be clearly identified and the reason(s) therefore indicated.

# Objectives

## Independent Monitoring Objectives

- The objective of the Independent Monitoring is to provide an opinion on the efficiency and conformity of local operating procedures for all levels of program administration and operation. The Independent Monitor or, as part of its Independent Monitoring services, will conduct a midyear review of all processes and procedures and determine if any prior documented inadequacies or findings reached resolution. The Independent Monitor will report to the Board of Directors as appropriate based upon its review. The Independent Monitor will submit a Management Letter of Comments and Recommendations for improvement of program and financial management per the Independent Monitor's opinion after examining the Board's systems. An electronic copy and one (1) hard copy of the Independent Monitoring report shall be submitted to CareerSource Citrus Levy Marion upon completion. The Independent Monitor shall be responsible for distributing reports in compliance with Federal and State requirements.

The team will complete this work as a consulting services engagement in accordance with the American Institute of Certified Public Accountants (AICPA) consulting standards.

## Compliance Review Standard

The engagement will be to conduct Independent Monitoring Services for Citrus Levy Marion Regional Workforce Board. The format to be utilized would be a compliance review the American Institute of Certified Public Accountants (AICPA) consulting standards. The general "Standards for Consulting Services" require that services performed by members must exhibit:

- Professional competence. Undertake only those professional services that the member or the member's firm can reasonably expect to be completed with professional competence.
- Exercise due professional care in the performance of professional services.
- Adequately plan and supervise the performance of professional services.
- Obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations in relation to any professional services performed.

AICPA CS Section 100 (2015):  
Statement on Standard for  
Consulting Services

Consulting services: Professional services that employ the practitioner's technical skills, education, observations, experiences, and knowledge of the consulting process.

Under Consulting Services (b.) Advisory services, in which the practitioner's function is to develop findings, conclusions, and recommendations for client consideration and decision making.

The team will conduct the Independent Monitoring Services based on the LWDB's RFP instructions and documentation. The compliance review will address the following:

- The objective of the Independent Monitoring is to provide an opinion on the efficiency and conformity of local operating procedures for all levels of program administration and operation.



# Local Workforce Development Board Background

CSCLM is designated as a Special District of the State of Florida and has a 501c(3) private non-profit corporate status. CSCLM was incorporated in June 1996 and began operation January 1, 1997. It was created solely as an administrative entity. CSCLM is one of 24 current Workforce Regions in the State of Florida and is responsible for the administration of the Workforce Innovation and Opportunity Act (WIOA) of 2015, Temporary Assistance for Needy Families (TANF), Department of Economic Opportunity (DEO) pass through funds (Veterans, Wagner Peyser, and Trade Adjustment Act), and Reed Act allocations for the three-county region. The amount of funds is determined by formula or competition and distributed or contracted respectively by the State of Florida. Representatives of the public and private sector of Citrus, Levy, and Marion Counties serve on the Workforce Board, which is the governing board of the corporation.

## Section 1. Staff Technical Qualifications

Underwood Sloan and Associates (hereinafter referred to as “The Team”) offers an excellent basis for success. Amy Kelly, the Director of Workforce Monitoring for USA, has conducted this same monitoring for CSCLM the past 3 years. Wes Underwood and Calvin Sloan both worked in the Bureau of Financial Monitoring and Accountability at the Department of Economic Opportunity (DEO). Mr. Sloan was assigned Citrus Levy and Marion Regional Workforce Board as part of his past responsibilities at DEO, and Wes Underwood, as the Bureau Chief during his tenure, had extensive interaction with LWDB Directors and Financial staff. While the time served there provides a strong foundation for the monitoring, all went on to advanced leadership positions within State Government. The Team has had a continued focus on Financial and oversight processes and responsibilities. This team would be the team that oversees and/or conducts the monitoring and would be the team onsite.

In addition to the work the Team has performed for CSCLM, USA also performs these same services for CareerSource North Central Florida, with hopes of expansion to other CareerSource boards. USA has recently served as a subcontractor for KPMG on engagements evaluating questioned costs and federal audit findings on 3 other CareerSource boards. The Team is also currently part of another KPMG engagement evaluating the tools and methods being utilized by DEO’s Bureau of Financial Monitoring and Accountability.

While the Team brings more than seven documented years’ experience monitoring workforce boards, our experience is diverse across multiple functional areas including accounting, auditing, budgeting, contracts and grants management, human resource management, information technology, and project management. Currently the Team provides project management and management consulting services across multiple engagements involving federal funds received from multiple federal agencies. The Team brings over 50 years of governmental leadership experience that can and will meet the LWDB’s expectations.

Calvin and Wes both have master’s degrees in Administration with a focus in Public Administration, while Amy holds a Master’s of Business Administration degree. All three are Project Management Professionals (PMP), as designated by the Project Management Institute. Calvin is a Certified Governmental Financial Manager and Wes is a Certified Information Systems Auditor.

Each team member brings experience in a variety of governmental and private sector environments. Each team member has worked extensively with federal funding and the associated requirements ranging from the OMB circulars to 2 CFR 200 requirements and the application of same. We bring specialized experience from the time spent in our respective fields that encompasses executive level leadership to unique audits and compliance reviews.

## Section 2. Technical Qualifications

USA brings together a very dynamic and competent team to address your monitoring needs. USA is a Certified Veteran Owned Small Business (National and Florida certifications) and is committed to opportunities both locally, regionally, and nationally. For this engagement, you are getting the partners and leadership of the firm directly overseeing and/or completing the monitoring onsite. Since we are the firm's management, we will have direct oversight of the monitoring and outcomes.

Obviously since USA has monitored LWDB's (to include Citrus Levy Marion LWDB), we have direct and applicable experience in this type of monitoring. The team is intimately familiar with the DEO monitoring tools and stays abreast of pertinent State and Federal regulations and policies governing the workforce programs. We are also familiar with the systems and applications utilized by the LWDBs in the day-to-day management and tracking of program services and we maintain access to the Employ Florida, One-Stop Service Tracking (OSST), and Atlas systems in the performance of our current monitoring agreements.

Currently, the proposed monitoring team has over four years of experience delivering grants management, project management, and advisory services for the FEMA Public Assistance (PA) Program and the Community Development Block Grant-Disaster Recovery (CDBG-DR) Program, federally funded programs designed to provide disaster recovery aid to public and not-for-profit entities. The team has experience in delivering such services to the Florida Division of Emergency Management and the Florida Department of Economic Opportunity (Commerce).

## Section 3. Monitoring Approach

As requested, the initial monitoring would focus on reviews of CareerSource Citrus Levy Marion programmatic procedures, and finance distribution and processes.

Ongoing monitoring would reflect the tools and techniques utilized by DEO for programmatic and fiscal monitoring. The rationale behind this is simple. The metrics, tools, and approach utilized by the Subrecipient (DEO) to ensure compliance is already defined. Essentially, we already know and have the measuring stick by which the LWDB will be measured. Utilizing the tools already developed, we can identify opportunities for improvement in advance of the State (DEO) completing their compliance efforts to help ensure that the LWDB is at a minimum meeting all required standards.

The team has a strong understanding of the programs and subrecipient expectations. With our relationship with both programmatic and fiscal monitoring staff at DEO, we would work closely with DEO as an extension of and in support of the LWDB to ensure we have the latest information, trends, and roadblocks to success.

As the team has been providing independent monitoring services for CSCLM since 2020, we are familiar with local office policies, procedures, and operations. This knowledge and experience, coupled with our fluency in utilizing the DEO monitoring tools, as well as the positive working relationships that we have developed with CSCLM staff through the course of our monitorings, will enable the team to effortlessly integrate and provide efficient implementation of monitoring processes.

For a time estimate, we would allow the current funding levels to be the driver of time spent in monitoring. This methodology reflects reality in money and corresponding effort. The only caveat being that if a program or fiscal area is identified that requires additional time, we would adjust accordingly.

Funding Sources:	Amount (Includes Carry forward):	Percentage
WIOA Adult	\$ 1,703,792	24.66%
WIOA Youth	\$ 1,219,723	17.65%
WIOA Dislocated Worker	\$ 526,198	7.61%
SNAP	\$ 186,889	2.70%
Reemployment and Eligibility Assessments	\$ 174,513	2.53%
Wagner Peyser	\$ 193,475	2.80%
Disabled Veterans	\$ 43,000	0.62%
Local Veterans	\$ 28,858	0.42%
Welfare Transition Program	\$ 1,704,132	24.66%
Youth Build	\$ 406,453	5.88%
Other grants	\$ 290,355	4.20%
Unrestricted funds	\$ 432,865	6.26%
<b>Total</b>	<b>\$ 6,910,253</b>	<b>100%</b>

## Section 4. References

Maggie Mickler, Director – KPMG, 227 N. Bronough St, Suite 7500, Tallahassee, FL 32301 (850) 385-5414

Jose Alfaro, President - Indelible Business Solutions, 841 Prudential Dr, Suite 1203, Jacksonville, FL 32207, (904) 371-6593

Tisha Womack, CFO-Department of Economic Opportunity, 107 E. Madison St, Tallahassee, FL 32399-4120, (850) 245-7105

## Proposed Charges

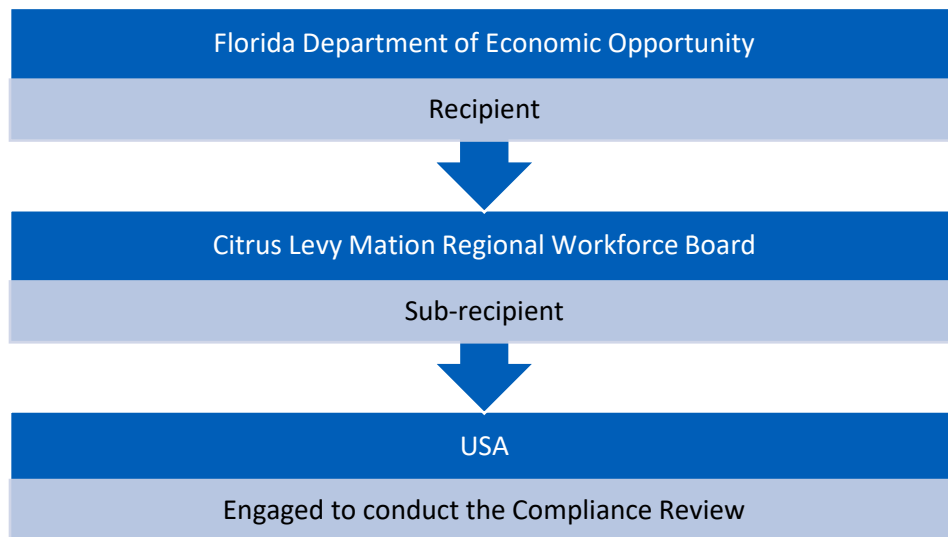
- 1) Total cost per program year: \$50,000
  - a. \$50,000 for onsite monitoring services for each program year
- 2) We are utilizing a benchmark of the State term Contract at the Department of Management Services for Financial and Performance audits as our standard for the “Fixed hourly rate for additional Independent Monitoring and Management Services”. Accordingly, we offer \$200.00 per hour. This reflects a \$23.82 discount when you take the average of all Principal submissions (average \$249.60) and all Senior Consultant submission (Average \$198.03) rates.

## Project Closeout

The team will provide an opinion on the efficiency and conformity of local operating procedures for all levels of program administration and operation. The team will conduct a midyear review of all processes and procedures and determine if any prior documented inadequacies or findings reached resolution. The team will report to the Board of Directors as appropriate based upon its review. The team will submit a Management Letter of Comments and Recommendations for improvement of program and financial management per the team’s opinion after examining the Board’s systems. An electronic copy and one (1) hard copy of the Independent Monitoring report shall be submitted to CareerSource Citrus Levy Marion upon completion. The Independent Monitor shall be responsible for distributing reports in compliance with Federal and State requirements.

## Project Organization and Team Bios

The following graphic illustrates the proposed relationship between the stakeholders and the project team.



## Team Narratives

The table below outlines the project team and the team member’s respective role on the performance Compliance Review.

Overview of Project Role	
<b>Wes Underwood, PMP, CISA, FCCN Project Delivery Manager Underwood Sloan &amp; Associates LLC</b>	Wes is an accomplished leader and management professional in government with extensive experience leading administrative and technical services for State Departments/Agencies. As Chief of DEO’s Bureau of Financial Monitoring and Accountability, he led a team of monitors to complete all aspects of financial monitoring and accountability for federally funded Local Workforce Development Boards (LWDB) under OMB Circulars A-87, A-102, A-110, A-122, A-133 and 200CFR. He received the “Excellence in Government Leadership” Award recognizing a government professional who exemplifies and promotes excellence in government, outstanding leadership, and high

Overview of Project Role	
	ethical standards, in 2016 from the Florida Chapter of the Association of Government Accountants (AGA).
<b>Calvin Sloan, PMP, CGFM</b> <b>Senior Consultant</b> <b>Underwood Sloan &amp; Associates LLC</b>	Calvin Sloan is a senior consultant who provides professional disaster recovery services and comprehensive grants management in conjunction with KPMG’s Risk Consulting practice. Calvin has over thirty years of diverse experience in the areas of accounting, finance, budget, asset, grant and risk management, as well as internal audit and financial monitoring for various State of Florida governmental entities and the United States Department of Defense. Calvin has served as a senior manager whose duties included the planning, oversight, and management of all phases of budgeting for two agencies for the State of Florida. Most recently, Calvin served as Chief of Budget for the Department of Juvenile Justice (DJJ) with an annual operating budget of nearly \$600 million and 3,680 full-time employees.
<b>Amy Kelly, PMP</b> <b>Director of Workforce Monitoring and Senior Consultant</b> <b>Underwood Sloan &amp; Associates LLC</b>	Amy Kelly is a senior consultant with over twenty years of diverse experience in the areas of monitoring, accounting, finance, budget, project management, and human resource management for various Florida governmental entities and the private sector. Most recently, Amy served as Director of Budget, Finance and Accounting for the Department of Children and Families (DCF), with an annual operating budget of nearly \$3.3 billion and 12,050 full-time employees, ensuring proper budget management and expenditure monitoring.

## Communications plan

Communication for information relating to this review must be effectively managed. Accordingly, the team has developed a Communications Plan. The objectives of the Plan include:

- Tracking the progress of the Compliance Review
- Encouraging the timely exchange of information
- Effectively communicating status including, but not limited to, status reports
- Ensuring that stakeholders receive specific and relevant information about the Compliance Review in a timely manner

The elements of the Plan may change as the engagement progresses. Any pertinent changes to the milestones and/or communication plan will also be communicated through these channels.

## Applicable Guidelines

The following sets forth the standards, based on the principles presented in Federal and State law that we propose to apply during the performance Compliance Review and how it relates to the allowability of costs for purposes of Regional Workforce Board. The table below outlines the initial set of guidelines the project team will consider for completion of the performance Compliance Review. Additional guidelines and/or professional standards will be considered as applicable.

Title	Description
OMB Circular A-87	A Cost Principle Circular for each category issued by US OMB (Office of Management and Budget). This is a guide for spending federal assistance in accordance with specific laws and regulations. Currently, known as <i>“Uniform Guidance 2 CFR part 200”</i>
Uniform Guidance 2 CFR part 200	A Cost Principle Circular for each category issued by US OMB (Office of Management and Budget). This is a guide for spending federal assistance in accordance with specific laws and regulations.
Section 288.9936(4), Florida Statute  Note: 288.9936(4) was last documented in Florida Statutes in 2016.	(4) The Office of Program Policy Analysis and Government Accountability shall conduct a study to evaluate the effectiveness and the Office of Economic and Demographic Research shall conduct a study to evaluate the return on investment of the State Small Business Credit Initiative operated in this state pursuant to 12 U.S.C. ss. 5701 et seq. The offices shall each submit a report to the President of the Senate and the Speaker of the House of Representatives by January 1, 2015.
45 CFR Public Welfare	Department of Health and Human Services governing the use of the Welfare Transition Program and Temporary Assistance to Needy Families.
20 CFR Part 680	Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act
20 CFR Part 653	Services of the Wagner-Peyser Act Employment Service System
7 CFR Part 273	Certification of Eligible Households USCIS

Should we find that during the course of the performance Compliance Review that these standards cannot be applied to achieve the outcomes we outlined the section titled **Compliance Review Plan**, we will consult with the LWDB for additional guidance.



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee**

**Wednesday, GYdhYa VYf'%, 2023**

#### **TOPIC/ISSUE:**

50% ITA allocation waiver request

#### **BACKGROUND:**

Per section 445.003(3)(a)(1) of Florida statute requires that: “....50 percent of the Title I funds for Adults and Dislocated Workers which are passed through to local workforce development boards shall be allocated to and expended on Individual Training Accounts unless a local workforce development board obtains a waiver from CareerSource Florida, Inc.”

#### **POINTS OF CONSIDERATION:**

Florida Commerce now issues a sliding scale ITA threshold based on annual allocations. Our sliding scale threshold for 23-24 is 40%. We would like to submit a waiver requesting to have that reduced to 30%. While our normal expenditures are around 40% each year, we would like additional flexibility.

#### **STAFF RECOMMENDATIONS:**

Approve the submission of the 2023 ITA allocation waiver request.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



[careersourceclm.com](http://careersourceclm.com)

CareerSource Florida  
Tallahassee, FL 32317

CareerSource Florida Board of Directors:

In compliance with Section 445.003(3)(a)(1) Florida Statute, CareerSource Citrus Levy Marion is formally requesting a waiver on the 2023-2024 Individual Training Account (ITA) Expenditure Requirement. The Florida Commerce proposed sliding scale ITA requirement for program year 2023-2024 is 40%. This request is to have that requirement reduced to 30%.

Please contact me with any questions.

Sincerely,

Thomas E. Skinner, Jr.  
Chief Executive Officer



## **Section 1: Budgetary justification**

1. Our budget for program year 2023-2024 has been reduced by 11% from last PY. Our overall budget has been reduced by approximately 30% over the past three program years.
2. A 12% reduction in WTP funding has resulted in us having to obligate additional WIOA funds to NON-ITA supportive services as well as Direct Charge staff under operations (non-ITA) and will rely on cross-program enrollments to serve the WT population. This has reduced the total amount of formula funding obligated to ITA authorized expenditures by \$180,000.
3. A reduction in workforce occurred in June 2023 to offset budgetary impacts. However, even with reduced staffing our current budget only allows for a 36.03% ITA threshold.
4. We are planning to submit a fund transfer request to move supplemental DW funds to Adult. All funds under this transfer will be obligated to ITA, however, this will only provide for us reaching a 40.91% ITA threshold.

While it is our full intent to reach the 40% sliding scale requirement, we are asking for a reduction to 30% to provide additional flexibility to our budget to handle local needs that may arise in the form of economic downturns, additional business services needs, and our desire to stay in good standing through having realistic, negotiated performance goals.

## **Section 2: Local impact of ITA requirements**

Since the time of the 50% ITA requirement CareerSource Citrus Levy Marion has continued to manage year over year budget reductions. Overall budget reductions between 2012 and 2023 has been approximately 25% with 2023 budget reductions at 11% overall.

In 2011 CSCLM began anticipating ongoing budget reductions and performed a complete organizational restructuring. The elimination of the primary service provider, delivery of direct services and compression of management resulted in over \$400,000.00 in annual savings. These funds were made available for the addition of two mobile resource units and additional staff for heightened business and candidate services in the rural areas of our workforce area.

It is worth noting that despite having operated on several waivers since 2012 we have consistently maintained an ITA expenditure rate between 30% and 35%. However, the ability to maintain a reduced waiver has given us the flexibility to remain nimble during economic shifts and special initiative launches to ensure we maintain a high level of service where needed. The 10% difference in this requested waiver will help offset our 11% reduction in funding this program year.

## Signature Page

### Request for Extension

LWDB: 10

LWDB Name: CareerSource Citrus Levy Marion

Contact: Thomas E. Skinner, Jr.

Contact Number: 352-873-7939 ext. 1204

The Local Workforce Development Board seeks to reduce the sliding scale ITA requirement from the issued 40% to 30%. This waiver is to be effective for the period of July 1, 2023 through June 30, 2024.

The signatures below certify agreement to the request for the 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 Services Plan, and applicable federal and state laws and regulations. Additionally, CSCLM agrees to accept any conditional changes to a granted waiver should CareerSource Florida determine that conditions warrant such a change.

#### Chief Elected Official

#### Local Workforce Development Board Chair

---

Signature

---

Signature

---

Carl Zalak

---

Brandon Whiteman

---

Name (printed or typed)

---

Name (printed or typed)

---

Consortium Chair

---

Board Chair

---

Title

---

Title

---

Signature Date

---

Signature Date



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee**

**Wednesday, September 13, 2023**

#### **TOPIC/ISSUE:**

Dislocated Worker fund transfer

#### **BACKGROUND:**

Under WIOA local workforce development boards can transfer up to 100% of funding between the Adult and Dislocated Worker programs. Transfers may be done locally up to 25% of the total annual fund allocation. Transfers over 25% of the total annual allocation require formal approval from Florida Commerce.

#### **POINTS OF CONSIDERATION:**

We are looking to transfer \$800,000 from our allocation of Dislocated Worker funding and move to Adult Individual Training Account (ITA) funds. We are currently unable to spend our full allocation of DW funding due to low unemployment numbers. This transfer will allow us to increase our AD training enrollments from an estimated 187 to 320.

#### **STAFF RECOMMENDATIONS:**

Approve the transfer of funding from Dislocated Worker to Adult.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



**Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs  
From July 1, 2023 through June 30, 2023**

**LWDB Number and Name (Requestor):** LWDB 10

**Name / Title of Requestor Representative:** Dale French, Executive Vice President

**Adult and Dislocated Worker Transfer Request**

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2023	Dislocated Worker	1,562,921.00	0.00	0	800,000.00	51%

**COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION**

**Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):**

Due to persistent low unemployment we have had limited enrollments into the DW program. Unemployment rates remain at 3.9% for the three county area. Our current program year budget would allow for a 36.03% ITA allocation. This transfer would put ITA expenditures at 40.91%. This also leaves adequate funding (based on last quarter expenditures) to serve any Dislocated Workers requesting services. Our Business Services unit has not identified any pending layoffs in the area that would require funding above the previous year's spending. All AD funding is expected to be expended with the increase in ITA. A budget balance is anticipated at 13.5% for rollover in AD. This will allow flexibility if the need arises for additional training initiatives and potential reduction in funding next program year.

**A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:**

We maintain active involvement with each county's community organizations to ensure all populations are aware of our services. Involvement includes representation on the Marion County Continuum of Care board of governors, United Way organizations and committees in each county, Veteran Services of Citrus, Levy and Marion counties. Our career center managers host regular monthly partner collaboration meetings to maximize service availability. Our Business Services unit holds routine hiring and community resource events to share service availability. Our communications team uses all available avenues to create and disseminate targeted social media and website promotions to reach focus demographics.

**Labor market conditions contributing to the need for the transfer:**

Unemployment rates have stayed consistent at 3% and 4% during the past program year. Partnerships with economic development have led to our understanding of increased future development in the manufacturing, logistics, and warehousing operations within Marion County's growing industrial park. Additionally, a need has presented itself for development of a fiber optics program to bolster the efforts of the state to bring broadband infrastructure to underserved areas. This transfer will allow for development and funding of a training program in Levy County that will create jobs that will exceed the average individual income for that rural area (\$48,100/year, 10.5% higher than the average wage) as well as training in Marion and Citrus counties to meet supply and demand concerns for broadband contractors. Our area has been slated to receive \$2,688,724 in state funding for broadband infrastructure. Meetings were held with local contractors and service providers in April 2023 to discuss training needs. All of the participating businesses expressed concerns with a lack of trained workforce to carry out the work. Many of the individuals identified as potential candidates are not dislocated, rather working in the manufacturing and warehousing sectors. Additional funding in AD will allow us to focus recruitment and training efforts on underemployed and young adults leaving the K-12 system that do not intend to continue their education through traditional means while circumventing a disruption in our current manufacturing, logistics and warehousing talent pipeline.

**The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.**

**Current: ITA - 99, OJT - 15, Employed Worker - 63, Paid Work Ex/Internships - 10      Total: 187**

**Proposed: ITA - 232, OJT - 15, Employed Worker - 63, Paid Work Ex/Internships - 10      Total: 320**

**COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION**

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee**

**Wednesday, GYdhYa VYf`% , 2023**

#### **TOPIC/ISSUE:**

2023-2024 Budget

#### **BACKGROUND:**

The draft budget was previously approved at the June Executive and Board meetings.

#### **POINTS OF CONSIDERATION:**

This budget reflects final rollover funds for all grants.

This budget includes the proposed transfer of DW to AD funding.

#### **STAFF RECOMMENDATIONS:**

Approve the final 2023-2024 budget.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

BUDGET - CSCLM																				
PY 2023(JULY 2023 - JUNE 2024)																				
	9/30/2023	*		*	9/30/23	*	12/31/23	6/30/24	3/31/2024	*		*	9/30/23	12/31/23	6/30/24	*	9/30/23	*		
	ADULT	YOUTH	TAA	DISL WORKER	LVER	RURAL	Re-Entry Nav	YTH BUILD 4	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	RECOVERY NAVIGATOR	RAPID RESPONSE	RWB 6	REA	UN- RESTR	TOTAL	
<b>ITA requirement: 35%</b>																				
<b>REVENUE</b>																				
P.Y. 2023 CONTRACTS	1,162,150	1,121,786	-	696,932	-	62,500	86,000	-	-	193,475	21,263	1,547,640	105,000	-	125,000	5,977	-	-	-	5,127,723
CARRYFORWARD	308,327	59,276	22,913	767,457	40,325	-	9,809	439,963	66,938	800	13,549	136,457	96,329	33,670	-	-	185,468	388,357	-	2,569,637
INCENTIVES/SUPPLEMENTAL	-	-	-	98,532	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	98,532
TRANSFER	800,000	-	-	(800,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>2,270,477</b>	<b>1,181,062</b>	<b>22,913</b>	<b>762,921</b>	<b>40,325</b>	<b>62,500</b>	<b>95,809</b>	<b>439,963</b>	<b>66,938</b>	<b>194,275</b>	<b>34,812</b>	<b>1,684,097</b>	<b>201,329</b>	<b>33,670</b>	<b>125,000</b>	<b>5,977</b>	<b>185,468</b>	<b>388,357</b>	<b>-</b>	<b>7,795,892</b>
<b>EXPENDITURES</b>																				
<b>TOTAL ITA</b>	<b>40.90%</b>																			
<b>TRAINING:</b>																				
ITA %	40%			43%																
ITA/TRAINING	400,000	-	3,595	2,000	-	28,000	-	-	-	-	-	-	-	-	-	-	-	-	-	433,595
OJT	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000
EMPLOYED WORKER	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000
INTERNSHIPS	30,000	-	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	31,000
TRAINING SUPPORT	20,000	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,000
TRAINING STAFF	168,827	-	-	168,827	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	337,654
<b>TOTAL TRAINING</b>	<b>718,827</b>	<b>-</b>	<b>3,595</b>	<b>172,827</b>	<b>-</b>	<b>29,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>924,249</b>
<b>OPERATING:</b>																				
SUPPORTIVE SVS.	80,000	181,476	-	3,000	-	-	-	196,843	-	-	-	65,000	-	-	-	-	-	-	-	526,319
DIRECT CHARGE (STAFF)	100,000	-	-	-	-	-	60,522	-	19,758	-	-	325,611	78,226	6,448	25,000	-	57,798	-	-	673,363
ECKERD	20,000	584,524	-	20,000	-	-	-	193,712	-	-	-	-	-	-	-	-	-	-	-	818,236
DEO STAFF TRAVEL	-	-	-	-	2,000	-	-	-	-	3,000	4,000	-	-	-	-	-	-	-	-	9,000
OPERATING	-	-	-	-	2,000	-	-	-	-	10,000	5,000	-	-	-	-	-	-	-	32,180	49,180
<b>TOTAL OPERATING</b>	<b>200,000</b>	<b>766,000</b>	<b>-</b>	<b>23,000</b>	<b>4,000</b>	<b>-</b>	<b>60,522</b>	<b>390,555</b>	<b>19,758</b>	<b>13,000</b>	<b>9,000</b>	<b>390,611</b>	<b>78,226</b>	<b>6,448</b>	<b>25,000</b>	<b>-</b>	<b>57,798</b>	<b>32,180</b>	<b>-</b>	<b>2,076,098</b>
<b>PROGRAM SUPPORT:</b>																				
FACILITIES	27,799	78,047	1,251	27,799	9,938	-	9,938	9,243	3,475	70,124	19,877	72,348	10,008	973	2,502	5,977	9,938	-	-	359,238
PROGRAM	127,927	106,649	-	27,765	557	4,038	-	-	2,751	11,489	-	108,761	10,891	898	3,481	-	1,384	-	-	406,591
INFORMATION TECHNOLOGY	120,647	100,580	-	26,185	525	3,808	7,947	-	2,594	1,707	1,182	102,571	10,271	847	3,283	-	1,305	-	-	383,452
OUTREACH	84,975	70,842	-	18,443	370	2,682	-	-	1,827	6,800	832	72,244	7,235	596	2,312	-	919	-	-	270,078
BUSINESS	170,981	-	-	37,110	-	5,397	-	-	3,677	13,681	-	287,907	14,557	1,200	4,652	-	1,849	-	-	541,011
SELF SERVICES	92,592	-	-	20,096	-	2,922	-	-	1,991	7,409	-	155,911	7,883	650	2,519	-	1,002	-	-	292,975
CAREER SERVICES	161,062	-	-	34,957	-	5,083	-	-	3,463	12,888	-	271,204	13,712	1,130	4,382	-	1,742	-	-	509,625
<b>TOTAL PROGRAM SUPPORT</b>	<b>785,985</b>	<b>356,118</b>	<b>1,251</b>	<b>192,356</b>	<b>11,390</b>	<b>23,930</b>	<b>17,885</b>	<b>9,243</b>	<b>19,779</b>	<b>124,098</b>	<b>21,891</b>	<b>1,070,947</b>	<b>74,557</b>	<b>6,294</b>	<b>23,131</b>	<b>5,977</b>	<b>18,139</b>	<b>-</b>	<b>-</b>	<b>2,762,970</b>
<b>TOTAL EXPENDITURES</b>	<b>1,704,812</b>	<b>1,122,118</b>	<b>4,846</b>	<b>388,183</b>	<b>15,390</b>	<b>52,930</b>	<b>78,407</b>	<b>399,798</b>	<b>39,537</b>	<b>137,098</b>	<b>30,891</b>	<b>1,461,558</b>	<b>152,783</b>	<b>12,742</b>	<b>48,131</b>	<b>5,977</b>	<b>75,937</b>	<b>32,180</b>	<b>-</b>	<b>5,763,317</b>
ADMIN POOL	184,249	32,179	484	38,851	1,233	5,832	8,054	(1,510)	4,191	11,892	2,477	159,411	16,358	1,358	5,184	-	8,023	3,647	-	481,913
GENERAL POOL	72,057	12,585	189	15,194	482	2,281	3,150	(590)	1,639	4,651	969	62,343	6,398	531	2,027	-	3,138	1,426	-	188,469
<b>TOTAL INDIRECT COST RATE</b>	<b>256,305</b>	<b>44,763</b>	<b>674</b>	<b>54,046</b>	<b>1,715</b>	<b>8,112</b>	<b>11,204</b>	<b>(2,100)</b>	<b>5,830</b>	<b>16,542</b>	<b>3,446</b>	<b>221,754</b>	<b>22,756</b>	<b>1,889</b>	<b>7,212</b>	<b>-</b>	<b>11,161</b>	<b>5,073</b>	<b>-</b>	<b>670,381</b>
<b>BALANCE</b>	<b>309,360</b>	<b>14,181</b>	<b>17,393</b>	<b>320,693</b>	<b>23,219</b>	<b>1,458</b>	<b>6,198</b>	<b>42,265</b>	<b>21,571</b>	<b>40,635</b>	<b>476</b>	<b>785</b>	<b>25,790</b>	<b>19,040</b>	<b>69,657</b>	<b>0</b>	<b>98,370</b>	<b>351,104</b>	<b>-</b>	<b>1,362,194</b>
<b>INDIRECT RATE CALCULATION</b>																				
<b>DIRECT TOTAL COSTS</b>	<b>1,704,812</b>	<b>1,122,118</b>	<b>4,846</b>	<b>388,183</b>	<b>15,390</b>	<b>52,930</b>	<b>78,407</b>	<b>399,798</b>	<b>39,537</b>	<b>137,098</b>	<b>30,891</b>	<b>1,461,558</b>	<b>152,783</b>	<b>12,742</b>	<b>48,131</b>	<b>-</b>	<b>75,937</b>	<b>32,180</b>	<b>-</b>	<b>5,757,340</b>
LESS: LEASES	(58,854)	(72,148)	(573)	(22,327)	(4,510)	(1,466)	(7,329)	(22,567)	(2,551)	(32,156)	(9,032)	(54,788)	(8,424)	(761)	(2,381)	-	(5,135)	-	-	(305,000)
<b>SUBAWARD (ECKERDS)</b>	<b>(20,000)</b>	<b>(766,000)</b>	<b>-</b>	<b>(23,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(390,555)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,199,555)</b>
<b>TOTAL MTDC</b>	<b>1,625,957</b>	<b>283,970</b>	<b>4,273</b>	<b>342,856</b>	<b>10,881</b>	<b>51,464</b>	<b>71,078</b>	<b>(13,323)</b>	<b>36,986</b>	<b>104,942</b>	<b>21,859</b>	<b>1,406,770</b>	<b>144,359</b>	<b>11,981</b>	<b>45,750</b>	<b>-</b>	<b>70,802</b>	<b>32,180</b>	<b>-</b>	<b>4,252,785</b>



## **RECORD OF ACTION/APPROVAL**

### **Executive Committee**

**Wednesday, September 13, 2023**

#### **TOPIC/ISSUE:**

Disaster Response Funding

#### **BACKGROUND:**

Deployment of our two mobile resource units began Saturday, September 2<sup>nd</sup> after the impacts of Hurricane Idalia were assessed in Citrus and Levy Counties. We have requested and been approved for additional funds to assist with disaster response efforts.

#### **POINTS OF CONSIDERATION:**

The additional funds will offset the costs of maintenance and upkeep of the two mobile resource units, fuel, additional staffing, overtime, fringe, overhead, administrative costs and needed technology upgrades to each mobile unit to improve wifi signals in storm damaged areas. A budget is attached.

#### **STAFF RECOMMENDATIONS:**

Accept additional funding in the amount of \$50K to provide disaster relief support in Citrus and Levy Counties.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



## Disaster Response Budget

Payroll Week 1 192 staff hours @ \$27.65 average	\$5,310.00
Payroll Week 2 192 staff hours @ \$27.65 average	\$5,310.00
Payroll Week 3 96 staff hours @ \$27.65 average	\$2,654.00
Fringe @37%	\$4,911.00
Outreach/Marketing (news papers, radio, paid social media)	\$4,500.00
2 Mobile Unit Maintenance (oil, filters, cleaning, supplies, fluids, HVAC checks, maintenance of 3 generator sets(weekly))	\$5,000.00
2 Mobile Unit Fuel Costs	
****Big mobile (stationary on gen power) \$350.00 per week @ three weeks	\$1,050.00
****Small mobile @ \$300.00 per week (transported daily with gen power) per week @ 3 weeks	\$900.00
Mobile wifi signal enhancers for two mobile units for remote areas/no service areas (\$1700/ea)	\$3,600.00
Additional Verizon Mifi monthly service fees	\$99.00
	<b>Sub Total:</b>
	\$33,334.00
Admin @ 10%	\$3,333.00
Indirect/cost allocations	\$13,333.00
	<b>Total:</b>
	\$50,000.00