



AGENDA

CareerSource North Florida Workforce Consortium

Friday, June 22, 2018 9:00 a.m.

North Florida Workforce Development Board

Administration Office

705 East Base St.

Madison, FL

A teleconference line will be available

Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

- I. Call to Order and Welcome Commissioner Ronnie Moore
- II. Old Business
 - Review and approval of 3/16/18 meeting minutes
- III. New Business
 - Review and Approval of Budget
 - Review and Approval of New Board Member, Jennifer Avery
- IV. Other items
 - Discussion of Services and Initiatives:
 - Incentive Funding
 - New Mobile, Open House 6/28 @ 11am, Perry
 - Infrastructure Funding Agreements
 - YouthBuild Grant--Greenville
 - Other member discussions as needed



MINUTES

CareerSource North Florida Workforce Consortium

Friday, March 16, 2018 9:00 a.m.

North Florida Workforce Development Board

Administration Office

705 East Base St.

Madison, FL

A teleconference line will be available

Dial-in number: 850.973.2672 extension 802 | Conference Code: 2672

- I. Call to Order and Welcome Commissioner Ronnie Moore
 - o In attendance
 - Commissioner Beth Burnham
 - Commissioner Clyde Fleming
 - Commissioner Malcolm Page
 - Commissioner Stephen Fulford
 - Commissioner Ronnie Moore
 - Commissioner Lisa Walker (phone)

- II. Old Business
 - o Review and approval of 6/16/17 meeting minutes
 - Following a review of the meeting minutes, Commissioner Clyde Fleming made a motion, seconded by Commissioner Malcolm Page, to approve the minutes. The motion passed.
 - o Update on budget and expenditures for current Program Year

- III. New Business
 - Review and approval of the [2 year modification to the 2016-2020 WIOA plan](#) (action needed)
 - o After an overview by Executive Director Diane Head, Commissioner Malcolm Page made a motion to approve the 2-Year Modification to the 2016-2020 WIOA

Plan. The motion was seconded by Commissioner Fleming and the motion passed.

IV. Other items

- Discussion of Services and Initiatives:
 - Update, and review of recent board actions
 - Performance Funding
 - Current Performance Overview
 - System Update

- Other member discussions as needed
 - After a brief discussion, the meeting was adjourned by Commissioner Ronnie Moore.

CareerSource North Florida Operating Budget 2018-19

	2018-19	2017-18
4100 Occupational Training	\$140,000.00	
4300 OJT-SITA	\$60,000	\$293,826
4301 Employed Worker-SITA	\$30,000	
4101 Fees	\$61,000.00	
4104 Books/Uniforms/Supplies	\$30,000	
4200 Support Services	\$39,000.00	
4203 Transportation	\$9,000	\$145,000
4207 Background Screening (Customers)	\$1,300.00	
4208 Materials/Clothing/Supplies	\$5,500.00	
4400 Participant Incentives	\$65,000	
4109 Youth Stipends	\$265,000.00	\$100,000
5001 Salaries	\$813,606	
5002 FICA/Medicare	\$91,275	
5003 Group Health/Dental/Life	\$156,236	\$1,000,000
5004 Retirement	\$32,539	
5005 Workers Comp Insurance	\$11,876	
5006 SUTA	included above	
5010 FSA Maintenance	\$120	\$150
5011 Drug/Background Check (Employee)	\$1,200	\$500
5101 Copier	\$10,000.00	\$8,500
5102 Communications	\$44,447	\$31,950
5103 Dues & Memberships (& Sponsorship)	\$28,600	\$7,100
5104 Postage	\$1,200.00	\$200
5105 Supplies	\$50,500.00	\$45,000
5106 NonConsumable Supplies	\$0	\$1,430
5107 Advertising	\$400	\$1,500
5108 Mobile Unit Expense	\$10,000.00	\$6,000
5109 Meetings	\$0	\$1,000
5110 Printing/Duplicating	\$0	\$500
5111 Publications	\$500	\$300
5112 Outreach	\$26,775.00	\$21,500
5113 Equipment <\$5K	\$0	\$4,000
5115 Bottled Water	\$1,000	\$700
5205 Officers & Directors Insurance	\$3,000	\$3,048
5206 Auto Insurance	\$6,000	\$6,500
5207 Facilities Insurance	\$2,400	\$2,392
5301 Legal	\$4,000.00	\$500
5302 Audit	\$17,000	\$16,562
5303 Consultant Fees	\$0	\$1,000
5304 Contract Labor - Other	\$150,000	\$119,500
5305 Bank Charges	\$1,200	\$1,000
5306 Payroll Service	\$3,600	\$4,000
5307 Other Program Costs	\$24,450.00	\$149,242
5401 Rent	\$90,000	\$78,500
5402 Utilities	\$33,000.00	\$26,500
5403 Janitorial	\$15,600.00	\$11,000
5404 Security	\$3,500	\$3,500
5405 Maintenance	\$5,000.00	\$2,000
5406 Pest Control	\$1,200.00	\$1,500
5407 Storage	\$0	\$0
5502 Technical Support/Maintenance	\$15,000.00	\$8,000
5601 Equipment Rental	\$600.00	\$700
5701 Staff Travel	\$50,140.00	\$40,000
5702 Board Travel	\$3,500.00	\$4,000
5703 Conferences/Seminars	\$36,200.00	\$41,812
5704 Staff Training & Development	\$8,300.00	
5801 Fixed Assets/Equipment > \$5K	\$0	\$332,000
5802 Software	\$7,500	\$7,000
	\$2,467,263	\$2,529,412

BUDGET -NFWB																	
PY 2018 (JULY 2018 - JUNE 2019)																	
	TOTAL	ADULT	YOUTH	TAA	DISL.	WIOA	WP	WAGNER	VETERAN	UC	WTP	RURAL	SNAP	REA	COM	UN-	TOTAL
	ITA %				WORKER	INC	INC	PEYSER	DVOP			INITIATIVES			OUTREACH	RESTRICT	
						FD 13	FD 14										
REVENUE																	
P.Y. 2018 CONTRACTS		408,201	388,583	-	145,791		1,022,500	28,000	15,000	5,989	370,995	206,897	93,750	20,000	26,775	-	2,732,481
CARRYFORWARD		100,000	407,082		290,000	-	-	-	-	-	-	-	-	5,000	-	-	802,082
TRANSFER		200,000	-	-	(200,000)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE		708,201	795,665	-	235,791	1,022,500	-	28,000	15,000	5,989	370,995	206,897	93,750	25,000	26,775	-	3,534,563

Final
Speculative

Operating Revenue	\$2,467,263
Incentive Revenue	\$1,022,500
Total	\$3,489,763
Difference (bud v rev)	-\$44,800

Incentives		Project #1	Project #2	Project #3	Project #4	Project #5	Project #6	Project #7	Project #8	
Item	Staff Incentives		Office Move(s)/Refurbish	Organizational Documenting	Research Project	HR Manual and COOP	Upgrade IT infrastructure	ATLAS (or similar product)	Video work	
Description			Implementing sector strategy approach to align job seeker services with business services. May require office move in Madison. Additionally, Live Oak office lease will end in July and we will NOT return to the space, so include office reqork for Live Oak.	Assessment, writing, organizing, training of policy and process. May involve embedding of contract staff for a period of time.	Labor study of our six counties similar to Opportunity Florida's recent study. Will share with Economic Development partners and FGWA to develop priorities for planning.	Rewrite of HR Manual and Continuity of Operations Manual.	WiFi and other aspects of our IT system are dated and need upgrading to better align with other updated systems.	Upgrade of traffic and document collection and storage	Video orientations of services and programs	
4100	Occupational Training									
4101	Fees									
4104	Books/Uniforms/Supplies									
4109	Youth Stipends									
4200	Support Services									
4203	Transportation									
4207	Background Screening (Customers)									
4208	Materials/Clothing/Supplies									
4300	OT-SITA									
4301	Employed Worker-SITA									
4400	Participant Incentives									
5001	Salaries	\$40,000.00								
5002	FICA/Medicare	\$4,000.00								
5003	Group Health/Dental/Life									
5004	Retirement									
5005	Workers Comp Insurance									
5006	SUTA									
5007	Tuition Reimbursement									
5008	Employee Wellness									
5010	FSA Maintenance									
5011	Drug/Background Check (Employee)									
5013	Facilities Pool Allocation									
5101	Copier									
5102	Communications		\$2,000.00							
5103	Dues & Memberships									
5104	Postage									
5105	Supplies		\$5,000.00							
5107	Advertising									
5108	Mobile Unit Expense									
5111	Publications									
5112	Outreach		\$5,000.00							
5113	Equipment									
5114	Staff Benefits Direct Funds									
5115	Bottled Water		\$500.00							
5205	Officers & Directors Insurance									
5206	Auto Insurance									
5207	Facilities Insurance		\$1,000.00							
5301	Legal		\$5,000.00							
5302	Audit									
5304	Contract Labor - Other		\$100,000.00	\$75,000.00	\$25,000.00	\$10,000.00		\$50,000.00	\$100,000.00	
5305	Bank Charges									
5306	Payroll Service									
5307	Other Program Costs		\$50,000.00							
5401	Rent		\$20,000.00							
5402	Utilities		\$5,000.00							
5403	Janitorial									
5404	Security		\$5,000.00							
5405	Maintenance		\$5,000.00							
5406	Pest Control									
5502	Technical Support/Maintenance		\$50,000.00				\$10,000.00			
5601	Equipment Rental		\$5,000.00							
5701	Staff Travel		\$2,000.00							
5702	Board Travel									
5703	Conferences/Seminars									
5704	Staff Training & Development			\$5,000.00	\$4,000.00	\$2,000.00		\$4,000.00		
5801	Fixed Assets									
5802	Software									
0999	Allocated Indirect	\$44,000.00	\$260,500.00	\$80,000.00	\$29,000.00	\$12,000.00	\$10,000.00	\$54,000.00	\$100,000.00	\$589,500.00



LAFAYETTE COUNTY

Clerk Of The Circuit Court

Steve Land

120 W Main St.

Post Office Box 88

Mayo, FL 32066

(386) 294-1600

June 19, 2018

North Florida Workforce Consortium
Hon. Ronnie Moore, Chairman
North Florida Workforce Development Board, Inc.
705 East Base St.
Madison, FL 32340

Dear Commissioner Moore,

As Lafayette County Clerk of Court I am writing to recommend a person for filling a vacancy on the North Florida Workforce Development Board of Directors. The place on the Board was previously occupied by Mr. Richard Wisdahl. I recommend Mrs. Jennifer Avery join the board to represent businesses in Lafayette County. Mrs Avery, a lifelong resident of Lafayette County, has a unique knowledge of the workforce in our county. I think she would be a great asset to your team. I respectfully request your approval of Mrs. Jennifer Avery to serve in this capacity.

Sincerely,

Steve Land

Lafayette County Clerk of Court

FY 2016-17 Performance Awards by Local Board

The table below displays the Performance Funding Model awards to local workforce development boards for fiscal year 2016-17.

Local Board	Performance Awards			
	Target	Improve	Excel	TOTAL
CareerSource Escarosa	\$90,496			\$90,496
CareerSource Okaloosa Walton	\$36,234	\$598,958	\$598,958	\$1,234,150
CareerSource Chipola	\$27,511	\$564,732	\$564,732	\$1,156,975
CareerSource Gulf Coast	\$39,925	\$530,506	\$530,506	\$1,100,937
CareerSource Capital Region	\$94,914			\$94,914
CareerSource North Florida	\$29,940	\$496,280	\$496,280	\$1,022,500
CareerSource Florida Crown	\$28,067			\$28,067
CareerSource Northeast Florida	\$319,194			\$319,194
CareerSource North Central Florida	\$69,659			\$69,659
CareerSource Citrus Levy Marion	\$104,029			\$104,029
CareerSource Flagler Volusia	\$125,877			\$125,877
CareerSource Brevard	\$97,486	\$393,601	\$427,827	\$918,914
CareerSource Pasco Hernando	\$122,267			\$122,267
CareerSource Polk	\$137,948	\$462,054	\$359,375	\$959,377
CareerSource Suncoast	\$112,584			\$112,584
CareerSource Heartland	\$51,039	\$427,827	\$462,054	\$940,920
CareerSource Research Coast	\$105,513	\$359,375	\$393,601	\$858,489
CareerSource Palm Beach County	\$225,232			\$225,232
CareerSource South Florida	\$606,942			\$606,942
CareerSource Southwest Florida	\$198,765			\$198,765
TOTALS:	\$2,623,622	\$3,833,333	\$3,833,333	\$10,290,288

The amounts in the blue boxes represent Target awards available to 11 local workforce development boards with the submission and approval of a Target Achievement Plan.

Note: CareerSource Central Florida, CareerSource Pinellas, CareerSource Tampa Bay and CareerSource Broward opted out of the fiscal year 2016-17 Performance Funding Model.