



PROGRAM YEAR BUDGET

2017-18

July 1, 2017 - June 30, 2018

Serving Manatee & Sarasota Counties, Region 18
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**CareerSource Suncoast
Budget for Program Year 2017-2018**

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Adam Kendall CFP®
Chairman

Christy Cardillo
Treasurer

Ted Ehrlichman
President & CEO

June 5, 2017

Suncoast Workforce Board of Directors:

We are pleased to present the Suncoast Workforce Board, Inc. (dba CareerSource Suncoast) Budget for Program Year 2017-2018 (PY'18). New funds available are \$7.6 million, reduced from \$7.9 million last year. This is the sixth consecutive decline in annual funding. As expected, these formula-driven funds reflect a very healthy economy as measured by employment statistics. The unemployment rate is drifting around a remarkably low 3.7% for the region.

Over four program years, the budget declined cumulatively by thirty percent. The difference between calling this a crisis, or an incentive, is razor-thin. We must make careful decisions. Our budgets are investments; choosing the right portfolio determines how successfully we will execute our mission to 'recruit, train and retain talent for employers on the Suncoast'.

We are committed to model an aggressive collaborative approach to workforce development throughout the region. Engaging with the 'right' partners, facilitating frequent meaningful communication among those partners, and emphasizing local customized programs are the essential ingredients to meet the needs of *employers*.

Job-seekers are being replaced by *Career-seekers*. Successful individuals understand that with the rate of change in the workplace, they must embrace change rather than fear it. Determining and refining their unique strengths, and learning to apply them to a variety of organizations and cultures will define their success. It is a lifelong process of improvement.

The official employment statistics do not reflect all the facets of 'workforce'. Participation rates, underemployment, lack of prosperity for many working families, generational differences collectively present a *worldwide* challenge. Richard Maher addressed the May 2017 CareerSource Florida Board meetings declaring that 'Workforce is the next global currency'. Our focus remains on delivering high-quality workforce activities and expanding collaboration across our counties, cities, towns, governments and partners to support our employers. We continue to refine our vision and mission to reflect a shifting market and this newly integrated approach.

The Program Year 2018 Budget consumes \$6.2 million, net of PY'19 reserve of \$1.4 million. Administrative costs are at about 9.8%. We are committed to be good stewards of our funding, watchful for new opportunities, and prepared to make course corrections throughout the year.

On behalf of the staff, I want to express sincere thanks for the ongoing support and hard work of our Board Members. We look forward to another successful year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted Ehrlichman", with a long horizontal flourish extending to the right.

Ted Ehrlichman
President/CEO

CareerSource Suncoast Program Year 2017-2018 Budget Narrative

The Board CFAO and staff have prepared the budget for CareerSource Suncoast. This narrative will be divided into sections describing our various programs, as follows:

- Temporary Assistance for Needy Families (TANF)
- Workforce Innovation and Opportunity Act (WIOA) – Adult, Dislocated Worker, and Youth
- Department of Economic Opportunity (DEO) - Jointly Managed Programs
 - Wagner-Peyser (WP)
 - Veteran Services - Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER)
- Reemployment Assistance Services (RAS)
- Reemployment Services and Eligibility Assessment (RESEA)
- Supplemental Nutrition Assistance Program Employment & Training (SNAP)

Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income persons in danger of entering welfare dependency. The goal of this program is to assist these persons in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015 supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internships, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs. The law also allows for a regional workforce board to request a waiver from CareerSource Florida based on sliding scale due to reduced funding levels in WIOA, Wagner Peyser, and TANF. CSS will be under a 30% waiver vs the 50% requirement.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out of school youth 16-24 years of age. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Suncoast Program Year 2017-2018 Budget Narrative

CareerSource Suncoast has two full-service high tech career centers in Bradenton and Sarasota. In South Sarasota County we will be partnering and co-locating with Goodwill and other partners which will diversify how and where we provide services to our clients. These locations will provide a broad range of services to the citizens and businesses in Sarasota and Manatee Counties. CareerSource Suncoast utilizes a Mobile Career Lab to reach our customers in our two county area. The mobile computer lab has access to the same tools available in our career center resource rooms. Internet access is available on the mobile.

Department of Economic Opportunity (DEO) – Joint Managed Programs

Programs under DEO – Joint Managed Programs are for services delivered by DEO state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for DEO Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.
2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

Reemployment Assistance Services (RAS)

The application process has been centralized in regional hubs across the State of Florida. The local workforce boards still retain responsibilities for this program by providing re-employment services for claimants, and assistance to applicants as required.

Reemployment Services and Eligibility Assessment (RESEA)

A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting in shorter claims durations and fewer erroneous payments.

Supplemental Nutrition Assistance Program – Employment and Training (SNAP)

SNAP recipients without dependents receive assistance from CareerSource Suncoast with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016 the State of Florida began mandatory participation for SNAP recipients.

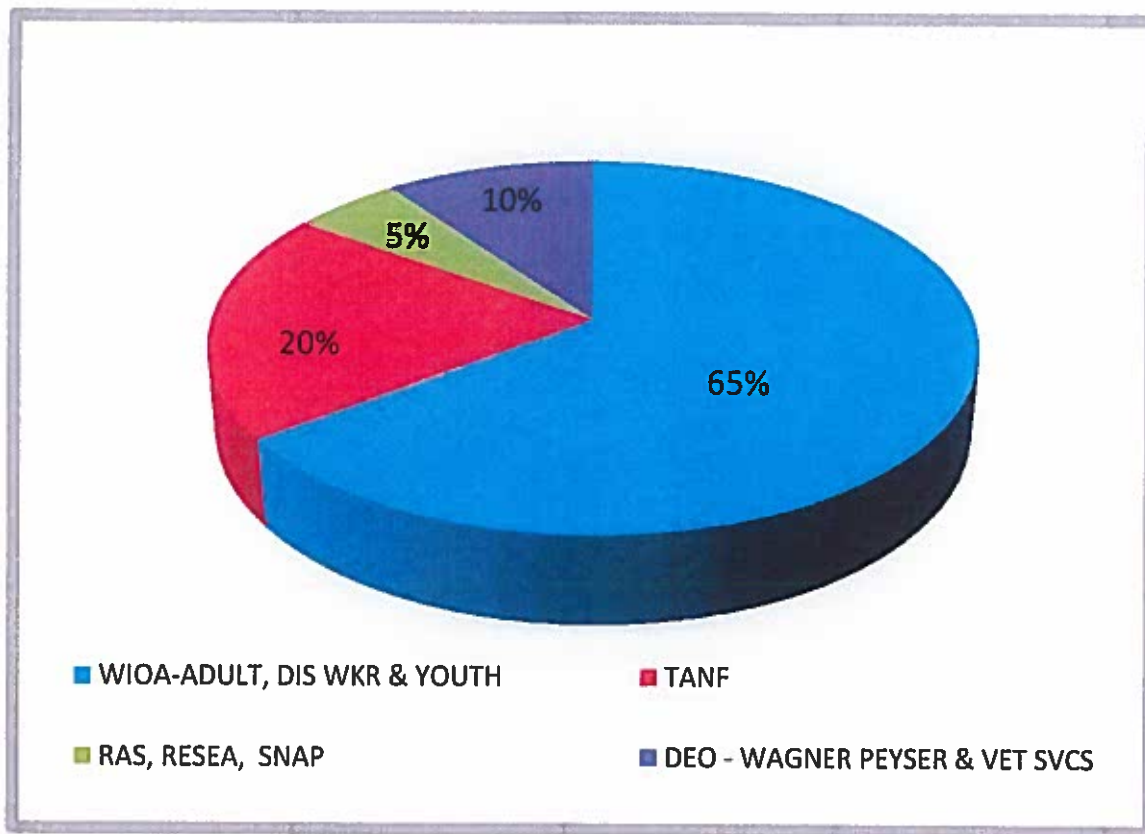
**CareerSource Suncoast
 Summary of Funds Available - All Programs
 Program Year 2017-2018
 July 1, 2017 - June 30, 2018**

Funding Streams	Funding Available PY 17-18	Reserve for PY 18-19	Funding Budgeted For PY 17-18
Temporary Assistance for Needy Families (TANF) exp 6/30/18	\$1,518,164	\$0	\$1,518,164
WIOA-Adult & Dislocated Worker expires 6/30/2019	\$2,565,195	\$1,122,380	\$1,442,815
WIOA-Adult & Dislocated Worker Carry Fwd estimate expires 6/30/18	\$1,099,228	\$0	\$1,099,228
Total WIA Adult & Dislocated Worker	\$3,664,423	\$1,122,380	\$2,542,043
WIOA-Youth expires 6/30/2019	\$908,811	\$275,000	\$633,811
WIOA-Youth Carry Fwd estimate expires 6/30/2018	\$379,373	\$0	\$379,373
Total WIA Youth	\$1,288,184	\$275,000	\$1,013,184
Wagner Peyser (WP) expires 9/30/18	\$532,592	\$40,000	\$492,592
Wagner Peyser (WP) Carry Fwd estimate expires 9/30/17	\$151,861	\$0	\$151,861
Total Wagner Peyser	\$684,453	\$40,000	\$644,453
Reemployment Assistance Services expires 6/30/18	\$27,920	\$0	\$27,920
Reemployment Svcs & Eligibility Assess (RESEA) Carry Fwd estimate expires 6/30/18	\$161,184	\$0	\$161,184
Supplemental Nutrition Assistance Program Employment & Training (SNAP) estimate expires 6/30/18	\$219,368	\$0	\$219,368
Veteran's Programs (DVOP & LVER) estimate expires 6/30/18	\$92,360	\$0	\$92,360
Total	\$7,656,056	\$1,437,380	\$6,218,676

**CareerSource Suncoast
Funds Available by Program
Program Year 2017-2018**

PROGRAM	FUNDS AVAILABLE	% OF TOTAL
WIOA-ADULT, DIS WKR & YOUTH	\$4,952,607	65%
TANF	\$1,518,164	20%
RAS, RESEA, SNAP	\$408,472	5%
DEO - WAGNER PEYSER & VET SVCS	\$776,813	9%
TOTAL	\$7,656,056	100%

WIOA ALLOCATION BREAKDOWN	FUNDS AVAILABLE	% OF TOTAL
ADULT/DIS WKR	\$3,664,423	74%
YOUTH	\$1,288,184	26%
TOTAL	\$4,952,607	100%



**CareerSource Suncoast
Budget Comparison & Information
Program Years 2017-2018 to 2016-2017**

	Note Ref	PY 17-18 Budget	PY 16-17 Budget Mod #2	Expenditures PY 16-17*
Funding Available Less Reserves		\$6,218,676	\$6,906,048	
Personnel Costs:				
Salaries	1	\$2,817,468	\$2,925,410	\$2,948,499
Fringe Benefits	1	\$868,000	\$971,121	\$912,927
Staff Training & Education	2	\$25,000	\$24,000	\$24,125
Total Personnel Costs		\$3,710,468	\$3,920,531	\$3,885,551
Facility Costs	3	\$887,608	\$1,068,583	\$995,959
Office Furniture & Equipment	4	\$70,000	\$99,573	\$98,357
Operating Costs-Career Ctrs and Admin:				
Accounting	5	\$27,000	\$26,000	\$17,777
Office Exp & Supplies	6	\$62,000	\$67,000	\$56,602
Audit/Monitoring	7	\$58,000	\$65,000	\$57,371
Consultants	8	\$40,000	\$31,352	\$10,232
General Insurance	9	\$47,000	\$52,000	\$52,000
Legal Services	10	\$10,000	\$10,000	\$3,920
Travel & Meetings	11	\$75,000	\$80,000	\$62,350
Total Operating Costs		\$319,000	\$331,352	\$260,252
Program Services:				
Client Training	12	\$1,048,600	\$1,129,865	\$1,119,619
Client Support	13	\$65,000	\$152,000	\$155,200
Employer & Client Services	14	\$45,000	\$104,144	\$73,214
Mobile-Gas & Maintenance	15	\$13,000	\$21,000	\$1,302
Outreach	16	\$60,000	\$79,000	\$79,000
Total Program Services		\$1,231,600	\$1,486,009	\$1,428,335
Totals		\$6,218,676	\$6,906,048	\$6,668,454

*Expenditures for June are estimated

**CareerSource Suncoast
Notes to Comparative Budget Statement
Explaining Budget Line Items and Variances between Budget Years
Program Years PY 2017-2018 & 2016-2017**

Note 1 **Salaries –** The salary line item includes positions for Career Center Services and Board Administration. Beginning PY 17-18 ten positions were eliminated due to funding reductions (8 Board positions and 2 state positions).

	<u>PY 17-18</u>	<u>PY 16-17</u>
CSS Positions	59	67
State Merit Positions*	<u>12</u>	<u>14</u>
Total CSS & State Positions	71	81

**State merit positions are not included in CSS budgeted salary line item. They are paid through the State as employees of Department of Economic Opportunity (DEO). We provide supervision and oversight in our career centers for these employees.*

Fringe Benefits - Include mandatory taxes: Social Security, Medicare, unemployment compensation, and worker comp insurance. Health related benefits for employees are paid by CSS. A discretionary retirement contribution is paid for eligible employees at 7.5%. The average fringe benefit rate for PY 17-18 is 31%.

Note 2 **Staff Training & Education –** Training for staff to include on-site training, opportunities offered by Florida Department of Economic Opportunity, and outside sources to be determined.

Note 3 **Facility costs** are derived from rent, utilities, equipment maintenance, IT maintenance, IT communications, telephone lines, long distance charges, and building maintenance for 2 career centers and satellite offices.

Note 4 **Equipment & Furniture -** This line item is budgeted for replacement of equipment/furniture needs.

Note 5 **Accounting –** Fees for payroll processing services, 401k admin fees, and our maintenance renewal on our accounting software.

Note 6 **Office Expense and Supplies –** This line item includes costs for advertising for legal notices, dues and subscriptions, incidental expenses, office supplies (for staff and customers), and postage.

Note 7 **Audit/Monitoring -** This line item includes costs for our financial audit, 990 return, and programmatic monitoring.

Note 8 **Consultants –** Includes costs for one stop operator and any strategic planning updates.

Note 9 **General Insurance -** This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits. Mobile insurance is budgeted under the mobile line item.

CareerSource Suncoast
Notes to Comparative Budget Statement
Explaining Budget Line Items and Variances between Budget Years
Program Years PY 2017-2018 & 2016-2017

- Note 10 Legal Services – For Board related activities.
- Note 11 Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal requirements.
- Note 12 Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on the job training (OJT), employed worker training (EWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocation (pg 9) in the packet.
- Adult & Dislocated Worker Funds are required to expend 50% on ITAs. CSS will request a reduced ITA percentage based on CS Florida's sliding scale policy issued when funding levels began decreasing. CSS will request a rate of 30%. This budget has in place a 30% ITA rate.
- The Youth budget will meet the minimum 75% requirement for out of school youth activities, as we will focus on out of school new enrollments. The training budget for youth also includes an amount for paid internships or on-the-job training to meet the 20% WIOA requirement.
- Note 13 Client Support – Support services are on an individual basis and need. Possible costs may include vaccines, physicals, uniforms, tools, background checks, certificate exams, incentives, and transportation costs.
- Note 14 Employer and Client Services – Employer and Customer assessment activities and services.
- Note 15 Mobile Gas & Maintenance – Operating costs for one mobile computer lab serving both counties. Vehicle maintenance, gas, internet, computer maintenance, repairs, cleaning, registration, storage, and insurance.
- Note 16 Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSS. This line item includes \$40,000 in outreach services partnering with the Bradenton Area Economic Development Corporation and Economic Development Corporation of Sarasota County.

**CareerSource Suncoast
Budget by Allocation
Program Year 2017-2018
July 1, 2017 - June 30, 2018**

	BUDGET	TANF	WIOA ADULT & DIS WKR	WIOA YOUTH	WAGNER PEYSER	RAS	RESEA	SNAP	VETS
Funding Available Less Reserve	\$6,218,676	\$1,518,164	\$2,542,043	\$1,013,184	\$644,453	\$27,920	\$161,184	\$219,368	\$92,360
Personnel Costs:									
Salaries	\$2,817,468	\$943,843	\$1,004,649	\$394,735	\$179,731	\$21,219	\$105,598	\$142,091	\$25,602
Fringe Benefits	868,000	209,296	353,994	139,530	88,714	6,701	22,394	30,145	17,226
Staff Training & Education	25,000	6,075	10,275	3,550	2,575		650	875	1,000
Total Personnel Costs	\$3,710,468	\$1,159,214	\$1,368,918	\$537,815	\$271,020	\$27,920	\$128,642	\$173,111	\$43,828
Facility Costs	\$887,608	\$215,689	\$169,831	\$129,260	\$290,932	\$0	\$23,078	\$31,068	\$27,762
Office Furn & Equip	\$70,000	\$17,010	\$30,590	\$9,340	\$8,610	\$0	\$0	\$2,450	\$2,008
Operating Costs-Career Ctrs & Adm:									
Accounting	\$27,000	\$6,561	\$11,097	\$4,374	\$2,781	\$0	\$702	\$945	\$540
Office Exp & Supplies	62,000	15,066	25,482	10,044	6,386	0	1,612	2,170	1,240
Audit/Monitoring	58,000	14,094	23,838	9,396	5,974	0	1,508	2,030	1,160
Consultants	40,000	9,720	16,440	6,480	4,120	0	1,040	1,400	800
General Insurance	47,000	11,421	19,317	7,614	4,841	0	1,222	1,645	940
Legal Services	10,000	2,430	4,110	1,620	1,030	0	260	350	200
Travel & Meetings	75,000	18,225	30,825	12,150	7,725	0	1,950	2,625	1,500
Total Operating Costs	\$319,000	\$77,517	\$131,109	\$51,878	\$32,857	\$0	\$8,294	\$11,165	\$8,380
Program Services:									
Client Training	\$1,048,600	\$7,800	\$778,000	\$262,800	\$0	\$0	\$0	\$0	\$0
Client Support	65,000	30,000	20,000	15,000	0	0	0	0	0
Employer & Client Svcs	45,000	10,935	8,595	7,290	14,535	0	1,170	1,575	900
Mobile-Gas & Maintenance	13,000	0	0	0	6,500	0	0	0	6,500
Outreach	60,000	0	35,000	0	20,000	0	0	0	5,000
Total Program Services	\$1,231,600	\$48,735	\$841,595	\$285,090	\$41,035	\$0	\$1,170	\$1,575	\$12,400
Totals	\$6,218,676	\$1,518,164	\$2,542,043	\$1,013,184	\$644,453	\$27,920	\$161,184	\$219,368	\$92,360

CareerSource Suncoast
Budget Allocated to Program & Administrative Costs
Program Year 2017 - 2018
July 1, 2017 Thru June 30, 2018

	Total	Program	Administrative
<i>Funding Available</i>	\$6,218,676	\$5,596,808	\$621,868
Personnel Cost:			
Salaries	\$2,817,468	\$2,449,468	\$368,000
Fringe Benefits	868,000	757,600	110,400
Staff Training & Education	25,000	22,000	3,000
Total Personnel Costs	\$3,710,468	\$3,229,068	\$481,400
Facility Costs	\$887,608	\$861,608	\$26,000
Office Furniture & Equipment	\$70,000	\$65,500	\$4,500
Operating Costs Career Ctrs & Admin:			
Accounting	\$27,000	\$0	\$27,000
Office Expense & Supplies	62,000	55,000	7,000
Audit/Monitoring	58,000	30,500	27,500
Consultants	40,000	28,748	11,252
General Insurance	47,000	41,000	6,000
Legal Services	10,000	0	10,000
Travel & Meetings	75,000	63,000	12,000
Total Operating Costs	\$319,000	\$218,248	\$100,752
Program Services:			
Client Training	\$1,048,600	\$1,048,600	\$0
Client Support	\$65,000	65,000	0
Employer & Client Services	\$45,000	45,000	0
Mobile-Gas & Maintenance	\$13,000	13,000	0
Outreach	\$60,000	60,000	0
Total Program Services	\$1,231,600	\$1,231,600	\$0
Total Budget	\$6,218,676	\$5,606,024	\$612,652
Percentage of Administrative Cost			9.85%