Finance and Career Services Committees Budget Workshop

CareerSource Central Florida Office
390 N Orange Ave., Suite 700
Orlando, FL 32801
Thursday, May 19, 2016
8:00 a.m.

NOTES

MEMBERS PRESENT: Michael Armbruster, Greg Beliveau, Paul Bough, Wendy Brandon, Leslie Hielema, Brian Michaels, John Pittman, Joseph Sarnovsky, Richard Sweat, Jim Sullivan, Eric Ushkowitz, Larry Walter and Mark Wylie

MEMBERS ABSENT: Melanie Cornell, Nicole Guilllet, Dorathy Nevitt, Kathleen Plinske and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Richard Matthes, Nilda Blanco, Tonya Elliott-Moore and Kaz Kasal

Agenda Item	Topic	Action Item / *Follow Up Item*
1	**Welcome** Ms. Nabors called the meeting to order at 8:03 am and welcomed those in attendance. Ms. Nabors stated the purpose of this workshop is to provide an interactive format for the Finance and Career Service Committees to review program budget lines and program priorities and provide their comments and questions.	
2	**Roll Call** Ms. Kasal commenced with roll call.	
3	**Public Comment** None Offered.	
4	**FY 2016 -2017 Draft Annual Budget** Ms. Nabors referred the PowerPoint entitled "FY 2016-2017 Draft Annual Budget" in the meeting packet (attachment) and reviewed the board overall strategic goals, as well as the FY 2016-2017 board strategies and operational goals which were derived from Board feedback at the Board Retreat last fall. Ms. Nabors stated 2nd operational goal of increasing the number job orders filled with qualified talent is paramount of all other goals. With regard to the metrics of the operational goals, the Community Engagement Committee has been vetting the metrics of the 1st operational goal to increase business community awareness of CSCF's value to the region's employers. The Career Services Committee has been	

	vetting the metrics of 2nd, 3rd, and 4th goals with regard to job placements, training opportunities and youth services respectively. Ms. Coenen reviewed the targeted goals for each metric. Further highlights were provided from the presentation as follows: <u>Proposed Budget Draft</u> – Mr. Alvarez stated the total available funds for FY 16-17 is $30.8M, which is approximately $150,000 difference compared to FY 15-16 budget of $30.6. Mr. Alvarez also reviewed the percentage breakdowns by funding source allocations and projected expenditures. Mr. Alvarez further provided an overview of how funding allocations by region are determined <u>Salaries, Benefits & Staffing</u> - Ms. Beecham reviewed personnel costs and staffing statistics for FY 16-17. Ms. Beecham also provided a salary analysis comparing current to previous year on youth contractors and reviewed the change with CSCF taking over and handling services in-house from the largest youth contractor. Ms. Nabors added that with the focus now switching to out-of-school youth (OSY) under WIOA, this population will require more direct services as they are challenged with more barriers compared to in-school youth. Hence, serving the OSY population will cost more in order to provide quality services and attain successful outcomes. <u>Operations</u> - Ms. Coenen reviewed FY 16-17 funding breakdown for career services, business services and youth services. Business Services – Mr. Matthes provided an overview of three business services categories: 1) recruiting services, 2) training assistance and 3) defined industry sectors which include: advanced manufacturing, hospitality & leisure, construction, business & professional services (includes IT) and trade, logistics & utilities. Mr. Matthes also reviewed the target goals for internships, on-the-job training, customized training and incumbent worker training. Career Services – Mr. Bradley reviewed the target goals for scholarships and support services. This will	

	be monitored closely to make sure funds are invested wisely and training completers are placed, with the focus into high growth industry (HGI) jobs. CSCF will hold training providers to this standard. Youth Services – Ms. Coenen reviewed the new service delivery model which encompasses CSCF delivering the framework services instead of contracted providers. This will give CSCF more control as well as flexibility to make sure youth attain more successful and meaningful outcomes. Strategies will be localized by county, leveraging partnerships and resource sharing with key community organizations, education partners and municipalities. Two of the OSY contractual youth providers will continue services, but no new enrollments. Ms. Coenen also reviewed the youth services target goals. Staff will be also be exploring other workforce youth best practices. <u>Professional Services</u> – Ms. Alvarez reviewed FY 16-17 funding breakdown for professional services which include: accounting, monitoring, technical assistance & training, human resources and legal. Mr. Alvarez noted that per WIOA it is required CSCF attains a 3rd party evaluator to evaluate the overall operations to determine efficiency and effectiveness of the self-delivery model (CSCF delivering services) vs. a contract services model. <u>Outreach Communications & Community Relations</u> – Ms. Elliott-Moore reviewed the outreach budget which consists of: 1) outreach collateral and development, 2) web and digital based platforms and 3) programmatic outreach. The Community Engagement Committee met earlier this week and approved to move this proposed budget forward for Board review. Ms. Elliott-Moore also reviewed outreach goals to increase business community awareness of CSCF's value to employers and tying outreach initiatives to support regional HGI. Ms. Elliott-Moore indicated that based on the results from the UCF Study, Pegosa Study and Talent Gap, a one common feedback made was the perception that CSCF is more social services focused than business focused. In efforts to change this perception, a "Tailored From Every Angle" campaign has been launched. Ms. Nabors added that the Board can play a key role by connecting with key constituencies in the community and promoting the value of CSCF. This has	*Ms. Coenen will add Service Target for Youth Career Readiness / $700,000 and show economic impact.* *Mr. Alvarez to research how other regions fund professional services compared to our region – professional services vs. total budget.*

	now been incorporated as a Board performance metric. Ms. Elliott-Moore stated that UCF will be conducting a follow-up study in the fall to see if business awareness of CSCF has increased. Infrastructure/Maintenance & Related Costs - Mr. Alvarez reviewed the FY 16-17 budget on facilities and the breakdown of costs. Through lease negotiations and office consolidation, lease cost reductions will continue. Information Technology (IT) - Mr. Alvarez reviewed the FY 16-17 budget and goals for IT. Areas of focus are: IT license and business application renewal/support, productivity improvements which include program automation system, private cloud licensing and hardware replacement (current computers are 6 years old). Ms. Nabors added that current computers will be surplused and donated to a non-profit organization. Professional Development & Capacity Building – Ms. Beecham reviewed the budget breakdown by professional development, conferences & seminars and Board education. Unrestricted Fund Balance - Mr. Alvarez reviewed current revenue balance and projected expenditures for board retreat, all-staff meeting and business service/community relations activities. Mr. Alvarez stated that the unrestricted funds come from the Ticket to Work program (95%) and Board sponsorships. Direct and indirect outreach was also discussed. Revenue Diversity – Mr. Alvarez stated staff plana to have a consultant meet with them to discuss revenue diversification and come up with a business plan. This will be brought to the Board Retreat for ideas and input to allow us to increase unrestricted funds. Ms. Nabors stated that the next steps will include the following: • 6/7/16: Finance Committee meeting to finalize the draft budget • 6/9/16: Draft budget to Board and Consortium for review • 6/23/16: Budget presented to Board and Consortium for approval.	

5	**Adjournment** Ms. Nabors thanked the Committees for attending today's workshop. There being no other business, the Finance and Career Services' Budget Workshop was adjourned at 10:05 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Coordinator