

Larry Strain
Board Chairman

Cliff J. Krut
Executive Director

CAREERSOURCE ESCAROSA BOARD ITEM FOR APPROVAL

SEPTEMBER 19, 2016
BOARD OF COUNTY COMMISSIONERS MEETING

2016 – 2017 BUDGET

Per Resolution Number R2016-30 – Resolution of the Board of County Commissioners of Santa Rosa County, Florida, the Regional Workforce Board Accountability Act (RWBAA) amended the Florida Workforce Innovation Act requires the Chief Elected Officials to review and approve the budget for Workforce Escarosa, Inc., dba CareerSource Escarosa.

See attached budget for Program Year 2016-2017.

**WORKFORCE ESCAROSA, INC.
FISCAL YEAR 2016-2017**

AVAILABLE FUNDS

	Allocations FY 2016-2017	Carryovers from FY 2015-2016	Transfers FY 2016-2017	Funding FY 2016-2017
WIOA ADULT	1,070,749	296,220	788,000	2,154,969
WIOA DISLOCATED WORKERS	1,053,435		(788,000)	265,435
WIOA YOUTH	1,161,079	102,901		1,263,980
WIA PERFORMANCE INCENTIVES				-
SNAP	212,214			212,214
WAGNER PEYSER PERFORMANCE INCENTIVES				-
UC SERVICES	33,074			33,074
WELFARE TRANSITION PROGRAM	1,271,230			1,271,230
MILITARY FAMILY EMPLOYMENT PROGRAM	78,282			78,282
TOTAL	4,880,063	399,121	-	5,279,184
 JOINT MANAGED PROGRAMS:				
WAGNER PEYSER	610,722	20,207		630,929
VETERANS PROGRAMS - DVOP	246,460			246,460
VETERANS PROGRAMS - LVER	282,250			282,250
TOTAL	1,139,432	20,207	-	1,159,639
TOTAL	6,019,495	419,328	-	6,438,823

Administrative Salaries and Benefits:

Salaries and Benefits for the Executive Director, Finance Director, Executive Secretary, and 2 Accounting Specialists. Benefits include payroll taxes, retirement, employee health, life, dental insurance and workers compensation insurance.

Administrative Operational Expenses:

All other expenses for Administrative Staff which includes facilities costs, supplies, equipment phone, maintenance and repair, audit fees, legal fees, copier leases, travel, staff training, insurance, and dues/memberships.

Direct Services Salaries and Benefits:

Salaries and Benefits (as listed above) for all program staff.

Direct Services Operational Expenses:

All other expenses for Program Staff which includes facilities costs, supplies, equipment phone, maintenance and repair, copier leases, travel, staff training, insurance, and dues/memberships.

Direct Client Support:

Direct Client Support includes tuition, books, transportation and other support services which support clients in training and/or fulfilling program requirements.

Contracted to Services Providers:

The WIOA Youth services are contracted to the following service providers:

Children's Home Society	515,648
Santa Rosa County School District	307,000
School Board of Escambia County	207,352
	1,030,000

WORKFORCE ESCAROSA, INC.
FY 2016-2017 BUDGET

Proposed
Budget
FY 2016-2017

INDIRECT COST POOL (ADMINISTRATION)

Salaries	276,632
Employee Costs	67,529
Retirement	13,832
PEO Fee	63,283
Advertising	1,000
Audit/Tax Returns	27,000
Bank Service Charges	2,200
Communications	2,050
Copier Costs	156
Consulting Services	2,100
Equipment	1,000
Equipment Rental	1,705
Insurance	1,800
Legal	15,000
Materials & Supplies	3,000
Memberships	4,250
Postage	1,000
Rent	37,789
Repairs & Maintenance	313
Maintenance Contracts	3,700
Staff Training	1,000
Travel	14,000
Network Allocation	6,054
Total	546,393

MONITORING/MIS OFFICER

Salaries	106,371
Employee Costs	22,199
Retirement	5,319
Communications	376
Copier Costs	62
Equipment	500
Equipment Rental	442
Insurance	448
Materials & Supplies	1,500
Rent	15,152
Repairs & Maintenance	126
Maintenance Contracts	94
Staff Training	250
Travel	4,500
Network Allocation	2,422
One-Stop Cost Pool	8,363
Program Management	3,792
Total	171,916

WORKFORCE ESCAROSA, INC.
FY 2016-2017 BUDGET

**Proposed
Budget
FY 2016-2017**

COMPUTER NETWORK COST POOL

Salaries	100,152
Employee Costs	28,939
Retirement Contribution	5,008
Communications	29,000
Copier Maintenance	35
Equipment	10,000
Equipment Rental	221
Insurance	564
Maintenance Contracts	15,000
Office Materials & Supplies	1,000
Rent	18,987
Repairs & Maintenance	500
Staff Training	1,320
Travel	4,500
Total Computer Network Cost Pool	215,226

ONE-STOP COST POOL

Salaries	266,510
Employee Costs	101,770
Retirement Contribution	13,326
Advertising	0
Cleaning Service	6,300
Communications	15,000
Copier Costs	5,600
Equipment	9,000
Equipment Rental	15,462
Insurance	12,500
Job Fairs	2,250
Maintenance Contracts	16,500
Material & Supplies	20,000
Memberships	4,650
Postage	3,000
Rent	401,334
Repairs & Maintenance	7,000
Security Guards	56,420
Staff Training	750
Assessment - TABE Testing	2,500
Temporary Services	52,782
Travel	5,000
Utilities	12,500
Website	5,280
Computer Network Allocation	205,540

Total One-Stop Cost Pool

1,240,974

WORKFORCE ESCAROSA, INC.
FY 2016-2017 BUDGET

Proposed
Budget
FY 2016-2017

WIA PROGRAM MANAGEMENT

Salaries	180,190
Employee Costs	39,746
Retirement	9,010
Communications	188
Copier Maintenance	30
Equipment	1,750
Equipment Rental	221
Insurance	224
Materials & Supplies	2,250
Maintenance Contracts	47
Maintenance and Repairs	63
Rent	7,576
Staff Training	75
Travel	7,000
Computer Network Allocation	1,211
Total	<u><u>249,581</u></u>

WIA INTENSIVE SERVICES

Salaries	278,189
Employee Costs	92,132
Retirement	13,910
Temporary Services	2,300
Communications	1,000
Equipment	1,200
Materials & Supplies	5,750
Maintenance Contracts	0
Travel	4,600
Client Supplies	0
Total	<u><u>399,081</u></u>

WORKFORCE ESCAROSA, INC.
FY 2016-2017 BUDGET

	Proposed Budget FY 2016-2017	Budget FY 2015-2016	Increase/ (Decrease)
<u>WIOA ADULT PROGRAM</u>			
Funding	2,154,969	2,430,092	(275,123)
<u>Administrative</u>	215,497	242,302	(26,805)
<u>Escarosa's Program Costs</u>			
Monitoring	14,473	17,525	(3,052)
Management Information System	11,090		11,090
Program Management	108,128	160,409	(52,281)
Total	133,691	177,934	(44,243)
<u>One-Stop Costs</u>	397,495	510,719	(113,224)
<u>Intensive Services</u>	297,101	371,652	(74,551)
<u>Direct Client Support</u>			
On the Job/Employed Worker Training	40,000	50,000	(10,000)
Other Classroom Supplies	45,000	38,000	7,000
Other Support Services	25,000	40,000	(15,000)
Tuition & Books	801,185	982,824	(181,639)
Total	911,185	1,110,824	(199,639)
<u>Future Projects/Carryforward</u>	200,000	0	200,000
<u>Special Projects</u>			
Century Chamber of Commerce		16,661	(16,661)
Total	0	16,661	(16,661)
Total WIA Adult Program	2,154,969 ✓	2,413,431	(258,462)
<u>WIA DISLOCATED WORKER PROGRAM</u>			
Funding	265,435	414,969	(149,534)
<u>Administrative</u>	26,544	41,497	(14,953)
<u>Escarosa's Program Costs</u>			
Outreach/Recruitment			0
Support Services Specialist			0
Monitoring	2,315	4,356	(2,041)
Management Information System	1,775		1,775
Program Management	12,795	19,962	(7,167)
Total	16,885	24,318	(7,433)
<u>One-Stop Costs</u>	40,290	73,112	(32,822)
<u>Intensive Services</u>	84,106	104,153	(20,047)
<u>Direct Client Support</u>			
On the Job/Employed Worker Training	2,000	4,000	(2,000)
Other Classroom Supplies	2,000	2,000	0
Other Support Services	2,000	3,000	(1,000)
Tuition & Books	91,610	162,889	(71,279)
ITA Incentives	0	0	0
Total	97,610	171,889	(74,279)
Total WIA Dislocated Workers	265,435 ✓	414,969	(149,534)

WORKFORCE ESCAROSA, INC.
 FY 2016-2017 BUDGET

	Proposed Budget FY 2016-2017	Budget FY 2015-2016	Increase/ (Decrease)
<u>WIOA YOUTH PROGRAM</u>			
<u>Funding</u>	1,263,980	1,104,638	159,342
<u>Administrative</u>	32,009	16,163	15,846
<u>Escarosa's Program Costs</u>			
Monitoring	29,377	27,383	1,994
Management Information Services	20,109		20,109
Program Management	3,872	3,937	(65)
Sponsorships		5,000	(5,000)
Eligibility	17,874	18,780	(906)
Total	71,232	55,100	16,132
<u>One-Stop Costs</u>	15,270	12,894	2,376
<u>Service Provider Contracts</u>			
Escambia Co. School District (2014-2015)		1,805	(1,805)
Santa Rosa Co. School District (2014-2015)		3,048	(3,048)
Santa Rosa Co. School District	307,000	235,365	71,635
Escambia Co. School District	207,352	295,469	(88,117)
Children's Home Society	515,648	441,984	73,664
Total	1,030,000	977,671	52,329
<u>Future Projects/Carryforward</u>	115,469	42,810	72,659
Total WIA Youth	1,263,980 ✓	1,104,638	159,342

**WORKFORCE ESCAROSA, INC.
FY 2016-2017 BUDGET**

	Proposed Budget FY 2016-2017	Budget FY 2015-2016	Increase/ (Decrease)
<u>WELFARE TRANSITION PROGRAM</u>			
<u>Funding</u>	1,271,230	1,178,488	92,742
<u>Administrative</u>	125,047	111,688	13,359
<u>Escarosa's Program Costs</u>			
Monitoring	29,195	31,743	(2,548)
Program Management (One-Stop Related)	67,621	31,298	36,323
Total	96,816	63,041	33,775
<u>One-Stop Costs</u>	386,377	218,152	168,225
<u>Program Services</u>			
Salaries	357,426	439,497	(82,071)
Employee Costs	137,422	147,374	(9,952)
Retirement	17,871	21,544	(3,673)
Client Supplies	1,000	500	500
Copier Maintenance	1,200	925	275
Equipment	10,000	5,100	4,900
Equipment Rental	2,426	3,087	(661)
Insurance	1,200	1,012	188
Maintenance and Repairs	500	250	250
Office Supplies & Expense	12,000	9,200	2,800
Postage	1,000	1,000	0
Rent	12,566	32,592	(20,026)
Staff Training	150	100	50
Travel	7,000	5,000	2,000
Work Verification	1,200	1,000	200
Electronic Timesheet System	2,000	1,500	500
Computer Network Allocation		15,926	(15,926)
Total	564,961	685,607	(120,646)
<u>Direct Client Support</u>			
Support Services	10,000	10,000	0
Transportation Support Services	88,029	90,000	(1,971)
Total Direct Client Support	98,029	100,000	(1,971)
Total Welfare Transition Program	1,271,230 ✓	1,178,488	92,742

WORKFORCE ESCAROSA, INC.
 FY 2016-2017 BUDGET

	Proposed Budget FY 2016-2017	Budget FY 2015-2016	Increase/ (Decrease)
<u>SNAP</u>			
<u>Funding</u>	212,214	191,485	20,729
<u>Administrative</u>	21,374	10,404	10,970
<u>Program</u>			
Salaries	66,560		66,560
Employee Benefits	25,532		25,532
Retirement	3,328		3,328
Temporary Services	33,728		33,728
Copier Expenses	300		300
Equipment Rental	662		662
Equipment	300		300
Postage	300		300
Maintenance & Repair	75		75
Supplies	1,500		1,500
Travel	1,500		1,500
Monitoring	5,770	5,476	294
One-Stop Cost Pool	34,376	62,024	(27,648)
Program Management	16,909	14,755	2,154
Contracts	0	98,000	(98,000)
Client Support Services	0	826	(826)
Total	190,840	181,081	9,759
Total SNAP Funds	212,214	191,485	20,729
<u>UNEMPLOYMENT COMPENSATION SERVICES</u>			
<u>Funding</u>	33,074	35,637	(2,563)
<u>Administrative</u>	2,933	3,145	(212)
<u>Program</u>			
Universal Services	30,141	32,492	(2,351)
Total UC Services	33,074	35,637	(2,563)

WORKFORCE ESCAROSA, INC.
FY 2016-2017 BUDGET
Joint Managed Programs

	Proposed Budget FY 2016-2017	Budget FY 2015-2016	Increase/ (Decrease)
<u>WAGNER PEYSER</u>			
Funding	630,929	660,351	(29,422)
Administrative	63,429	66,035	(2,606)
<u>Escarosa Program Costs</u>			
Monitoring	18,579	19,046	(467)
Management Information System	11,256		11,256
Program Management (One-stop related)	15,336	19,259	(3,923)
Total	45,171	38,305	6,866
<u>One-Stop Costs</u>			
Allocation	143,084	156,349	(13,265)
	143,084	156,349	(13,265)
<u>DEO Staff Support</u>			
Salaries & Benefits (Paid by DEO)	369,295	391,715	(22,420)
Equipment	1,700	822	878
Background Checks	0	125	(125)
Cell Phones	250	250	0
Materials & Supplies	4,000	4,500	(500)
Travel	4,000	2,250	1,750
Total	379,245	399,662	(20,417)
Total Wagner Peyser	630,929	660,351	(29,422)

MILITARY FAMILY EMPLOYMENT PROGRAM

Funding	78,282	78,232	50
Administrative	7,917	7,712	205
<u>Program Costs</u>			
Salaries & Benefits	47,383	47,614	(231)
Program Management	7,982	8,072	(90)
One-Stop Costs	9,361	9,700	(339)
Equipment	750	1,245	(495)
Office Supplies & Expense	1,314	1,389	(75)
Staff Training	75	0	75
Travel	3,500	2,500	1,000
Total Program costs	70,365	70,520	(155)
Total Military Family Employment	78,282	78,232	50

WORKFORCE ESCAROSA, INC.
 FY 2016-2017 BUDGET
 Joint Managed Programs

	Proposed Budget FY 2016-2017	Budget FY 2015-2016	Variance
<u>VETERANS PROGRAMS - DVOP</u>			
<u>Funding</u>	246,460	242,985	3,475
<u>Administrative</u>	23,806	24,298	(492)
<u>Escarosa Program Costs</u>			
Monitoring	7,962	6,348	1,614
Management Information System	4,824		4,824
Program Management (One-stop related)	6,573	7,225	(652)
Total	19,359	13,573	5,786
<u>One-Stop Costs</u>			
Allocation	88,400	97,811	(9,411)
Net	88,400	97,811	(9,411)
<u>DEO Staff Support</u>			
Salaries & Benefits (Paid by DEO)	111,595	102,178	9,417
Background Checks	0	125	(125)
Equipment	300	1,000	(700)
Materials & Supplies	2,500	2,500	0
Travel	500	1,500	(1,000)
Total	114,895	107,303	7,592
Total	246,460 ✓	242,985	3,475
<u>VETERANS PROGRAMS - LVER</u>			
<u>Funding</u>	282,250	246,611	35,639
<u>Administrative</u>	27,833	23,145	4,688
<u>Escarosa Program Costs</u>			
Monitoring	7,962	6,348	1,614
Management Information System	4,824		4,824
Program Management (One-stop related)	6,573	7,225	(652)
Total	19,359	13,573	5,786
<u>One-Stop Costs</u>			
Allocation	87,814	92,804	(4,990)
Net	87,814	92,804	(4,990)
<u>DEO Staff Support</u>			
Salaries & Benefits (Paid by DEO)	142,944	111,764	31,180
Background Checks	0	125	(125)
Equipment	300	500	(200)
Materials & Supplies	2,500	2,200	300
Travel	1,500	2,500	(1,000)
Total	147,244	117,089	30,155
Total	282,250	246,611	35,639



Larry Strain
Board Chairman

Cliff J. Krut
Executive Director

Workforce Escarosa, Inc. dba CareerSource Escarosa Budget for Fiscal Year 2016-2017 (July 1, 2016 - June 30, 2017) has been reviewed and approved as attested by placement of our signatures and authorization below.

CareerSource Escarosa

CareerSource Escarosa

Board Chairman: Larry Strain

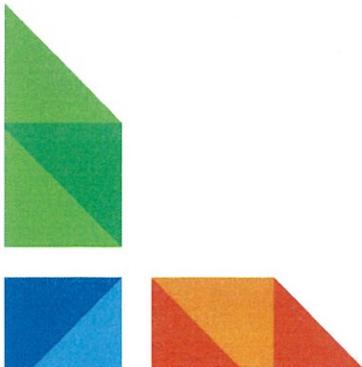
Executive Director: Cliff Krut

ATTEST: Donald C. Spencer
Clerk of the Circuit Courts

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: _____

BY: _____
Lane Lynchard, Chairman





Larry Strain
Board Chairman

Cliff J. Krut
Executive Director

Workforce Escarosa, Inc. dba CareerSource Escarosa Budget for Fiscal Year 2016-2017 (July 1, 2016 - June 30, 2017) has been reviewed and approved as attested by placement of our signatures and authorization below.

CareerSource Escarosa

CareerSource Escarosa

Board Chairman: Larry Strain

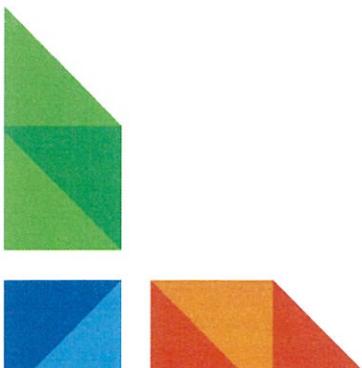
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BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: _____

BY: _____
Lane Lynchard, Chairman





Larry Strain
Board Chairman

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Executive Director

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CareerSource Escarosa

CareerSource Escarosa

Board Chairman: Larry Strain

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BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: _____

BY: _____
Lane Lynchard, Chairman

