

**NOTICE OF THE MEETING
OF THE BOARD OF DIRECTORS
CENTER FOR BUSINESS EXCELLENCE
329 BILL FRANCE BLVD.
DAYTONA BEACH, FL 32114**

8:30 A.M. – 10:00 A.M.

March 16, 2010

AGENDA

The Board members are reminded of conflict of interest provisions. In the event of a conflict, please refrain from voting, declare the nature of the conflict and be sure to complete the proper form for recording with the minutes.

- I. **8:30 a.m. – 8:35 a.m. Welcome and Introductions**

- II. **8:35 a.m. – 8:50 a.m. Presentation-Daytona Beach Area Convention and Visitors Bureau – Ms. Lori Campbell Baker**

- III. **8:50 a.m. – 9:00 a.m. Consent Agenda**
 - 1. Minutes
 - Board of Directors Meeting – November 17, 2009 Page 1
 - Executive/Finance Committees-January 12, 2010 Page 7
 - Executive/Finance Committees-February 18, 2010 Page 20
 - Approval and/or Ratification of the Minutes

 - 2. Quarterly Financial and Performance Report Page 29

- IV. **9:00 a.m. – 9:30 a.m. Annual Workforce Florida, Inc. Performance Report**
Web presentation

- V. **9:30 a.m. – 9:45 a.m. President’s Comments**
 - 1. Food and Beverage Policy
 - 2. Committee Structure
 - 3. Flagler Renovations
 - 4. Business Summit
 - 5. Metro Daytona Volusia EDC
 - 6. Conflict of Interest Policy and Certification Page 31

- VI. **9:45 a.m. – 10:00 a.m. Board Member Comments**

- VII. **Adjournment**
Next meeting of the Board is re-scheduled to May 25, 2010

**MINUTES OF THE ANNUAL MEETING
OF THE
WORKFORCE DEVELOPMENT BOARD
CENTER FOR BUSINESS EXCELLENCE**

November 17, 2009

The Annual Meeting of the Board of Directors of the Workforce Development Board Center for Business Excellence, was called to order at 9:00 a.m., on the 17th day of November, 2009 at the DeLand Conference Center located at 1301 International Speedway Boulevard, in the City of DeLand, in the State of Florida, pursuant to written notice fixing said time and place; the same being filed and attached to these minutes.

Mr. Brad Giles Chaired the meeting and Ms. Ann Lesizza served as Recording Secretary. Mr. Giles requested introductions in lieu of calling the roll and the Recording Secretary noted each person present.

The following members were personally present:

Ms. Gwen Azama-Edwards, President-A-E Enterprises, Inc.
Mr. Gary Baucum, Plant Manager-Country Pure Foods
Ms. Denise Breneman, Owner-Iceberg Management
Mr. M. Joseph Brumenschenkel, Owner/CEO-MJB Business Services
Mr. Paul Clare –Hudson Technologies, Inc., Retired
Mr. Rick Dawson, President – Tel-Tron Technologies Corporation
Mr. Bill Delbrugge, Superintendent – Flagler County Schools
Mr. Brad Giles, President – Giles Electric, Inc.
Mr. Andy Kelly, Councilman-Volusia County Council
Mr. Alan Peterson, Commissioner – Flagler Board of Commissioners
Mr. Barry Pollack, President/CEO-UCP of East Central Florida
Ms. Deanna Schaeffer, President/CEO – Healthy Communities
Dr. D. Kent Sharples, President – Daytona Beach College
Dr. Margaret Smith, Superintendent – Volusia County Schools
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial AI Group

The following guests were also present:

Mr. Julian Lopez, Jr. Second Vice President, Citi Smith Barney
Mr. William A. Clark, CPA – Clark and Associates
Mr. Michael H. Frey, Owner/CEO-MSR Enterprises
Mr. Ron Goss, Senior Regional Manager-Henkels & McCoy
Ms. Valerie Whitney, Editor - Daytona Beach News Journal

Mr. Rick Fraser, President – Center for Business Excellence
Ms. Robin King – Vice President–Center for Business Excellence
Ms. Ann Lesizza, Director of Administration – Center for Business Excellence
Mr. Lou Paris, Communications Coordinator–Center for Business Excellence
Ms. Sue Hale, Director of Finance – Center for Business Excellence
Mr. Charles Howell, Director of Information Systems – Center for Business Excellence
Ms. Lori Stone, Director of Business Services Operations & Communications –
Center for Business Excellence
Ms. Arva Campbell, One Stop Manager – Center for Business Excellence
Mr. Andre Anderson, One Stop Manager – Center for Business Excellence
Ms. Christine Sikora – Youth Services Coordinator – Center for Business Excellence
Ms. Nancy Mills- Projects and Planning Analyst–Center for Business Excellence
Mr. Ted Young–Business Services Manager–Center for Business Excellence
Ms. Judy Timmis, Vocational Rehabilitation
Ms. Gwen Young–Henkels & McCoy
Mr. Mack Thomas–Henkels & McCoy
Mr. Howard Johnson–Henkels & McCoy

Mr. Giles addressed the Board members and guests and introduced the owner of the DeLand Conference Center, Mr. Mike Frey. Mr. Frey welcomed everyone and provided a brief history of the building and the various companies that have occupied the facility. Now, the building has been renovated and is being offered for events and banquets.

Mr. Giles advised that the first item on the Consent Agenda was approval of the minutes of meetings of the Board and Board Committees held since June 2, 2009. Mr. Giles called for additions, deletions or corrections to the minutes, none being noted, Mr. Giles requested a motion to approve the minutes.

1. Upon motion duly made, seconded and unanimously carried, the Consent Agenda items were approved.

The Chair advised that the next item before the Board was the nomination and election of corporate officers. Mr. Rick Dawson addressed the Board and presented the following names into nomination for the 2009-2010 Board Officers:

Mr. Brad Giles	Chair
Mr. John Wanamaker	Vice Chair
Mr. Reginald Williams	Secretary

Mr. Dawson called for any additional nominations from the floor. A motion from the floor to close the nominations was made and seconded. Mr. Giles called for further discussion.

1. No further discussion being made, the Board unanimously elected the slate of officers as presented for the coming year.

Next, Mr. Giles called on Mr. Julian Lopez to report on the Corporate Fund performance. Mr. Lopez addressed the Board members and stated that these are difficult times. He called attention to the report he distributed and advised that he had provided this report along with his review to the Finance Committee at their meeting on October 28, 2009. He stated to the Board members that in accordance with the Investment Policy Statement that was created in 2003 the target net revenue was a 5% return for the corporate funds. He called attention to the report and discussed timelines. He stated that for the period since 2004, they annualized a 5.7% rate of return after fees. Mr. Lopez advised the Board members that, based on what is happening with interest rates and the economy, maintaining a 5% rate of return will be difficult. He reported that he did not see the interest rate returning significantly in the near future and had requested the Finance Committee consider revising the Investment Policy Statement to allow investment in non US Bonds. Mr. Lopez called attention to a copy of the Investment Policy Statement contained in the Agenda package and reviewed specific verbiage in the policy. Mr. Giles called on Mr. Paul Clare, representing the Finance Committee, to make a motion to approve the revisions to the Investment Policy Statement.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the revisions to the Investment Policy Statement as presented.

The next item on the Agenda was the presentation of the 2008-2009 Annual Audit. Mr. Giles called on Mr. William Clark, CPA to discuss the Audit. Mr. Clark reported that his firm had completed the Audit for the year ended June 30, 2009 and presented it to the Finance Committee. He highlighted several key elements of the Audit.

Mr. Clark reported that revenues this year exceeded last year by approximately \$600,000 as a result of the Recovery Act. Mr. Clark briefly explained the process followed to ensure that a minimum of 50% of the funds received is used for major programs; i.e. Welfare Transition and Workforce Investment Act. Additionally, he explained that funds received from the Recovery Act needed to be reviewed as a separate major program. Mr. Clark explained that they did have a finding this year regarding Project SELF. He stated that if you transfer funds to an entity, the transfer needs to be either a contribution or an investment. A better way to manage the transfer of funds would be as an investment with the Board having control of the funds. This has nothing to do with the quality of the program, only the way to treat the funds. This matter has been corrected. Next, Mr. Clark stated that the only other item was the change in the filing of the 990 tax return. Now, the 990 return needs to be approved by the Board.

A delay occurred in preparing copies of the Annual Audit and copies arrived, and were distributed, immediately following Mr. Clark's presentation. Mr. Alan Peterson addressed the Board members and expressed his concern at not receiving the Audit in a timely manner. He then questioned a material item on Page 16 of the audit and the corrective action plan. Mr. Clark discussed the item as being the Project SELF investment and how the organization's Finance Department corrected the transaction and completed the corrective action plan. Mr. Clare addressed the question and reported that the Finance Committee had extensively reviewed the matter and that overall the Audit was a good Audit with no major findings. The Finance Committee recommended approval of the Annual Audit. The next Annual Audit will be distributed to the Board members prior to the Annual Meeting.

The Board members next discussed the approval of the 990 Tax Return and how to accomplish the approval. Once the form is completed, it will be distributed to the Finance and Executive Committees for review and approval via email.

1. After discussion, upon motion duly made, seconded and unanimously carried, the 2008-2009 Annual Audit was approved as presented.

Mr. Giles advised the next topic of discussion would be the 2008-2009 Annual Report. He called on Ms. Robin King to present the Annual Report. Ms. King addressed the Board members. She explained that the copy distributed at this meeting was considerably different than any they had seen in the past.

Ms. King advised the Board members and guests that Mr. Lou Paris is the new Communications Coordinated and he brings a new look to our publications. The major changes are the audience; the Board members and our state legislators, and the human faces and stories that they bring.

This Annual Report includes the faces and stories of a few of our clients. Ms. King reported that at the end of the year there were a little over 280,000 individuals employed in Flagler and Volusia Counties. Unemployed for both counties was 34,000 up 12,000 from the beginning of the year. Our year end unemployment rate was 11.8%. Ms. King explained that unemployment rates are based on everyone who is seeking employment. Ms. King explained that the funds received are very specific as to who can be served. There are low-income adults, veterans, dislocated workers and underemployed, and youth; up 129% because of the Summer Youth program. Ms. King reported that Henkels and McCoy would be presenting a DVD of one of the Summer Youth Programs following the Annual Report presentation.

Ms. King next stated that overall the unemployed that were served, that were not in a target population, had increased by about 54% over last year. The number of job postings was down by about 26% and the number of businesses that received employee training was up over 70%. This year we have already surpassed that number as a result of the Recovery Act funds. Ms. King continued to review specific aspects of the Annual Report. Ms. King next called attention to a short DVD that provided a snapshot of the some of the Summer Youth that were served and the places where they worked. Ms. King expressed her hope that the Federal government will provide another Summer Youth program in 2010. She stated that it was so good to be able to provide a summer program after not having a Summer Youth program for twelve years.

Mr. Giles requested a motion to approve the Annual Report.

3. After discussion, upon motion duly made, seconded and unanimously carried, the Board members approved the 2008-2009 Annual Report as presented.

Mr. Fraser addressed the Board members and provided the President's Comments. He asked Ms. King to discuss the additional grants that were received this year. She stated that we received two grants; the first was to serve youth that are in residential facilities with the Department of Juvenile Justice, foster youth or those that are being served by Department of Juvenile Justice programs. Ms. King reported that Ms. Nancy Mills and Ms. Christine Sikora

brought in that grant and that we were one of only two regions to receive this grant. All the other grants went to outside entities, not regional boards. The second grant is specifically for health services, written in conjunction with Florida Hospital Flagler to provide training to their employees using UCF as their training provider.

Mr. Fraser reminded the Board that several years ago they had approved the implementation of a Business Operations Center in the Board room in the event of a natural disaster. This is a partnership between CBE, the Daytona Chamber of Commerce, the Chamber of Commerce

Alliance, and the Volusia County Emergency Management Operation. Mr. Fraser reported that Charlie Howell had put together most of the system and accompanied emergency management staff on road shows throughout the state explaining the system. As a result, we received the Disaster Response Program of the Year award, a statewide recognition. This award was given by the State's Emergency Management team and it was the first year it has been given.

Ms. Lori Stone next introduced Ms. Arva Campbell, the new Daytona Beach One Stop Manager. Ms. Campbell has worked in the One Stop system in many different positions and brings much experience gained over the years to the job.

Next, Mr. Fraser reported that when the CBE took over the management of the One Stop, the Board had requested a report of the cost savings. Ms. King reported that there was approximately \$300,000 in savings when comparing line items. Also, Mr. Fraser reported that the job seekers customer satisfaction rate is on the upward trend. He reported on the plan to provide job seekers with the Are You Ready Summit on January 13th.

Mr. Fraser discussed the Committee Meeting Schedule. He and Mr. Giles would like to get the Committees together over the course of the next couple of months to ensure that we are aligned with the State strategies. Since we revised our Vision and Mission statements, we have not looked at our Committees to be sure that the work of the Committees is aligned with our Vision and Mission. We will not have a Board meeting in January and will convene the Committees as needed.

Finally, Mr. Fraser reported that there a great number of people who are looking at our system and we need to be certain that we follow the Conflict of Interest policy. The statewide focus is to ensure that no conflict exists. We will be spending a little more time at our meetings to highlight a board member's responsibility in recognizing conflict of interest. We will also be required to have each board member sign a certification of Conflict of Interest.

There being no further business to come before the meeting, it was adjourned.

Recording Secretary

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD
CENTER FOR BUSINESS EXCELLENCE
EXECUTIVE AND FINANCE COMMITTEES
January 12, 2010**

A meeting of the Workforce Development Board Center for Business Excellence Executive Committee was called to order at the Administrative Office of the organization located at 329 Bill France Boulevard, in the City of Daytona Beach, in the State of Florida, at 8:30 a.m. on the 12th day of January, 2010 pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Mr. Brad Giles chaired the meeting and Ms. Ann Lesizza served as recording secretary.

The following members of the Executive and Finance Committees were personally present:

Ms. Gwen Azama-Edwards, President – A-E Enterprises, Inc.
Ms. Denise Breneman, Iceberg Management, Inc.
Mr. Paul Clare (via Conference Call)
Mr. Bob Coleman, Regional Manager-Florida Power & Light
Mr. Rick Dawson, President – Tel-Tron Technologies, Inc.
Mr. Brad Giles, President/CEO – Giles Electric, Inc.
Mr. Barry Pollack, President/CEO – UCP of East Central Florida
Dr. D. Kent Sharples, President – Daytona State College
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial Group
Mr. Reginald Williams, District Administrator – Department of Children & Families

The following guests were also present:

Mr. Rick Fraser, President-Center for Business Excellence
Ms. Robin King, Vice President–Center for Business Excellence
Ms. Ann Lesizza, Director of Administration- Center for Business Excellence
Ms. Sue Hale, Finance Director - Center for Business Excellence
Ms. Lori Stone, Director of Business Operations & Communications – Center for Business Excellence

Mr. Giles reviewed the Agenda for the meeting and called on Mr. Rick Fraser to provide the background for the Food and Beverage Policy. Mr. Fraser explained that the Tampa Workforce Board was being investigated for unreasonable food and beverage expenditures that had been

reported in the media. This created a challenge for local legislators in the Tampa area, calling for the firing of the Executive Director of that workforce board and resulting in a moratorium of all food and beverage expenditures using Federal funds by Workforce Florida, Inc. until the end of this fiscal year. Mr. Fraser explained that none of the expenditures; even the Tampa expenditures, are precluded under the OMB requirements. He stated that the guidelines state that the items must be "reasonable" and "necessary" and that Tampa had charges that were clearly not reasonable and necessary.

Mr. Fraser discussed the report of our expenditures that had been forwarded to the State and to the Committees prior to the meeting. He assured the Committee members that we did not have charges that were outside the guidelines. He explained that the reason that the members were called to meet today was to develop a policy, approved by the Executive and Finance Committees, which can be submitted to the State. Mr. Fraser reported that all 24 regions had submitted their food and beverage expenses for the period of one year to the State.

The Committee members pointed out that the spreadsheets did not compare apples to apples because the region sizes and budgets vary considerably along with the local demographics. Also, not spending any funds could indicate that little or no activity was taking place. The overall consensus was that they did not feel that our expenditures were inappropriate. Mr. Fraser indicated that the workforce boards are currently going through their annual state financial audit, we were first on the list and recently completed, and now since the incident occurred after they finished our audit, they are looking for more information to be submitted.

The Committee members reviewed and discussed the spreadsheet prepared by the Agency for Workforce Innovation of the Food and Beverage costs for all 24 regions. Mr. Fraser reminded the Committee members that the last two Business Customer Satisfaction Surveys, conducted by the State, had our region as number one in the State and number two in the State respectively. Mr. Fraser stated that we have instituted an internal policy. Soft drinks have always been purchased by the staff via a cashbox honor system. The coffee will also have a cashbox system initiated.

Mr. Brad Giles called attention to the proposed food and beverage policy for CBE. Mr. Fraser explained that in preparation for the meeting, he requested that staff draft a policy as a starting point for discussion. Mr. Fraser stated that Ms. Hale consulted both the OMB Circulars and Finance Directors from other regions for input. Mr. Fraser also stated that he received an email from Phil Ehlinger from Economic Development, a member of the Finance Committee who was not able to make the meeting, commenting that the per diem rate is different in every area. His suggestion was that we might want to include a statement for staff traveling outside the Flagler/Volusia region that the per diem for whatever city they are in would apply. Mr. Perryman sent an email that the proposed policy seemed OK to him and that he wanted to be kept informed regarding the policy decisions. Currently, we are using the Federal regional per diem rate of \$46.00. The Committee discussion centered on using the Federal regional rate schedule as the guideline as adjusted annually. This would be the policy established and procedures would be crafted by management.

A motion was made to approve the food and beverage policy with the per diem rate being based on the Federal regional per diem rate.

Additionally, Mr. Fraser raised the issue of food and beverage at meetings and conferences. He stated that we would not exceed the per diem amount for this region. Mr. Fraser stated that all events that are procured would require the signature of the President or Vice President.

After discussion, the motion was amended to incorporate the established rate for meetings and conferences along with the procurement of CBE sponsored events.

After discussion, upon motion duly made, seconded and unanimously carried, the Committees approved the proposed food and beverage policy with the per diem rate being based on the Federal regional per diem rate where the event or travel is being done. Local meetings and conferences would be at the local per diem rate and CBE sponsored events would be procured in accordance with corporate policy.

Mr. Fraser advised the Committee members that the planning for the Business Summit is about to begin and this will change how we organize the event. He explained that we use the Hilton because of the room layout, but with these per diem amounts we will run into price issues. We will attempt to get additional sponsors to offset the cost. Last year was the first year that we charged and this year we might have to charge enough to cover the food.

The next item on the Agenda was a discussion of the CBE Committee structure. Mr. Fraser reported that Workforce Florida, Inc. has just concluded a five-year strategic plan that resulted in

a change of their structure at the state level and which caused us to take a look at our structure to ensure that we are aligned with the state. Several years ago, we changed our vision and mission statement and did not look at our mission statement to be sure that our Committee structure dealt with our new vision. Mr. Fraser advised that he was currently working with a facilitator to meet with the Board and assist us through a process where we look at the Committees and have the Board engaged in how we are structured and organized. The facilitator we are working with is Don Upton, a consultant for economic development and workforce development in the State of Florida; the consultant that facilitated the five-year strategic plan for Workforce Florida.

Mr. Fraser reported that we have been extremely busy at the One-Stops and we have placed many individuals in training. Mr. Fraser stated that we have just about used all of the budgeted training funds; both Recovery Act funds and regular program funds. Ms. Robin King reported to the Committee on the specifics of the expenditures. She explained that the Recovery Act funds role across three program years; last year we spent a little over \$800,000, this year we have \$2,600,000 budgeted and next year we are looking at about \$1,300,000. Ms. King broke down what was spent last year, she explained that about 30% went to operating expenditures, 3% went towards contracts for One-Stop providers, about 52% went into the Summer Youth Program and 15% went directly into direct client expenditures. Knowing that we needed to get this money out into the community, Ms. King reported that for this program year, we increased the amount being spent on tuition by 15%, the length of training was increased to 18 months and we performed an extensive one-week outreach.

She reported that part of our responsibility with Recovery Act funds is strengthening the One-Stops system so that when Recovery money is gone our system is stronger. That includes better computers, getting out into the community, and renovating Flagler so we can accommodate more customers. Ms. King reported that with the large numbers of customers coming through our One-Stops, we increased the number of staff by about ten. She called attention to the line item "Tuition, Books and Supplies." She reported that we have obligated or spent 72% of our regular funds and 64% of the Recovery Act funds. She stated that today we have 46 individuals in the system requesting training; the request equals the balance of the funds designated for classroom training for the remainder of this year.

Following further explanation, Ms. King stated that there are three options that we have; the funds that are budgeted for next year could be brought into this year under the Recovery Act, we could tap into a portion of our corporate funds to sponsor training, or we could just not offer to sponsor training for the next five months. Ms. King continued to report that there will be a small

amount of funds available as people drop out or graduate early that would be de-obligated. She also reminded the Committee that this applies only to Adult and Dislocated Workers, not the Welfare Transition Program or any of the other funding streams. The Committee discussed the various problems and the best options available. The Committee stated that the customers to be served would be those that meet the lower income criteria.

Mr. Fraser reported to the Committee that as a result of our recent Plan submission there are a few questions that we needed to respond to. The first was regarding our veteran's representation on the Board and that we did not have a clearly designated individual in that seat. The United Way received a grant to serve veterans and Mr. Ray Salazar, Executive Director of United Way has agreed to come on the Board to fill that particular need. Mr. Fraser also advised the Committee that Bishop Derek Triplet will also be joining the Board. He next reminded the Committee members that these additions will then create the need to add another business sector member and that he was reaching out to Mr. Craig Walls, the Vice President of SeaRay Boats in Flagler. He will also be working with Steve Dennis to identify a private sector candidate from Southeast Volusia.

The next item from the monitoring concerned conflict of interest. The monitors stated that we really needed to implement a more defined conflict of interest policy for the Board. A sample was provided to the Committee for their review. The March meeting Agenda package will include the complete Conflict of Interest policy and Certification.

A question was raised regarding the food and beverage for remaining events that are committed. Mr. Fraser reported that the "Are You Ready" event, scheduled for tomorrow, will need to be subsidized with corporate funds.

There being no further business to come before the Committees, it was thereupon adjourned.

Recording Secretary

CBE Food and Beverage Policy

Reason for Policy

According to OMB Circular A-122, food and beverage expenses charged against federal funding are allowable if they are both reasonable and necessary. A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. A cost is necessary when it must be incurred in order to meet the purpose of the program.

Travel

It is both reasonable and necessary for an individual to incur food and beverage expenses when traveling for business related purposes. An employee will be reimbursed for meals while traveling out of the two county region at the US General Services Administration per diem rate for the city of destination.

Meetings and Conferences

Meals at meetings and conferences are allowable under OMB Circular A-122 when the primary purpose of the meeting is the dissemination of technical information. The CBE has classified meetings broadly into the following categories:

- Workforce customer activities – All activities for workforce customers including job seeker activities, program participant activities and business customer activities
- Board and staff activities – Board meetings and retreats for board members and staff
- Operational activities – Activities for staff including staff meetings, employee recognition, and employee morale

All food and beverage purchases for meetings and conferences that are held onsite at the CBE administrative offices or the one stop centers will be subject to the same limits as the employee travel expenses for meals and must be approved by a CBE director or manager. Offsite meals for events sponsored by CBE will be procured according to CBE policies and procedures and must be approved by the president. Other offsite expenditures for food and beverage purchases involving board or staff participation will follow the OMB definition of reasonable.

Report on classroom training

(Funded through WIA, Adult/Dislocated Worker, and Recovery Act)

1/12/2010

What have we done with the Recovery \$\$

We established an internal timeline of spending the Recovery Act funds no later than 12/31/10. Funds were budgeted over three program years:

	08-09	09-10	10-11
	\$842,199	\$2,577,569	\$1,284,821
	18%	55%	27%

This is based upon \$214,000 average per month.

What was spent last year:

	08-09 Expenditures	
	WIA	ARRA
Revenue	\$6,191,997	\$842,199
Expenditures		
Operating Expenditures	\$2,789,458	\$249,003
One Stop Service Providers		
Case Management	\$820,581	\$9,472
Employability Skills Training	\$614,262	\$9,749
Career Guidance	\$249,557	\$7,493
Other	\$5,600	
Total One Stop Service Providers	\$1,690,001	\$26,714
Direct Client Expenditures		
Tuition, Books, Supplies	\$304,227	\$18,378
Business Training	\$222,797	\$41,225
Transportation	\$182,596	\$39,550
Needs Related Payments		
Youth Programs	\$630,539	
Summer Youth Program		\$440,194
Other	\$372,379	\$27,136
Total Direct Client Expenditures	\$1,712,538	\$566,483
Total Expenditures	\$6,191,997	\$842,199

This year's budget with expenditures/obligations this year:

09-10 Budget and Expenditures									
	WIA Expenditures					ARRA Expenditures			
	Budget	YTD Expenses & Obligations	Remaining	% Expended	Budget	YTD Expenses & Obligations	Remaining	% Expended	
Revenue	\$7,391,887	\$3,353,705	\$4,038,182	45%	\$2,577,569	\$1,544,154	\$1,033,415	60%	
Expenditures									
Operating Expenditures	\$2,860,589	\$1,313,615	\$1,546,974	46%	\$953,529	\$426,002	\$527,527	45%	
One Stop Service Providers									
Case Management	\$942,988	\$391,118	\$551,870	41%	\$70,977	\$28,201	\$42,776	40%	
Employability Skills Training	\$417,515	\$198,855	\$218,660	48%	\$146,695	\$68,953	\$77,742	47%	
Career Guidance	\$356,485	\$155,118	\$201,367	44%	\$53,268	\$23,931	\$29,337	45%	
Other	\$12,000	\$800	\$11,200	7%	\$0	\$0	\$0		
Total One Stop Service Providers	\$1,728,988	\$745,890	\$983,098	43%	\$270,940	\$121,085	\$149,855	45%	
Direct Client Expenditures									
Tuition, Books, Supplies	\$802,000	\$581,210	\$220,790	72%	\$420,000	\$267,702	\$152,298	64%	
Business Training	\$460,000	\$181,381	\$278,619	39%	\$140,000	\$108,507	\$31,493	78%	
Transportation	\$247,000	\$186,879	\$60,121	76%	\$215,800	\$71,770	\$144,030	33%	
Needs Related Payments	\$0	\$0	\$0		\$235,000	\$237,600	-\$2,600	101%	
Youth Programs	\$893,310	\$235,927	\$657,383	26%	\$0	\$0	\$0		
Summer Youth Program	\$0	\$0	\$0		\$310,000	\$306,550	\$3,450	99%	
Other	\$400,000	\$78,347	\$321,653	20%	\$32,300	\$4,939	\$27,361	15%	
Total Direct Client Expenditures	\$2,802,310	\$1,263,744	\$1,538,566	45%	\$1,353,100	\$997,067	\$356,033	74%	
Total Expenditures	\$7,391,887	\$3,323,250	\$4,068,638	45%	\$2,577,569	\$1,544,154	\$1,033,415	60%	

Next year's budget/obligation:

	10-11 Budget		10-11 Obligations	
	WIA	ARRA	WIA	ARRA
	Estimated	Estimated	Actual	Actual
Revenue	\$7,391,887	\$1,284,821		
Expenditures				
Operating Expenditures	\$2,860,589	\$472,801		
One Stop Service Providers				
Case Management	\$942,988	\$35,489		
Employability Skills Training	\$417,515	\$73,348		
Career Guidance	\$356,485	\$26,634		
Other	\$12,000	\$0		
Total One Stop Service Providers	\$1,728,988	\$135,470		
Direct Client Expenditures				
Tuition, Books, Supplies	\$802,000	\$210,000	\$71,007	\$69,479
Business Training	\$460,000	\$70,000		
Transportation	\$247,000	\$107,900		
Needs Related Payments	\$0	\$117,500		\$84,000
Youth Programs	\$893,310	\$0		
Summer Youth Program	\$0	\$155,000		
Other	\$400,000	\$16,150		
Total Direct Client Expenditures	\$2,802,310	\$676,550	\$71,007	\$153,479
Total Expenditures	\$7,391,887	\$1,284,821	\$71,007	\$153,479

Where are individuals receiving their training?

<i>Provider</i>	<i>Number in training</i>	<i>%</i>
ALPI	1	0.4%
Advanced Technology College	5	1.8%
Americare School Of Nursing	1	0.4%
Angley College	14	5.0%
Bethune Cookman University	14	5.0%
Brevard Community College/Cocoa	1	0.4%
Cambridge Institute Of Allied Health	3	1.1%
Central Florida College	1	0.4%
Commercial Diving Academy	1	0.4%
Daytona College	1	0.4%
Daytona State College	117	41.8%
Dental Careers Of Central Florida	1	0.4%
Flagler Technical/Adult Education	54	19.3%
Keiser University	20	7.1%
National Training Inc.	5	1.8%
New Horizons Computer Learning, Fort Lauderdale	2	0.7%
Professional Development And Training Center	10	3.6%
Roadmaster	3	1.1%
Stetson University	1	0.4%
Sunshine State Technical Institute	10	3.6%
Techskills, LLC.	2	0.7%
Truck Driver Institute	13	4.6%

In which occupations are they receiving training?

Industry	number of trainees	
Computer	21	9%
Finance/Office	13	5%
Management	27	11%
Medical	145	60%
Service	29	12%
Trades	42	18%

Today we have 46 individuals in the "queue." Their requests equal what we have not yet obligated in classroom training.

We are about to obligate 100% of our "tuition" training funds for the year.

Comparison to last year

Type of training	7/1/08 – 12/30/08	7/1/08 – 6/30/09	7/1/09-12/30/09
Classroom training (training selected by job seeker)	128	168	271
On-the-Job Training (training of new hires)	71	191	200
Employed Worker Training (training of existing employees)	99	191	245

Looking ahead

Do we return to prior levels of commitment? Including \$\$ amounts and time commitment?

Are we interested in serving a few with a lot or serve many with less?

Options for continuing this year:

Move a portion of next year's budget into this year

Spend corporate funds

Stop classroom training

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD
CENTER FOR BUSINESS EXCELLENCE
EXECUTIVE AND FINANCE COMMITTEES
February 18, 2010**

A meeting of the Workforce Development Board Center for Business Excellence Executive and Finance Committees was called to order at the Administrative Office of the organization located at 329 Bill France Boulevard, in the City of Daytona Beach, in the State of Florida, at 8:30 a.m. on the 18th day of February, 2010 pursuant to written Notice fixing said time and place; the same being filed and attached to these minutes.

Mr. Brad Giles chaired the meeting and Ms. Ann Lesizza served as recording secretary.

The following members of the Executive and Finance Committees were personally present:

Ms. Gwen Azama-Edwards, President – A-E Enterprises, Inc.
Ms. Denise Breneman, Iceberg Management, Inc.
Mr. M. Joseph Brumenschenkel-Owner/CEO, MJB Business Services
Mr. Paul Clare, Hudson Technologies (Retired)
Mr. Rick Dawson, President – Tel-Tron Technologies, Inc.
Mr. Brad Giles, President/CEO – Giles Electric, Inc.
Mr. David Perryman, President – Dade Service Corporation
Mr. Alan Peterson, Commissioner – Flagler County Board of Commissioners
Mr. Barry Pollack, President/CEO–UCP of East Central Florida via Conference Call
Mr. John Wanamaker, CCIM – Coldwell Banker Commercial Group
Mr. Reginald Williams, District Administrator – Department of Children & Families

The following guests were also present:

Mr. Rick Fraser, President-Center for Business Excellence
Ms. Robin King, Vice President–Center for Business Excellence
Ms. Ann Lesizza, Director of Administration- Center for Business Excellence
Ms. Sue Hale, Finance Director - Center for Business Excellence
Mr. Charlie Howell, Director of Information Services–Center for Business Excellence
Mr. George Mirabal, Metro Daytona Volusia Economic Development Corporation
Mr. Phil Maroney, Metro Daytona Volusia Economic Development Corporation

Mr. Giles addressed the Board members and stated that the first item on the Agenda was a presentation by Mr. George Mirabal and Mr. Phil Maroney from Metro Daytona-Volusia Economic Development Corporation.

Mr. Phil Maroney addressed the Committee members present and stated that they had engaged an economic consultant regarding economic development and the best strategies for economic development. He reported that we are currently competing globally to attract business and other counties were experiencing levels of success. They decided to look at the resources that are available to see how to coordinate to produce a successful product. They discovered that successful entities' methodology incorporated private sector leadership.

Mr. Maroney continued to explain the concept behind the Metro Daytona Volusia Economic Development Corporation. Mr. George Mirabal addressed the Board members and highlighted some specifics such as the web page and how that would be developed. Mr. Mirabal discussed our membership on the Executive Committee and the financial commitment.

Mr. Giles discussed how our funds, both public and private as well, are currently under a microscope. Mr. Giles indicated that while we want to participate in spirit, there is concern regarding the financial investment. Mr. Fraser stated that the commitment would be \$25,000 a year for three years. Mr. Dawson asked if it would be possible to authorize the membership and have staff sort out where the funds come from. Mr. David Perryman addressed the Committee and made a motion that staff investigate the possibility of our organization becoming a member of the Metro Daytona Volusia Economic Development Corporation at the \$25,000 a year level, for three years, reviewable every year. As a part of the motion the Committees stressed the inclusion that they endorse the concept of Metro Daytona Volusia.

Mr. John Wanamaker addressed the guest and asked if there was a business plan or case study. Mr. Maroney explained that would be something developed in conjunction with the Executive Committee and the CEO.

1. After discussion, upon motion duly made, seconded and unanimously carried, the Committees approved the motion that the staff investigate the possibility of our organization becoming a member of the Metro Daytona Volusia Economic Development Corporation at the \$25,000 a year level for three years, reviewable every year. The Committees endorse the concept of Metro Daytona Volusia Economic Development Corporation.

Mr. Giles called attention to the proposed Food and Beverage Policy that had been distributed. He explained that we had prepared our own policy and submitted it to

the state. Mr. Fraser stated that from the policies submitted to the state task force a statewide policy was developed. Mr. Giles had requested that staff prepare a brief comparison of the original policy

developed by the Executive and Finance Committees vs. the proposed policy developed by the Florida Workforce Development Association.

Mr. Fraser explained that this policy only pertains to meetings held within our region; board meetings, committee meetings, staff meetings and events. It does not pertain to any travel. The proposed policy follows the State policy. Mr. Fraser stated that Ms. Belinda Keiser, Chair of Workforce Florida, Inc., requested that all 24 Regional Workforce Boards obtain approval of the proposed policy. A motion was made to approve the Food and Beverage Expenditures Policy as prepared by the Florida Workforce Development Association task force. Discussion followed. The motion was amended to ensure that future event contracts breakdown expenditures.

2. After discussion, upon motion duly made, seconded and unanimously carried, the Executive and Finance Committees approved the proposed Allowable Food and Beverage Expenditures policy as prepared by the Florida Workforce Development Association. Additionally, event contracts requiring food and beverage will break down the various expenditures.

Mr. Fraser provided an update on the Flagler One-Stop. He explained that the number of people requiring services had increased significantly. Mr. Fraser reminded the Committee members that last year we added an additional 1,000 square feet of space by leasing the adjacent office space. At the time, we used that space for a training room. Currently, the traffic flow and the overall use of space is not efficient; there is no way to get from one office to other without going out one door and into another. He called attention to the floor plans that showed the existing plan and the proposed floor plan. Mr. Fraser advised that the stimulus funds will pay for the renovation because a part of the funds is to be used to strengthen the One Stops.

Mr. Giles recommended we use Region 11 local contractors, that we limit to five General Contractors that are financially capable of doing the project. Ms. Lesizza reported that currently we have provided the information to three contractors. They are contractors that we have worked with in the past. Mr. Alan Peterson discussed his concerns about not opening the project to the public. Ms. Lesizza explained that the project is small and that procurement requirements are for three written proposals. Mr. Giles would like to have the cost of restoration included with the proposal received.

Mr. Peterson stated that since this is a small job and we do not want to open it up, we should request a bid from every contractor that we have done business with in the past.

There being no further business to come before the meeting, it was adjourned.

Recording Secretary

FLORIDA WORKFORCE DEVELOPMENT ASSOCIATION

Proposed Policy

ALLOWABLE FOOD & BEVERAGE EXPENDITURES

February, 2010

I. BACKGROUND

This paper was developed by a work group of the Florida Workforce Development Association (FWDA) as recommendations for guiding principles and formal policies governing expenditures for food and beverages by Regional Workforce Development Boards (RWBs) that are charged to federal and state grants. This work is in direct response to media reports, official investigations and reactions of members of the Florida Legislature concerning such expenditures in the Florida workforce development system, wherein such expenditures have been harshly criticized as being unreasonable, unnecessary and "extravagant."

Our recommendations are based on three principal sources of restrictions and/or guidance that bear on the food and beverage issue:

A. OMB Cost Principles and Restrictions on Food and Beverage Costs

Florida's regional workforce development boards, as subrecipients of federal and state financial assistance ("grants"), are governed by a myriad of federal and state statutes and regulations specific to each grant program. An overarching set of regulations is the OMB Cost Principles, which, among other things, govern the general allowability of costs charged federal grants and provides more specific guidance on the allowability (or unallowability) of typical items of costs which may be incurred by grantee.

B. The Concepts of "Reasonable" and "Necessary" Costs

Throughout federal grant management rules and regulations (including OMB Cost Principles) the two most important tests in determining the allowability of costs charged to federal grants are the tests of reasonableness and necessity.

A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. *In other words, would you spend your own money the same way?*

A cost is necessary if it directly and demonstrably supports the goals and objectives of the organization and, by its incurrence, clearly benefits one or more of the grants to which it is charged.

C. Public Perception

Currently applicable rules contain no specific prohibition of food and beverage at meetings and conferences; however, FWDA also recognizes that public confidence in the integrity of those who spend the taxpayers' money is essential. Accordingly, RWBs must ensure that cost items – however allowable or legitimate they may in fact be in a specific context – may appear frivolous or wasteful to the general public and should, if they are to be charged to public funds, be able to pass a rigorous “public perception” test.

II. **Recommended Policies**

These policy recommendations are intended to govern the purchase of food and beverage items within the events, activities and circumstances specified; they do not address the issue of meals and other reimbursements to employees or directors during authorized travel. The events, activities and circumstances specified in paragraphs A, B and C below are the only conditions under which allowable costs for food and beverage items may be incurred and charged to federal and state grants. Further, the maximum allowable cost per individual per meal is \$6.00 for breakfast, \$11.00 for lunch and \$19.00 for dinner.

A. Meetings and Conferences *These include board and committee meetings; partner meetings (involving board members, RWB staff and outside agencies designated as “partners”); job matching events that involve a gathering of job seekers, program participants and employers (e.g., job fairs and work experience programs); and meetings or conferences sponsored by agencies other than the RWB, attended by board members and/or staff at which a meal is served and for which a registration fee is charged.*

1. Board and Committee meetings: When Board and/or Committee meetings are scheduled over the traditional breakfast, lunch or dinner time periods for the purpose of maximizing attendance, meals including beverages may be purchased for official attendees (board members, invited presenters and staff designated as support) provided the total cost per person, including gratuities and fees, does not exceed the rates established herein for the specific meal.
 - a. Some form of cost or price analysis must be performed in connection with the food/beverage purchase to ensure costs are competitive and reasonable;
 - b. Documentation supporting the necessity and benefit(s) to the grant programs bearing the cost must be included in the purchase records.
 - c. When Board and/or Committee meetings are held outside traditional meal periods, non-alcoholic beverages may be purchased for the meetings; the

requirements for cost or price analyses and supporting documentation also apply to these purchases.

2. Partner meetings: *(RWB-sponsored meetings held for the purpose of disseminating technical, programmatic or administrative information to which designated RWB partners – One Stop operators, service providers, training providers, local elected officials, etc.—have been invited)*. When Partner meetings are scheduled over the traditional breakfast, lunch or dinner time periods for the purpose of maximizing attendance, meals including beverages may be purchased for official attendees provided the total cost per person, including gratuities and fees, does not exceed the rates established herein for the specific meal.
 - a. Some form of cost or price analysis must be performed in connection with the food/beverage purchase to ensure costs are competitive and reasonable;
 - b. Documentation supporting the necessity and benefit(s) to the grant programs bearing the cost must be included in the purchase records.
 - c. When Partner meetings are held outside traditional meal periods, non-alcoholic beverages may be purchased for the meetings; the requirements for cost or price analyses and supporting documentation also apply to these purchases.
3. Job Seeker and Employer Events: *(RWB-sponsored “job fairs” wherein employers are provided space to display and disseminate information about their businesses and job seekers are invited to apply and interview for available jobs)*. When such events are scheduled for a time period encompassing the traditional lunch period, RWBs may provide meals including beverages for participating employers, provided the total cost per person, including gratuities and fees, does not exceed the rates established herein for the specific meal. In circumstances where job seekers must wait in line to gain access to the facility, bottled water may be made available to them while waiting.
 - a. Some form of cost or price analysis must be performed in connection with the food/beverage purchase to ensure costs are competitive and reasonable;
 - b. Documentation supporting the necessity and benefit(s) to the grant programs bearing the cost must be included in the purchase records.
 - c. When Job Fairs are held outside traditional meal periods, non-alcoholic beverages may be purchased for the meetings; the requirements for cost or price analyses and supporting documentation also apply to these purchases.
4. Program Participant Events: *(RWB-sponsored events held specifically for program participants and designed to provide work experience and/or training opportunities for eligible individuals)*. When such events are scheduled for a time period encompassing the traditional meal period, RWBs may provide meals including beverages for participants, provided the total cost per person, including

gratuities and fees, does not exceed the rates established herein for the specific meal.

- a. Some form of cost or price analysis must be performed in connection with the food/beverage purchase to ensure costs are competitive and reasonable;
- b. Documentation supporting the necessity and benefit(s) to the grant programs bearing the cost must be included in the purchase records.
- c. When program participant events are held outside traditional meal periods, non-alcoholic beverages may be purchased for the meetings; the requirements for cost or price analyses and supporting documentation also apply to these purchases.

5. Outside Agency Sponsored Meetings and Conferences: *(meetings or conferences sponsored by agencies other than the RWB, attended by board members and/or staff at which a meal is served and for which a registration fee is charged.* In circumstance where an agency other than the RWB sponsors a meeting or conference, a meal is served and a registration fee is charged, the RWB may pay the registration fee on behalf of the attendee(s) provided the following requirements are met:

- a. Attendance at the meeting benefits the RWB's mission and benefits the grant(s) to which it is charged;
- b. If the cost of the provided meal is itemized within the registration fee, the RWB may only charge the rates established herein for the specific meal to the benefitting grants;
- c. If travel and per diem is authorized for attendance at the meeting or conference, attendee(s) may not be reimbursed for the meal included in the registration.

B. Organizational Meetings: To the extent that an RWB has an established policy that provides annual or semi-annual events that are designed to recognize the achievements of individuals or improve performance, food and beverages may be purchased for these types of events, provided the following requirements are met:

- a. Achievement(s) being recognized are directly related to and benefit the grant(s) to which the food and beverage costs are charged;
- b. Food and beverage cost per attendee does not exceed the rates established herein for the specific meal;
- c. Some form of cost or price analysis must be performed in connection with the food/beverage purchase to ensure costs are competitive and reasonable;

- d. Documentation supporting the necessity and benefit(s) to the grant programs bearing the cost must be included in the purchase records.

C. Emergency Situations:

- a. In the event of a federally, state or locally declared emergency, food and beverage may be provided to staff and/or volunteers working at locations designated as a part of the state or local workforce board's emergency response effort, provided the following requirements are met:
 - i. The average cost per person shall not exceed the rates established herein for the specific meal
 - ii. Recognizing that in an emergency situation not all staff may be available to respond or perform required duties, approval for such expenditures shall be given by either an officer of the Board or the senior ranking staff member available within the region.
 - iii. Some form of cost or price analysis must be performed in connection with the food/beverage purchase to ensure costs are competitive and reasonable;
 - iv. Documentation supporting the necessity and benefit(s) to the grant programs bearing the cost must be included in the purchase records.

- b. In the event of a federally, state or locally declared emergency, food and beverage may be provided to residents seeking assistance at a location designated as a part of the state or local workforce board's emergency response effort provided the following requirements are met:
 - i. The average cost per person shall not exceed the rates established herein for the specific meal;
 - ii. Recognizing that in an emergency situation not all staff may be available to respond or perform required duties, approval for such expenditures shall be given by either an officer of the Board or the senior ranking staff member available within the region.
 - iii. Some form of cost or price analysis must be performed in connection with the food/beverage purchase to ensure costs are competitive and reasonable;
 - iv. Documentation supporting the necessity and benefit(s) to the grant programs bearing the cost must be included in the purchase records.

- D. Annual Review: These food and beverage policies shall be reviewed annually by the Florida Workforce Development Association and revised as necessary to

accommodate changes in economic conditions and/or authorizing legislation, program regulations and applicable policy.

Center for Business Excellence
Statement of Revenues and Expenditures
From 7/1/2009 Through 12/31/2009

	Budget	YTD Actual	Budget Balance	Percent Expended
Revenues				
Grant Revenue	10,168,216.03	4,287,813.45	5,880,402.58	42.17%
Other	0.00	0.00	0.00	0.00%
Total Revenues	10,168,216.03	4,287,813.45	5,880,402.58	42.17%
Expenditures				
Operating Expenses				
Salaries & Fringe	1,739,371.00	858,692.54	880,678.46	49.36%
Outreach	80,000.00	65,195.88	14,804.12	81.49%
Board Expenses	10,000.00	8,259.81	1,740.19	82.59%
Communications	92,960.00	35,576.05	57,383.95	38.27%
Equipment Rental	4,500.00	2,278.73	2,221.27	50.63%
Insurance	28,500.00	24,262.62	4,237.38	85.13%
Office Supplies	99,600.00	56,002.12	43,597.88	56.22%
Miscellaneous	5,500.00	2,584.72	2,915.28	46.99%
Professional Services	134,151.00	71,024.04	63,126.96	52.94%
Rent	446,667.00	227,068.99	219,598.01	50.83%
Repairs & Maintenance	174,500.00	85,271.64	89,228.36	48.86%
Renovations & Equipment	628,279.00	150,605.81	477,673.19	23.97%
Staff Development & Travel	213,350.00	49,683.94	163,666.06	23.28%
Telephone & Utilities	137,500.00	58,139.88	79,360.12	42.28%
Total Operating Expenses	3,794,878.00	1,694,646.77	2,100,231.23	44.66%
Direct Client Expenditures				
Tuition, Books, Supplies	1,322,000.00	453,290.07	868,709.93	34.29%
Ancillary Services	131,500.00	45,033.19	86,466.81	34.25%
Business Training	685,000.00	290,257.45	394,742.55	42.37%
Transportation	566,800.00	258,328.00	308,472.00	45.58%
Participant Incentives	46,000.00	10,898.00	35,102.00	23.69%
Needs Related Payments	235,000.00	96,600.00	138,400.00	41.11%
Other	183,800.03	28,508.16	155,291.87	15.51%
Total Direct Client Expenditures	3,170,100.03	1,182,914.87	1,987,185.16	37.31%
One Stop Management & Service Providers				
Case Management	1,013,965.00	419,318.55	594,646.45	41.35%
Employability Skills Training	564,210.00	267,808.12	296,401.88	47.46%
Youth Programs	893,310.00	235,927.03	657,382.97	26.41%
Career Guidance	409,753.00	179,048.42	230,704.58	43.69%
Summer Youth Program	310,000.00	306,549.69	3,450.31	98.88%
Other	12,000.00	1,600.00	10,400.00	13.33%
Total One Stop Management & Service Providers	3,203,238.00	1,410,251.81	1,792,986.19	44.03%
Total Expenditures	10,168,216.03	4,287,813.45	5,880,402.58	42.17%
Increase/Decrease in Fund Balance	0.00	0.00	0.00	0.00

Workforce Development Board of Flagler and Volusia Counties, Inc.
Corporate Performance Measures
July 1, 2009 - January 31, 2010

		Annual Goal	1st Quarter	2nd Quarter	Y-T-D	Actual Numbers	
Entry into unsubsidized employment							
1	Welfare Transition Program		24.5%	23.2%	21.5%	262	of 1,217
2	WIA adult	80.00%	62.5%	51.2%	56.6%	30	of 53
3	WIA dislocated worker	80.00%	66.7%	53.8%	46.7%	7	of 15
4	WIA older youth	75.00%	#DIV/0!	0.0%	0.0%	0	of 2
5	Wagner-Peyser	60.00%	14.3%	13.8%	13.7%	2,253	of 16,477
6	Veterans	60.00%	13.1%	12.5%	12.4%	147	of 1,185

Wage at Employment

7	Welfare Transition Program	for tracking purposes only		N/A	of \$11.36
8	WIA adult			\$12.62	of \$11.36
9	WIA dislocated worker			\$13.11	of \$11.36
10	Wagner-Peyser			N/A	of \$11.36

Retention Rate

11	Adult	86.00%	81.5%	N/A	202	of 248
12	Dislocated Worker	86.00%	80.6%	N/A	58	of 72
13	Older Youth	80.00%	75.0%	N/A	3	of 4
14	Wagner Peyser'	78.00%				
15	Veterans Retention Rate	78.00%				

Earnings at Retention (average quarterly earnings)

16	Adult	\$15,500		\$9,789.15
17	Dislocated Worker	\$15,000		\$6,281.97
18	WP	\$12,000		\$1,246.25

Customer Satisfaction (reported with one month delay)

19	Customer Satisfaction - Individuals (WIA)	80.00%	92.0%	88.7%	89	Surveyed
20	Customer Satisfaction - Employers	80.00%	98.0%	98.0%	8	Surveyed
21	Customer Satisfaction - Individuals (WP)	80.00%	75.5%	78.0%	211	Surveyed
22	Customer Satisfaction - Businesses (local report)	83.00%	93.5%	N/A		
23	Customer Satisfaction - Job seekers (local report)	83.00%	N/A	95.0%	3,409	Surveyed

WTP specific

24	Participation Rate	50.00%				of
25	Two Parent Rate	90.00%				

Youth Measures

26	Younger Youth skill attainment rate	87.00%	81.8%	75.0%	76.8%	43	of 56
27	WIA In-School outcome rate (employment or education)	58.00%	#DIV/0!	70.0%	66.7%	6	of 9
28	Youth attainment of degree or certificate	50.00%	50.0%	66.7%	50.0%	2	of 4
29	Literacy and Numeracy Gains	30.00%	N/A	N/A	N/A		of

WORKFORCE DEVELOPMENT BOARD-CENTER FOR BUSINESS
EXCELLENCE

CONFLICT OF INTEREST POLICY

In accordance with Florida Statutes Section 112, Code of Ethics for Public Officers and Employees, legislative intent and declaration of policy, it is essential to the proper conduct and operation of government that public officers be independent and impartial and that public office not be used for private gain other than the remuneration provided by law. The public interest, therefore, requires that the law protect against any conflict of interest and establish standards for the conduct of elected officials and government employees in situations where conflicts may exist.

An excerpt from the Florida Statutes **112.3143**

Voting conflicts.--

(1) As used in this section:

(a) "Public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

(b) "Relative" means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(2) No state public officer is prohibited from voting in an official capacity on any matter. However, any state public officer voting in an official capacity upon any measure which would inure to the officer's special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained; or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer shall, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as

a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

(b) However, a commissioner of a community redevelopment agency created or designated pursuant to s. 163.356 or s. 163.357, or an officer of an independent special tax district elected on a one-acre, one-vote basis, is not prohibited from voting, when voting in said capacity.

(4) No appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.

(a) Such disclosure, indicating the nature of the conflict, shall be made in a written memorandum filed with the person responsible for recording the minutes of the meeting, prior to the meeting in which consideration of the matter will take place, and shall be incorporated into the minutes. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum. (Sample Disclosure Forms A and B are attached.)

(b) In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

(c) For purposes of this subsection, the term "participate" means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction.

(5) Whenever a public officer or former public officer is being considered for appointment or reappointment to public office, the appointing body shall consider the number and nature of the memoranda of conflict previously filed under this section by said officer.

Section 406 of the Center for Business Excellence Corporate By Laws sets forth the policy established by the Board to define conflict of interest. "No member shall cast a vote, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents) or on any matter that would provide

any direct financial benefit to that Board member. Any potential conflict, whether real or perceived, must be disclosed and requires that the board member not discuss, deliberate, or in any other way attempt to persuade the issue for which a conflict of interest has been declared. A conflict of interest is present if the individual board member, any member of the individual's immediate family, the individual's business partner, or any organization which employs, or is about to employ, any of these individuals has a financial or other interest in the firm or organization selected for a financial award by the board."

Board members will be requested to certify, on an annual basis, that they are aware of the legislation and policies regarding conflict of interest. A sample certification is attached.

Center for Business Excellence
CONFLICT OF INTEREST CERTIFICATION

As set forth in Section 112, Florida Statutes, members of the Workforce Development Board-Center for Business Excellence Board of Directors may not vote on any matter, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or accept any obligation of any kind which is in conflict with the proper conduct of their duties in the public interest. Therefore, I hereby certify that I have no present conflict of interest and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor for selection on any contract or management of any contract if I have a conflict of interest or a potential conflict of interest.

Print Name

Signature

Date