EXECUTIVE COMMITTEE AGENDA

Date: **Friday, March 16, 2018**
Time: **8:00 A.M.**
Place: **CareerSource Research Coast**
584 NW University Blvd., Suite 100
Port St. Lucie, Florida 34986
866-482-4473 ext. 428

https://www3.gotomeeting.com/join/110727014
Dial 1 888 999 0073
Access Code: 110-727-014

1. Welcome & Attendance

2. Declarations of Conflict of Interest

** 3. Review and Approve January Financial Statement

** 4. Review and Approve Two-Year Modification Plan

5. Update on 2017-2018 Revised Budget

6. Update on Board of Directors Membership

7. Update on Drug Free Workplace Policy

INFORMATION/DISCUSSION ONLY

8. Other Business
   - Manufacturing and Pre-Apprenticeship Standards

9. Set Agenda Items for Board of Directors Meeting – March 28, 2018

10. Set Agenda Items for Next Meeting – April 13, 2018

11. Adjournment

**** Indicates possible voting item and open for public comment**

CareerSource RESEARCH COAST

AGENDA ITEM #3

AGENDA ITEM SUMMARY

TITLE:	Financial Statement Report
STRATEGIC GOAL:	Optimal Use of Resources
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act: Role of LWDB's
ACTION REQUESTED:	Review and Approve January Financial Statements
BACKGROUND:	The Board approved the proposed budget for the 2017-2018 Program Year. The Executive Committee regularly reviews budgets, all amendments to the budget and monthly expenditures.
STAFF RECOMMENDATION:	Review and Approve the January Financial Statement
SUPPORTING MATERIALS:	Monthly Financial Statement
BOARD STAFF:	Lisa Delligatti, Chief Financial Officer ldelligatti@careersourcerc.com 866-482-4473 ext. 430

LWDB 20
Summary of Funding and Expenditures
As of January 31, 2018

PY 17-18 TOTAL AVAILABLE FUNDING	INDIRECT	ADULT	DW	YOUTH	WTP	RA (UC)	SNAP	WP	TAA	LVER	DVOP	CBSS	Supp WIOA State	WIOA PI
PY 17-18 Allocations		$ 1,239,840	$ 1,069,616	$ 1,136,940	$ 1,050,719	$ 31,382	$ 181,144	$ 773,893	$ 106,342	$ 98,255	$ 132,039	$ 254,955	$ 170,651	$ 156,544
PY 17-18 Supplemental		$ -	$ 339,679	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Unrestricted Funds Earned this year		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Funds		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Retained by DEO for Merit Salaries		$ -	$ -	$ -	$ -	$ -	$ -	$ (492,214)	$ (57,157)	$ (42,299)	$ (59,576)	$ -	$ -	$ -
Carryforward to PY 18-19		$ -	$ (37,699)	$ -	$ -	$ -	$ -	$ (26,780)	$ -	$ -	$ -	$ -	$ -	$ -
Carryforward		$ -	$ 116,774	$ -	$ -	$ -	$ -	$ 60,034	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ -**	**$ 1,239,840**	**$ 1,488,370**	**$ 1,136,940**	**$ 1,050,719**	**$ 31,382**	**$ 181,144**	**$ 314,933**	**$ 49,185**	**$ 55,956**	**$ 72,463**	**$ 254,955**	**$ 170,651**	**$ 156,544**
FUNDING DRAWN DOWN YTD	**INDIRECT**	**ADULT**	**DW**	**YOUTH**	**WTP**	**RA (UC)**	**SNAP**	**WP**	**TAA**	**LVER**	**DVOP**	**CBSS**	**Supp WIOA State**	**WIOA PI**
PY 17-18 Allocations		**$ 1,047,665**	**$ 632,936**	**$ 561,184**	**$ 608,682**	**$ 20,082**	**$ 84,307**	**$ 194,951**	**$ 30,558**	**$ 30,072**	**$ 43,792**	**$ 140,000**	**$ 75,000**	**$ 156,544**
PY 17-18 Supplemental		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Retained by DEO for Merit Salaries		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Unrestricted Funds Earned this year		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Carryforward to PY 18-19		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**
Carryforward		**$ -**	**$ 143,054**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL		**$ 1,047,665**	**$ 775,990**	**$ 561,184**	**$ 608,682**	**$ 20,082**	**$ 84,307**	**$ 194,951**	**$ 30,558**	**$ 30,072**	**$ 43,792**	**$ 140,000**	**$ 75,000**	**$ 156,544**
% of Total Budgeted Funding Received		**84.50%**	**52.14%**	**49.36%**	**57.93%**	**63.99%**	**46.54%**	**61.90%**	**62.13%**	**53.74%**	**60.43%**	**54.91%**	**43.95%**	**100.00%**
EXPENDITURES														
Administrative	**$ (1,585)**	**$ 116,527**	**$ 22,853**	**$ 10,514**	**$ 53,875**	**$ 691**	**$ 11,391**	**$ 8,246**	**$ 3,027**	**$ 1,598**	**$ 2,401**	**$ 11,502**	**$ 13,561**	**$ 15,423**
Salaries and Benefits	$ 233,655	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
General and Administrative	$ 112,770	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Allocated Indirect Costs	$ (348,009)	$ 136,817	$ 22,853	$ 11,035	$ 53,875	$ 691	$ 11,391	$ 10,163	$ 3,027	$ 1,598	$ 2,401	$ 11,502	$ -	$ 8,172
Reclassification		$ (20,290)	$ -	$ (521)	$ -	$ -		$ (1,917)	$ -	$ -	$ -	$ -	$ 13,561	$ 7,251
Travel		$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Training	**$ (1,548)**	**$ 1,123,313**	**$ 205,119**	**$ 651,802**	**$ 498,899**	**$ 15,649**	**$ 99,478**	**$ 108,558**	**$ 25,492**	**$ 25,109**	**$ 40,019**	**$ 77,552**	**$ 61,402**	**$ 141,121**
WIA Youth Contracts		$ -	$ -	$ 492,010	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -
Salaries and Benefits	$ 164,259	$ 620,191	$ 129,141	$ 11,157	$ 327,263	$ -	$ 65,679	$ 29,806	$ 422	$ 3,154	$ 4,730	$ -	$ -	$ 20,800
Contract Labor	$ 1,240	$ 17,617	$ 3,720	$ 17,324	$ 8,377	$ -	$ 2,310	$ 1,017	$ 10	$ 77	$ 116	$ -	$ -	$ 625
Internship		$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -
Incentives/Stipends		$ -	$ -	$ -	$ 6,275	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	$ -	$ -
Support Services/ Participants		$ -	$ 310	$ -	$ 4,341	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,351	$ -	$ -
Training-TAA		$ -	$ -	$ -	$ -	$ -		$ -	$ 21,914	$ -	$ -	$ -	$ -	$ -
Training-ITA/OST		$ 75,313	$ 7,564	$ 2,950	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 62,482	$ -	$ -
Training-OJT		$ 148,860	$ 213	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Training-Cust./Employed Worker		$ 3,220	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Work Experience/ Internships/ Participant Wages		$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ 1,458	$ 5,733	$ 1,635	$ 1,461	$ 2,840	$ -	$ 492	$ 1,616	$ 2	$ 733	$ 1,249	$ -	$ -	$ 978
One Stop Shared Costs		$ 153,198	$ 33,917	$ -	$ 76,420	$ 15,261	$ 17,955	$ 75,996	$ 2,605	$ 10,365	$ 31,351	$ -	$ -	$ -
Other Operating Expenses	$ 29,305	$ 82,796	$ 15,600	$ 48,526	$ 42,212	$ -	$ 6,670	$ 20,420	$ 9	$ 9,865	$ 1,451	$ 70	$ -	$ 69,183
Allocated Program Indirect	$ (197,810)	$ 77,789	$ 13,019	$ 6,862	$ 31,170	$ 388	$ 6,372	$ 5,970	$ 1,757	$ 916	$ 1,359	$ 5,649	$ -	$ 4,720
Reclassification		**$ (61,402)**	**$ -**	$ 71,511	$ -	$ -	$ -	$ (26,268)	$ (1,227)	$ -	$ (237)	$ -	$ 61,402	$ 44,815
Total Expenditures	**$ (3,133)**	**$ 1,239,840**	**$ 227,971**	**$ 662,315**	**$ 552,774**	**$ 16,341**	**$ 110,869**	**$ 116,804**	**$ 28,520**	**$ 26,707**	**$ 42,421**	**$ 89,054**	**$ 74,963**	**$ 156,544**
Funding Over/(under) expenditures	**$ 3,133**	**$ (192,175)**	**$ 548,018**	**$ (101,131)**	**$ 55,908**	**$ 3,742**	**$ (26,562)**	**$ 78,147**	**$ 2,039**	**$ 3,365**	**$ 1,371**	**$ 50,947**	**$ 38**	**$ 0**
YTD % of Budgeted Funds Expended		**100.00%**	**15.32%**	**58.25%**	**52.61%**	**52.07%**	**61.21%**	**37.09%**	**57.98%**	**47.73%**	**58.54%**	**34.93%**	**43.93%**	**100.00%**
Comments														

LWDB 20
Summary of Funding and Expenditures
As of January 31, 2018

PY 17-18 TOTAL AVAILABLE FUNDING	WP PI	DLW React	NEG Irma	Pthways to Prosperity Pre-Appren	SSI Manufacturing Apprentice	Youth Build	WP 7-B Co-Op	Gov Chal Maria	SOS Youth	OTHER Non NFA	YEAR TO DATE TOTALS	
PY 17-18 Allocations	$ 54,267	$ 393,315	$ 1,382,727	$ 503,187	$ 488,324	$ 475,890	$ 39,703	$ 20,000	$ -			$ 9,759,733
PY 17-18 Supplemental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ 339,679
Unrestricted Funds Earned this year	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 82,477		$ 82,477
Additional Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000			$ 300,000
Retained by DEO for Merit Salaries	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ (651,246)
Carryforward to PY 18-19	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ (64,479)
Carryforward	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				$ 176,808
TOTAL	**$ 54,267**	**$ 393,315**	**$ 1,382,727**	**$ 503,187**	**$ 488,324**	**$ 475,890**	**$ 39,703**	**$ 20,000**	**$ 300,000**	**$ 82,477**	**$ -**	**$ 9,942,972**

FUNDING DRAWN DOWN YTD	WP PI	DLW React	NEG Irma	PP Appren	Manuf Appren	Youth Build	WP 7B Co-Op	Gov Chal Maria	SOS Youth	OTHER Non NFA	PY 17-18 Actual	PY 17-18 Budget	VARIANCE	% Expended
PY 17-18 Allocations	**$ 53,494**	**$ 31,252**	**$ 466,500**	**$ 10,000**	**$ 15,000**	**$ 12,900**	**$ 10,000**	**$ -**	**$ -**	**$ -**	**$ 4,224,917**	**$ 9,759,733**	**$ 5,534,816**	**43.289%**
PY 17-18 Supplemental	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 339,679**	**$ 339,679**	**0.000%**
Retained by DEO for Merit Salaries	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (651,246)**		
Unrestricted Funds Earned this year	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,510**	**$ 12,510**	**$ 382,477**	**$ 369,968**	**3.271%**
Carryforward to PY 18-19	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 190,838**	**$ -**	**$ 190,838**	**$ (64,479)**	**$ (255,317)**	
Carryforward	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 143,054**	**$ 176,808**	**$ 33,754**	**80.909%**
TOTAL	**$ 53,494**	**$ 31,252**	**$ 466,500**	**$ 10,000**	**$ 15,000**	**$ 12,900**	**$ 10,000**	**$ -**	**$ 190,838**	**$ 12,510**	**$ 4,571,319**	**$ 9,942,972**	**$ 5,371,653**	**45.975%**
% of Total Budgeted Funding Received	**98.57%**	**7.95%**	**33.74%**	**1.99%**	**3.07%**	**2.71%**	**25.19%**	**0.00%**						

EXPENDITURES											PY 17-18 Actual	PY 17-18 Budget	VARIANCE Under/(Over)	% Expended
Administrative	**$ 4,680**	**$ 2,437**	**$ 51,158**	**$ 524**	**$ 454**	**$ 1,937**	**$ -**	**$ 24**	**$ 7,261**	**$ 17,081**	**$ 355,582**	**$ 898,978**	**$ 543,396**	**39.55%**
Salaries and Benefits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 233,655	$ 409,805	$ 176,150	57.016%
General and Administrative	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,157	$ 121,927	$ 257,510	$ 135,583	47.348%
Allocated Indirect Costs	$ 2,764	$ 2,437	$ 51,158	$ 524	$ 454	$ 1,937	$ -	$ 24	$ 7,261	$ 7,923	$ 0	$ 134,728	$ 134,728	0.000%
Reclassification	$ 1,917	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ (0)	$ -	$ 0	
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	
Program Training	**$ 48,814**	**$ 25,363**	**$ 441,005**	**$ 6,292**	**$ 5,555**	**$ 18,945**	**$ -**	**$ 277**	**$ 230,578**	**$ (41,593)**	**$ 3,807,200**	**$ 9,063,994**	**$ 5,256,794**	**42.0%**
WIA Youth Contracts	$ -	$ -	$ -	$ -	$ -	$ 4,552	$ -	$ -	$ -		$ 496,562	$ 1,163,922	$ 667,360	42.7%
Salaries and Benefits	$ -	$ 13,102	$ 46,888	$ 4,525	$ 4,058	$ 898	$ -	$ -	$ -	$ 16,287	$ 1,462,360	$ 2,537,926	$ 1,075,566	57.6%
Contract Labor	$ -	$ 4,747	$ 4,224	$ -	$ -	$ 2,534	$ -	$ -	$ 31,038	$ 495	$ 95,472	$ 1,095,120	$ 999,648	8.7%
Internship	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Incentives/Stipends	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,275	$ 52,500	$ 46,225	12.0%
Support Services/ Participants	$ -	$ -	$ 11,150	$ -	$ -	$ -	$ -	$ 265	$ -	$ -	$ 25,416	$ 99,902	$ 74,486	25.4%
Training-TAA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21,914	$ 35,000	$ 13,086	62.6%
Training-ITA/OST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 148,309	$ 811,035	$ 662,726	18.3%
Training-OJT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 149,073	$ 865,252	$ 716,179	17.2%
Training-Cust./Employed Worker	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,220	$ 1,620	$ (1,600)	198.8%
Work Experience/ Internships/ Participant Wages	$ -	$ -	$ 333,729	$ -	$ -	$ -	$ -	$ -	$ 176,466	$ -	$ 510,195	$ 6,515	$ (503,680)	7831.1%
Travel	$ -	$ 64	$ 418	$ -	$ -	$ -	$ -	$ -	$ 1,083	$ 1,749	$ 21,511	$ 26,640	$ 5,129	80.7%
One Stop Shared Costs	$ -	$ 5,934	$ 15,730	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,476	$ 442,208	$ 860,138	$ 417,929	51.4%
Other Operating Expenses	$ 19,515	$ 130	$ 625	$ 1,455	$ 1,210	$ 9,926	$ -	$ -	$ 17,430	$ 26,655	$ 403,052	$ 1,166,680	$ 763,628	34.5%
Allocated Program Indirect	$ 1,566	$ 1,387	$ 28,241	$ 312	$ 287	$ 1,035	$ -	$ 12	$ 4,562	$ 4,438	$ 0	$ 341,745	$ -	
Reclassification	$ 27,732	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (94,693)	$ 21,634	$ (0)	$ (21,634)	
Total Expenditures	**$ 53,494**	**$ 27,800**	**$ 492,163**	**$ 6,817**	**$ 6,009**	**$ 20,883**	**$ -**	**$ 301**	**$ 237,839**	**$ (24,512)**	**$ 4,162,782**	**$ 9,962,972**	**$ 5,800,190**	**41.8%**
Funding Over/(under) expenditures	**$ -**	**$ 3,452**	**$ (25,663)**	**$ 3,183**	**$ 8,991**	**$ (7,983)**	**$ 10,000**	**$ (301)**	**$ (47,000)**	**$ 37,021**	**$ 408,537**			
YTD % of Budgeted Funds Expended	**98.57%**	**7.07%**	**35.59%**	**1.35%**	**1.23%**	**4.39%**	**0.00%**	**1.51%**	**79.28%**		**41.87%**			

Comments

CareerSource RESEARCH COAST

AGENDA ITEM #4

AGENDA ITEM SUMMARY

TITLE: Draft of Two-Year Modification Plan

STRATEGIC GOAL: Administration & Strategic Planning

POLICY/PLAN/LAW: Workforce Innovation & Opportunity Act (WIOA): Role of LWDB's

ACTION REQUESTED: Review and Approve the Two-Year Modification Plan

BACKGROUND:

WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive two-year modification to their four-year plan. These plans must be submitted in partnership with the local chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135).

Local plans must address how LWDBs foster strategic alignment, improve service integration and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans must lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence.

STAFF RECOMMENDATION: Approve the Draft of Two-Year Modification Plan

SUPPORTING MATERIALS: Draft of Two-Year Modification Plan (available on website; click on link) http://careersourcerc.com/wp-content/uploads/2017/10/CSRC-WIOA-Local-Planning-Two-year-modification-DRAFT-03012018.pdf

BOARD STAFF: Glenda Harden, Senior Vice President of Operations/COO
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CareerSource RESEARCH COAST

AGENDA ITEM #5

AGENDA ITEM SUMMARY

TITLE: 2017-2018 Revised Budget

STRATEGIC GOAL: Optimal Use of Resources

POLICY/PLAN/LAW: Workforce Innovation & Opportunity Act: Role of Local Workforce Boards

ACTION REQUIRED: None

BACKGROUND: Each year, the Board approves a budget for the following program year. Staff received preliminary allocations for the WIOA, Wagner Peyser, SNAP and Welfare Transition programs with actual funding allocation changes during the program year. Attached is a copy of the budget with the revised funding allocations.

STAFF RECOMMENDATION: None

SUPPORTING MATERIALS: Revised Budget

BOARD STAFF: Brian Bauer, President/CEO
bbauer@careersourcerc.com (866) 482-4473, Ext. 418

LWDB 20
PY 17-18 Budget

Budget for PY 17-18	TOTAL RWB20 FUNDING	INDIRECT	ADULT	DW	YOUTH	WTP	RA (UC)	SNAP	WP	TAA	LVER	DVOP	CBSS	State Level WIOA Supplemental	WIOA PI	WP Incent	DLW React	NEG Irma	Pathways to Prosperity Pre-Apprenticeship	SSI Manufacturing Apprenticship	Youth Build	WP 7 B Co-Op	Gov Challenge-Maria	Youth SOS	Other Non NFA	TOTAL FORMULA FUNDS
Funding:																										
PY 17-18 Allocations	$ 9,759,733		$ 1,239,840	$ 1,069,616	$ 1,136,940	$ 1,050,719	$ 31,382	$ 181,144	$ 773,893	$ 106,342	$ 98,255	$ 132,039	$ 254,955	$ 170,651	$ 156,544	$ 54,267	$ 393,315	$ 1,382,727	$ 503,187	$ 488,324	$ 475,890	$ 39,703	$ 20,000			$ 9,759,733
PY 17-18 Supplemental	$ 339,679			$ 339,679																						$ 339,679
Unrestricted Funds Earned this year	$ 82,477																								$ 82,477	$ 82,477
Additional Funds/Incentives	$ 300,000		$ -																					$ 300,000		$ 300,000
Retained by DEO for Merit Salaries	$ (631,246)								$ (472,214)	$ (57,157)	$ (42,299)	$ (59,576)														$ (631,246)
Carryforward to PY 18-19	$ (64,479)			$ (37,699)					$ (26,780)																	$ (64,479)
Carryforward from PY 16-17	$ 176,808		$ -	$ 116,774					$ 60,034																	$ 176,808
Total NFA's	**$ 9,962,972**	**$ -**	**$ 1,239,840**	**$ 1,488,370**	**$ 1,136,940**	**$ 1,050,719**	**$ 31,382**	**$ 181,144**	**$ 334,933**	**$ 49,185**	**$ 55,956**	**$ 72,463**	**$ 254,955**	**$ 170,651**	**$ 156,544**	**$ 54,267**	**$ 393,315**	**$ 1,382,727**	**$ 503,187**	**$ 488,324**	**$ 475,890**	**$ 39,703**	**$ 20,000**			**$ 9,580,495**
OTHER NON NFA REVENUES																								**$ 300,000**	$ 82,477	$ 382,477
Total Available Funding	**$ 9,962,972**	**$ -**	**$ 1,239,840**	**$ 1,488,370**	**$ 1,136,940**	**$ 1,050,719**	**$ 31,382**	**$ 181,144**	**$ 334,933**	**$ 49,185**	**$ 55,956**	**$ 72,463**	**$ 254,955**	**$ 170,651**	**$ 156,544**	**$ 54,267**	**$ 393,315**	**$ 1,382,727**	**$ 503,187**	**$ 488,324**	**$ 475,890**	**$ 39,703**	**$ 20,000**	**$ 300,000**	**$ 82,477**	**$ 9,962,972**
Budgeted Expenditures:																										
Administrative	**$ 898,978**	**$ (0)**	**$ 246,961**	**$ 57,718**	**$ 39,456**	**$ 161,212**	**$ 2,648**	**$ 29,844**	**$ 16,828**	**$ 5,908**	**$ 3,134**	**$ 4,710**	**$ 29,111**	**$ -**	**$ 21,683**	**$ 6,802**	**$ 30,307**	**$ 106,545**	**$ 38,773**	**$ 37,628**	**$ 11,510**	**$ 4,589**	**$ 2,312**	**$ 27,560**	**$ 13,741**	**$ 898,978**
Salaries and Benefits	$ 409,805	$ 409,805																								$ 409,805
General and Administrative	$ 257,510	$ 252,510																							$ 5,000	$ 257,510
Allocated Indirect Costs	$ 231,663	$ (662,315)	$ 246,961	$ 57,718	$ 39,456	$ 161,212	$ 2,648	$ 29,844	$ 16,828	$ 5,908	$ 3,134	$ 4,710	$ 29,111		$ 21,683	$ 6,802	$ 30,307	$ 106,545	$ 38,773	$ 37,628	$ 11,510	$ 4,589	$ 2,312	$ 27,560	$ 8,741	$ 231,663
Reclassification	$ -																									$ -
Travel	$ -																									$ -
Program Training	**$ 9,063,994**	**$ -**	**$ 992,880**	**$ 1,430,652**	**$ 1,097,484**	**$ 889,507**	**$ 28,734**	**$ 151,299**	**$ 318,106**	**$ 43,277**	**$ 52,822**	**$ 67,753**	**$ 225,844**	**$ 170,651**	**$ 134,861**	**$ 47,465**	**$ 363,008**	**$ 1,276,182**	**$ 464,414**	**$ 450,696**	**$ 464,380**	**$ 35,114**	**$ 17,688**	**$ 272,440**	**$ 68,736**	**$ 9,063,994**
WIA Youth Contracts	$ 1,163,922		$ -		$ 815,000																$ 348,922					$ 1,163,922
Salaries and Benefits	$ 2,537,926	$ 161,893	$ 1,183,893	$ 266,792	$ 99,746	$ 686,894		$ 84,384	$ 28,868	$ 1,844	$ 3,736	$ 5,604													$ 14,272	$ 2,537,926
Contract Labor	$ 1,095,120	$ 16,931			$ 55,000													$ 608,778	$ 98,898	$ 98,898	$ 59,136			$ 157,479	$ -	$ 1,095,120
Internship	$ -																									$ -
Incentives/Stipends	$ 52,500					$ 15,000															$ 2,500			$ 35,000		$ 52,500
Support Services/ Participants	$ 99,902		$ -			$ 10,000							$ 16,455				$ 4,500	$ 22,800	$ 15,000	$ 15,000			$ 16,147			$ 99,902
Training-TAA	$ 35,000									$ 35,000																$ 35,000
Training-ITA/OST	$ 811,035		$ 195,000	$ 59,568		$ 1,000							$ 193,713		$ 11,754		$ 50,000	$ 120,000	$ 120,000	$ 60,000						$ 811,035
Training-OJT	$ 865,252		$ 204,898	$ 111,321													$ 196,233	$ 132,000	$ 86,400	$ 134,400						$ 865,252
Training-Cust./Employed Worker	$ 1,620		$ 1,620																							$ 1,620
Work Experience/ Internships/ Participant Wages	$ 6,515		$ 5,000	$ 1,515																						$ 6,515
Travel	$ 26,640	$ 1,500	$ 5,950	$ 850	$ 3,344	$ 5,000		$ 1,045	$ 1,513	$ 50	$ 120	$ 800						$ 718						$ 3,750	$ 2,000	$ 26,640
One Stop Shared Costs	$ 860,138		$ 221,270	$ 70,235	$ 1,988	$ 200,750	$ 24,828	$ 54,644	$ 133,717	$ 3,768	$ 37,589	$ 44,946					$ 16,145	$ 47,968							$ 2,290	$ 860,138
Other Operating Expenses	$ 1,166,680	$ 101,267	$ 104,943	$ 54,211	$ 140,380	$ 107,487	$ 2,140	$ 198	$ 17,355	$ 459	$ 10,234	$ 14,684	$ 2,239		$ 34,852	$ 2,262	$ 50,670	$ 184,099	$ 85,957	$ 85,957	$ 36,557	$ 32,055		$ 54,737	$ 43,937	$ 1,166,680
Allocated Program Indirect	$ 341,745	$ (281,591)	$ 86,055	$ 21,062	$ 26,390	$ 69,090	$ 1,766	$ 11,028	$ 6,141	$ 2,156	$ 1,143	$ 1,719	$ 13,437		$ 10,008	$ 3,884	$ 45,460	$ 159,819	$ 58,159	$ 56,441	$ 17,265	$ 3,059	$ 1,541	$ 21,474	$ 6,237	$ 341,745
Reclassification	$ (0)		$ (1,015,749)	$ 845,098	$ (44,364)	$ (205,714)			$ 130,513					$ 170,651	$ 78,247	$ 41,319										$ (0)
Total Planned Expenditures	**$ 9,962,971**	**$ (0)**	**$ 1,239,841**	**$ 1,488,370**	**$ 1,136,940**	**$ 1,050,719**	**$ 31,382**	**$ 181,143**	**$ 334,934**	**$ 49,185**	**$ 55,956**	**$ 72,463**	**$ 254,955**	**$ 170,651**	**$ 156,544**	**$ 54,267**	**$ 393,315**	**$ 1,382,727**	**$ 503,187**	**$ 488,324**	**$ 475,890**	**$ 39,703**	**$ 20,000**	**$ 300,000**	**$ 82,477**	**$ 9,962,971**
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$ 1**
															$ 33,883											
Additional funding received and added to Budget:																										

CareerSource RESEARCH COAST

AGENDA ITEM #6

AGENDA ITEM SUMMARY

TITLE: Board of Directors Membership

STRATEGIC GOAL: Administration & Strategic Planning

POLICY/PLAN/LAW: Interlocal Agreement

ACTION REQUESTED: Information and Discussion

BACKGROUND: The Local Workforce Development Board (LWDB20) shall have not less than five members who shall constitute the Board of Directors of the LWDB20. The membership will be appointed by the Consortium under the terms of the Interlocal Agreement creating the Board of Directors and the Consortium and entered into by Indian River, Martin and St. Lucie Counties. Membership shall be composed of those members required or authorized by state and federal law and as determined to be desirable by the Board of Directors, subject to appointment by the Consortium as provided for hereinabove. The term of membership shall be as set forth in said Interlocal Agreement. Vacancies in the Board membership shall be filled by appointment by the Consortium. Any member who has less than 60% attendance at Board of Directors or Committee meetings, based on a program year (7/1-6/30), shall be removed as a member of the Board of Directors. Attendance via teleconferencing is limited to three Board of Directors meetings, unless approved by the Board in advance. The Board of Directors will reflect representation of the local community in terms of industry, race, age, gender, ethnicity, and other characteristics, including persons with disabilities. Mandatory Board members may designate a single, high-ranking designee with decision-making authority from their organization to represent them at Board of Directors and committee meetings, except for Executive Committee meetings. Designees shall have the authority to vote on Board of Directors matters provided the Board of Directors has approved the designees' appointment.

STAFF RECOMMENDATION: None

SUPPORTING MATERIALS: Letters of Resignation

BOARD STAFF: Brian Bauer, President/CEO
bbauer@careersourcerc.com 866-482-4473 ext. 418

Jennifer DuBey

From: Brian Bauer
Sent: Monday, January 29, 2018 2:13 PM
To: Kurt
Subject: RE: Workforce Board

Good afternoon Kurt.

Thank you for the explanation. I think that we can discuss in more detail on Wednesday as to options.

Congrats!

Brian Bauer
President/CEO

CareerSource RESEARCH COAST

Administrative Office
584 NW University Blvd. Suite #100
Port St. Lucie, FL 34986
Phone: 866-482-4473 Ext.418
Fax: 866-314-6580

www.careersourcerc.com

A proud partner of the AmericanJobCenter network

CareerSource Research Coast is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials and a full-time professional staff. Our mission is to promote a bright economic future through the coordination of workforce development activities and services in the three-county area. For the latest information on CareerSource Research Coast, visit our media page.

NOTICE: "All email communications, including attachments, sent or received by the Workforce Development Board of the Treasure Coast dba "CareerSource Research Coast" and its affiliates are considered public record and subject to disclosure in the absence of an exemption. Section 119.01, Florida Statutes."

From: Kurt [mailto:kurt@amtfl.com]
Sent: Monday, January 29, 2018 12:27 PM
To: Brian Bauer <bbauer@careersourcerc.com>
Subject: Workforce Board

Brian, with the new year starting some changes have taken place at Advanced Machine and Tool. My responsibilities at work have changed and increased. The end goal is ultimately for me to take over as President of the company and succeed my father. I look forward to this opportunity but it comes with a price. I will be traveling more often and dealing with customers directly, my first responsibility is to the company. I feel that I will no longer have the adequate time to serve on the board for Career Source responsibly. I value all the time that I have spent with the staff at Career Source, I feel I have made some good friendships. Regretfully, I have to resign my position from the board. I can come to the

meeting this Wednesday and we can talk or I can stop by tomorrow afternoon. I also can stay on for a few weeks while you find a replacement.

Kurtis Riley
Vice President of Manufacturing
Advanced Machine & Tool Inc.
Work: 772-465-6546 Ext 24
Cell: 772-521-0276
Kurt@amtfl.com

ADVANCED
MACHINE & TOOL

St. Lucie County Classroom Teachers' Association and Classified Unit

Local 3616

Affiliate of FEA, AFT, NEA and AFL-CIO

Vicki C. Rodriguez
President

March 5, 2018

Dear Brian,

It has been my honor to serve on the Board of Directors of Career Source Research Coast for the last three years as a representative of the largest single union in our county, St. Lucie Classroom Teachers' Association/Classified Unit. However, effective March 30, 2018, I will be leaving our union as president and moving into a different role with the state organization as a manager and no longer will be able to represent our union on the Board.

Our new President, once elected will begin his/her term on April 6, 2018.

Thank you for the wonderful work CSRC does in our community for youth and their families. It has been an honor to be even a small part of those efforts here in St. Lucie County.

Sincerely,

Victoria C. Rodriguez

Victoria C. Rodriguez
SLCTA/CU President

CC: Robert Cenk, Chair

371 East Midway Road • Fort Pierce, FL 34982 • (772) 464-6430 • Fax: (772) 464-7446
http://www.stlucieteachers.com

CareerSource RESEARCH COAST

AGENDA ITEM #7

AGENDA ITEM SUMMARY

TITLE:	Status of Drug Free Workplace Policy
STRATEGIC GOAL:	Administration & Strategic Planning
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA): Role of LWDB's
ACTION REQUESTED:	Information and Discussion
BACKGROUND:	The President/CEO asked to have the Drug Free Workplace Policy updated. Revisions were needed due to changes in personnel laws and to provide employees with current contact information.
STAFF RECOMMENDATION:	None
SUPPORTING MATERIALS:	Drug Free Workplace Policy
BOARD STAFF:	Brian Bauer, President/CEO bbauer@careersourcerc.com 866-482-4473 ext. 418

AN OPEN LETTER TO ALL EMPLOYEES

We have recognized that drug and alcohol abuse is an on-the-job problem as well as a social problem. We believe that abuse of alcohol and the use of illegal drugs endangers the health and safety of the abusers and of others around them.

This **company has** committed to creating and maintaining a Drug Free Workplace without jeopardizing the job security of valued but troubled employees, provided they are prepared to help us help them.

Notice is posted in a conspicuous location identifying our company as a Drug Free Workplace. Copies of the Drug Free Workplace policy are available for inspection at the personnel office.

Our Drug Free Workplace Policy now formally states that substance abuse will not be tolerated **ON** or **OFF** the job for employees of our company. This prohibition includes the possession, use or sale of illegal drugs, the abuse of alcohol and abuse of prescribed drugs. Company sponsored activities or other social events that we attend during which alcoholic beverages are served are not considered alcohol abuse just because alcohol was served.

All employees are expected to sign a statement of understanding and agreement with the company's Drug Free Workplace Policy.

To ensure that this **company** remains a Drug Free Workplace, a program of drug testing is in effect. Let it be clearly understood that it is a condition of employment for everyone that they avoid entirely the use, possession, sale or any association whatsoever with illegal drugs and/or the abuse of alcohol. Employees who are found on the job to be under the influence of illegal drugs or alcohol or who violate this policy in other ways may be terminated. It is important that all of us work together to deal with substance abuse to make our company a safer and more rewarding place to work.

Sincerely,

Workforce Development Board of The Treasure Coast Inc., d/b/a CareerSource Research Coast

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DRUG FREE WORKPLACE PROGRAM

I. STATEMENT OF POLICY

In order to establish this company as a Drug Free Workplace and thereby increase the safety and health of our employees and their families, this Policy requires that employees of our Company shall not use drugs illegally at any time, shall not use or be under the influence of alcohol while working and shall not use or be under the influence of medications, while working, that could affect their ability to work safely.

II. DEFINITIONS

AHCA	Agency for Health Care Administration (formerly HRS)
Alcohol	Liquids containing ETHYL ALCOHOL (ETHANOL).
Assistance Plan	Referral to a counselor or Employee Assistance Professional to determine appropriate education or treatment options.
Drugs	One or more of the following named substances: AMPHETAMINES, CANNABINOIDS (MARIJUANA), COCAINE, PHENCYCLIDINE (PCP), METHADONE, PROPOXYPHENE. OPIATES, METHAQUALONE, BARBITURATES, BENZODIAZEPINES See Section M for common brand Names.
Medications	Prescription and Non-prescription substances obtained and used legally to combat illness and injury or for other therapeutic reasons.
Work(ing)	Performing any activity under any conditions during any period of time that an employee is covered by the Employer's Workers' Compensation insurance (i.e. driving on duty, on call or performing any tasks as a part of employment duties; lease and contract employees included).
Influence	To be physically, mentally or emotionally subject to the effects of any substance.
Company	Workforce Development Board of The Treasure Coast
Employer	Workforce Development Board of The Treasure Coast
Employee	Anyone employed by or contracted with the company who is covered by workers' compensation insurance obtained by the company.
Use(ing)	As pertains to drugs, alcohol and medications; to drink, smoke, apply topically, inject, possess, solicit, distribute, dispense, manufacture or transfer. Exceptions to these rules regarding the definition of "use" will be allowed only with Management's written permission.

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III. POLICY WORK RULES

A. DRUGS

Employees shall not use or be under the influence of drugs illegally at anytime, whether working or not working.

B. ALCOHOL

Employees shall not use or be under the influence of alcohol while working.

C. MEDICATIONS

Employees shall not use or be under the influence of medications while working if the medications have the potential to alter or to adversely affect their judgment, motor skills, to induce sleepiness or to otherwise detract from their safe job performance. Exceptions can, of course, be made in work areas and activities of decreased safety sensitivity where the potential for accident and injury is minimal and where the effect of the medication on the employee is judged to be no factor by medical authority. It must also be acceptable to management for the employee to continue work. Exceptions to this rule (Section C) will be made at least one level of supervision above the concerned employee's immediate supervisor. Employees will report their use of medications to their supervisor before beginning work; those sensitive to the disclosure of their use of certain medications may call or visit the company official (see NAME and telephone number in Section N) in charge of the Drug Free Workplace Program, in confidence to resolve their unique work situation.

D. DRUG FREE WORKPLACE PROGRAM MONITORING

To measure the success of, and to aid in enforcing our Drug Free Workplace Program, the following types of drug screening tests will be administered to detect the presence of illegal drugs.

1. Job applicants, as a condition of obtaining employment

2. Employees who are required to undergo FITNESS FOR DUTY MEDICAL EXAMINATIONS.

3. Employees as a FOLLOW-UP to a return from rehabilitation program. These employees will be tested upon return to duty and periodically for up to two years.

4. Employees who, by reliable evidence, or by their observed or reliably reported behavior, may be REASONABLY SUSPECTED of: (a) Using or being under the influence of drugs, alcohol or medications while working. (b) Tampering with a drug screen test. (c) Involved in, causing or contributing to an accident involving a reportable injury (i.e. an injury sufficient to require the attention of a medical

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professional), lost time and/or property damage sufficient to delay or halt work. All specimens must be provided by the employees as soon as possible but not later then 32 hours after the accident.

5. Under a random testing schedule, ~~50%~~ 30% of the workforce to be tested annually with 4 employees selected quarterly for random testing.

Notice of Drug Testing will be given on all vacancy announcements. In addition to testing illegal drugs, a test for the presence of alcohol may be administered as a result of the conditions stated in Section D.4. (a), (b) and (c) above. In addition, a blood specimen will be provided for the alcohol test. A Florida AHCA licensed laboratory must perform the blood test for alcohol. See Section N for the Florida laboratory name, address and phone number.

A copy of documentation supporting a REASONABLE SUSPICION drug and alcohol test will be completed within seven (7) days after testing, will be provided to the employee upon request, and will be retained confidentially by the company for at least one (1) year.

Testing for the presence of drugs and alcohol will be performed by an AHCA approved laboratory after obtaining urine specimens for drug tests and blood samples for alcohol tests. Alcohol may be tested for under Reasonable Suspicion and Post Accident testing situations. All positive specimens from the initial screening are then tested a second time using a different technique and chemical principal from the initial test to insure reliability and accuracy. All test results are reported to the Medical Review Officer (MRO) for verification prior to being transmitted to the employee and/or employer.

E. CONSEQUENCES TO EMPLOYEES OF:
(1) positive confirmed drug or alcohol tests
(2) refusal to be tested for drugs or alcohol which includes adulteration or substitution of the specimen to be tested.
(3) any plea of guilty or nolo contendere to any violation of chapter 893 or of any controlled **substance law of the united states or any state, for a violation occurring in the workplace.**
(4) consumption of alcohol or intoxication on company time.

1. Job Applicants will not be hired.

2. Employees being tested in conjunction with a physical examination, as a follow-up to rehabilitation, as a result of reasonable suspicion behavior, a random test or because of contributing to or causing an accident will be required to seek a treatment plan. Injured employees will also forfeit eligibility for workers' compensation medical payments and indemnity payments.

3. Employees arrested, indicted or convicted of violating controlled substance laws will notify the employer within five (5) days of the event and if this substance abuse policy was also violated, will be disciplined up to and including termination, depending on the circumstances.

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4. In the event under this policy an employee is required to seek an assistance plan, it will be at the employees expense. The employee must provide documentation of that assistance plan, and be required to be drug and/or alcohol tested unannounced **(at employee's expense) every six months for two years. A positive confirmed test during or after referral to an assistance plan will result in termination of employment.**

F. CHALLENGES TO CONFIRMED POSITIVE TEST RESULTS

A job applicant or employee will receive written notification of positive confirmed test results from the company within five (5) working days of the company's receipt of a report of a positive confirmed test result from the Medical Review Officer. This notification will also state the consequences of the positive confirmed test result. A job applicant or employee who receives written notification of (1) a positive confirmed test result and (2) the consequences to the employee of that result; will have the opportunity within five (5) working days to explain or contest the result. If the explanation or challenge of the positive test result is judged unsatisfactory by the company, the job applicant or employee will be provided with a written explanation as to why the explanation of the positive test result was unsatisfactory, along with a written report of the positive test results within fifteen (15) working days. If the test was for reasonable suspicion, the employee will receive in writing within seven (7) days after the test, if requested, a detail of the circumstances, which formed the basis of the determination that enough reasonable suspicion existed to warrant the testing.

During the 180-day period after written notification of a positive test result, the employee who provided the specimen should be permitted by the employer to have a portion of the specimen re-tested at the employee's expense. Such re-testing shall be done at another Florida AHCA licensed or SAMSHA approved laboratory, as appropriate, chosen by the employee or job applicant. All such documentation will be kept confidential and retained by the company for at least one (1) year. Should the job applicant or employee then choose to further pursue the challenge, the following options to the employee are available: (1) Any rights under applicable collective bargaining agreements may be exercised. (2) A claim for benefits may be filed with a Judge of Compensation pursuant to Chapter 440 F.S. in the case of work place injury. (3) If no injury has occurred, a challenge may be undertaken in a court of competent jurisdiction. It will then be the employee's responsibility to notify the laboratory to retain the sample until the case is settled.

The employee should retain any information he/she considers relevant to the drug test for review by the Medical Review Officer.

G. CONFIDENTIALITY OF DRUG TESTING INFORMATION

All written reports and related information received by the company, laboratories, employee leasing programs, drug and alcohol rehabilitation programs and their agents will be held in strictest confidence and will not be disclosed except in accordance with Florida Statutes or

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otherwise legally disclosed. Release of such information under any other circumstance shall be solely pursuant to a written consent form signed voluntarily by the person tested. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant.

Agents of our company and the laboratory conducting a drug test will, however, have access to drug test information when consulting with legal counsel in connection with actions brought against them when the information is relevant to its defense in a civil or administrative matter.

H. CONFIDENTIAL REPORTING OF MEDICATION USE

The company knows that eventually most people need to take medications to combat various illnesses. Employees must realize, however, that many medications will alter or affect a drug test. An employee could possibly test positive for a drug when taking medications prescribed by a doctor or bought over the counter at a pharmacy. Medications known to alter or affect a drug test are listed in Section M. The name of the testing laboratory is listed in Section N. Employees who want more technical information about medications may consult the testing laboratory. To avoid the potential problems created by a false test result, the MRO will contact the employee regarding all positive results to determine the use of medications. You may list the use of medications on the back of your copy of the chain of custody form after your specimen is collected and discuss use of medications only with the MRO. The only prescription drugs considered allowable if found in drug test are those used under the supervision of a doctor.

I. EMPLOYEE ASSISTANCE PROGRAM

Our company maintains an Employee Assistance Program (EAP) that consists of referring employees and their families who suffer from alcohol or drug use problems to local drug and alcohol rehabilitation centers. The telephone directory yellow pages, under “Drug Abuse and Addiction - Information and Treatment”, list the names and locations of treatment centers. Also, the United Way, listed in the telephone directory white pages, offers many confidential services at no charge. Any costs of outside services are, however, the employee's responsibility. There may be options for EAP under an employee’s health insurance coverage.

Any employee who has not previously tested positive for drug or alcohol use and has not yet entered a drug and/or alcohol abuse rehabilitation program, may seek assistance for drug and alcohol problems before they lead to disciplinary actions.

No employee will be discharged, disciplined or discriminated against solely upon the employee's voluntarily seeking treatment for a drug/alcohol related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug related problems, or entered an alcohol and drug rehabilitation program.

Through the EAP, the company will attempt to provide appropriate referral to drug and alcohol abuse rehabilitation programs.

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If an employee wishes to pursue help through the EAP, please contact the person listed in Section N for appropriate referral. In addition, Section O lists national hotline numbers for drug and alcohol problems.

J. AUTHORITY TO ESTABLISH A DRUG FREE WORKPLACE PROGRAM

The company's Drug Free Workplace Program has been established in accordance with U.S. Federal and Florida's State Law; specifically F.S. Section 440.101 Drug Free Workplaces; F.S. 440.102, Drug Free Program requirements, F.S. 440-09, F.S. 112.0455 Drug Free Workplace Act, Drug Free Workplace Standards Chapter 59A-24 of the Florida Administrative Code, Drug Testing Rule of the Division of Workers' Compensation of the Department of Labor and Employment Security; F.S. Section 287.087, Procurement of Fla, D.O.T. Contractual Services; and F.S. Chapter 893 Drug Abuse Prevention and Control.

K. FEDERAL AND STATE LAWS AND REGULATIONS

Nothing in this statement of policy shall be presumed to override, amend or change any requirements of Florida and/or Federal law. In the event any of the provisions of this policy conflict with applicable laws and regulations, such laws and regulations will be deemed to control.

L. AMENDMENT AND SEVERABILITY

The employer may amend this policy in any and all respects at any time. If any provision of this policy or the application thereof to any party or circumstance is held invalid or unenforceable, the remainder of the terms of this policy and the application of any invalid or unenforceable provisions to other parties or circumstances, will not be affected thereby, and to this end the provisions of this policy are severable.

M. SUBSTANCES WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST
(BRAND NAMES AND COMMON NAMES)

1. **AMPHETAMINES:** Abetrol, Biphetamine, Desoxyn, Dexedrine, Didrex

2. **CANNABINOIDS:** Marinol (Dronabinol, THC), Marijuana, Hash Pot

3. **COCAINE:** Cocaine HCI topical solution (Roxanne), Crack, Coke

4. **PHENCYCLIDINE:** Not legal by prescription; PCP, Angel Dust

5. **OPIATES:** Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Opium, Heroin

6. **METHAQUALONE:** Not legal by prescription

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7. **BARBITURATES:** Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Firoicet, Esgic, Butisol Mebaral, Butabarbital, Butabital

8. **METHADONE:** Dolphine, Methadose

9. **BENZODIAZEPINES:** Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, and Centrax

10. **PROPOXYPHENE:** Darvocet, Darvon N, Dolene, Etc.

11. **ALCOHOL:** Liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof); Booze, Drink

N. DRUG FREE WORKPLACE POLICY - INFORMATION AND REVISION SHEET

THIS INFORMATION AND/OR REVISION NUMBER (original 5/6/03) Revision April 2018

Company DFW Program Administrator: Susan Dubuc, Human Resource Manager

COMPANY LOCATION:

Workforce Development Board of The Treasure Coast/CareerSource Reaseach Coast
584 NW University Blvd, Ste 100
Port Saint Lucie, FL 34986
866-482-4473

Your Drug Testing Laboratory is:

Quest Diagnostics
8140 Ward Parkway, Ste 275
Kansas City, MO 64114
1-800-964-6233
Fax: 913-469-4029

Your Collection Sites are:

Quest Diagnostics
3975 20th St., Ste. B
Vero Beach, FL 32960
866-697-8378

Quest Diagnostics
1010 SW Saint Lucie Blvd
Port Saint Lucie, FL 34986
772-681-7652

Quest Diagnostics
900 E Ocean Blvd, Ste. 144E
Stuart, FL 34994
866-697-8378

Your Medical Reporting Officer (MRO) is:

Dr. Stephen Kracht
MRO Review office
8140 Ward Pkwy, Ste 275
Kansas City, MO 64114
1-800-964-6233
Fax: 913-469-4029

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For EAP (Employee Assistance) Referral: Employee & Family Assistance Consultants at **WORKLIFEMATTER** Employee Assistance Program 1-800-368-7055, or email: eapcounselor@ibhcorp.com for assessment and treatment referral.

O. NATIONAL HOTLINE NUMBERS

National 1-800 Drug/Alcohol Hot Line	1-866-684-6303
National Drug Information Treatment & Referral	1-800-662-4357
Child Help's - National Child Abuse Hot Line	1-800-422-4453
National A.I.D.S. Hot Line	1-800-342-2437
National Cocaine Hot Line	1-800-262-2463
CDC National Prevention Information Network	1-800-458-5231
National Runaway Switchboard and Suicide Hot Line	1-800-621-4000
National Sexually Transmitted Disease Hot Line	1-800-227-8922
Poison Control (for any kind of substance)	1-800-662-9886

P. NATIONAL ASSISTANCE GROUPS

Alcoholics Anonymous	1-855-760-2019
M.A.D.D.	1-877-623-4357
Narcotics Anonymous	1-818-773-9999
AL-ANON Family Group Headquarters	1-800-356-9996
Families Anonymous	1-800-736-9805
S.A.D.D.	1-508-481-3568
Florida Alcohol and Drug Abuse Association	1-850-878-2196
Center for Substance Abuse Prevention	1-800-662-4357
National Suicide Prevention Lifeline	1-800-273-8255
Veteran's Crisis Line	1-800-273-8255

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