AGENDA

1:00 - 1:15  I.  Call to Order (Chair: Peter Buczynsky)
   A.  Introductions
   B.  Success Stories

1:15 - 1:20  II.  Review of Minutes and Approval (Chair: Peter Buczynsky)
   A.  December 8th 2017
   B.  May 30 2018

1:20 – 1:35  III.  Financial Summary Update ................................................................. Tom Mudano
   A.  FY16/17 Audit Report ........................................ Andrew Laflin, CliftonLarsonAllen

1:35 – 2:25  IV.  Governing Board Review, Discussion and/or Approvals
   A.  AmSkills Role in the Community
   B.  Manufacturer Industry Advisory Committees
   C.  County Updates
      1)  Hernando County
      2)  Pinellas County
      3)  Pasco County
   D.  Grant & Donations Update
   E.  FY18/19 Budget

2:25 – 2:45  V.  New Business .......................................................................................... Tom Mudano
   A.  ICTC Governing Board
      1)  Set Dates for ICTC Governing Board Meetings 2019
      2)  Conversion of ICTC Governing Board to Non-Profit by 2020 Discussion

2:45 - 2:55  VI.  Miscellaneous Business
   A.  AmSkills Manufacturing Training & Apprenticeship Logo
   B.  AmSkills Apprenticeship Foundation, Inc. - Update

2:55 – 3:00  VII.  Final Comments and Adjourn

Attachments:  Minutes – Dec 8 2017 & May 30 2018
              FY 16.17 Audit Summary & Audit Report
              AmSkills Role in the Community
              Grant & Donations Report
              FY18/19 Proposed Budget
              Proposed 2019 Board Meeting Dates Calendar
AGENDA

2:00 - 2:05 I. Call to Order (Chair: Peter Buczynsky)
   A. Introductions

2:05 - 2:10 II. December 8th 2017 Review of Minutes and Approval (Chair: Peter Buczynsky)

2:10 – 2:20 III. Financial Summary Update ......................................................... Tom Mudano
   A. Review 2nd Quarter Financial Reports & Approval
   B. Cash Flow Summary & Operational Impact
   C. Grant & Donations Update

2:20 – 3:30 IV. Governing Board Review, Discussion and/or Approvals ............ Tom Mudano / Peter Buczynsky
   A. Placements, Manufacturers and Apprentices Update
   B. AmSkills Role in the Community Defined
   C. Opportunities & Challenges
      1) School Funding – FTE’s & Apprenticeships
      2) Pinellas County
      3) Pasco County
      4) Hernando County
   D. FY18/19 Budget Impact & Options

3:30 – 3:45 V. New Business ......................................................................................... Tom Mudano
   A. ICTC Governing Board Role & Responsibilities
   B. By-Law Change Recommendations
   C. AmSkills Apprenticeship Foundation, Inc.
      1) Name – dba or name change
      2) Conversion of ICTC Governing Board to Non-Profit – Discussion
   D. 2018 European Apprenticeship Program & Economic Development Tour

3:45 - 3:55 VI. Miscellaneous Business
   A. Set Dates for ICTC Governing Board Meetings 2018
   B. Other

3:55 – 4:00 VII. Final Comments and Adjourn

Attachments: Minutes of December 8 2017 ICTC Governing Board Meeting
               FY 17/18 Mid-Year Financial Report
               Letter from Hernando County Regarding FY18/19 Funding Contribution
Present: Peter Buczynsky, Dr. Austin, Janet Long, Kurt Browning, Jason Krupp, Mike Meidel, Mark Hunt, Ed Goolsby, Derek Diaz, Tom Mudano, Bob Curtis, Diane Jones, Jennifer Jordon, Melinda Paproski

Phone: Kathryn Starkey, Bill Cronin

2:00 PM

Peter: Call to Order

Peter: We have 2 students here to discuss their story

Tom: If we can start with Nikki so she can get back to class

Nikki: Discussed her personal story about being homeless, single mother of 3.

Peter: Introduced his son Alex to the Board.

Alex: Alex explained the difference between learning from “hands on” work experience vs book/college. Alex expressed the importance of learning skills by doing.

Tom: Thank you for coming in and telling us about your story.

Peter: We have a quorum. Please announce yourself who is on the phone.

Phone: Kathryn Starkey, Bill Cronin

Peter: Let’s start with introductions (all board members present introduced themselves). Meeting minutes were not emailed out until

Tom: Should we hold off approving?

Mark Hunt: we should table the approval of minutes from last meeting.

2:20pm

Tom: Trevor is out sick. Financials referring to slides for 17/18 mid-year term report. Mileage was up and over the budget. Balance is provided in the report. Over all we are under budget. Please look over the balance sheet any questions?

Mike: 1st column is the budget year to date as well?

Tom: it is through March

Peter: Any questions, call to motion to approve

Mark: yes

Kathryn: you need to vote on the approval it is not a motion

Peter: all approve say “I”

Board: all say I no opposed

Tom: Cash flow between counties have forced us to hold on all spending which means we cannot hire, recruit or market until funds are available. These are challenges we face.

Peter: Any thoughts on moving the fiscal year
Tom: it would take legal fees and time. The hernando lease was only for 3 years and I asked if the lease could remain at 28,000 and sublease covers cost. But the utilities need to be a shared cost.

Mark: will they re-align the fiscal year?

Tom: we will discuss that shortly

Tom: we have not received the 5012 C3, but we can do fund raising, 50,000 has been giving to us for July donation from Dr. Gills gave us 34,000 for equipment, St. Pete is for 5,000 which was for a mobile van. Draper donated a lathe, FDOE is an 800,000 grant have not received it but the funding is still available. Refer to slide under Grants & Donations

Mike: What is the purpose of or use of funds for the Job Growth Grant?

Tom: Building the Adult Program recruitment, marketing and equipment, based on decisions of Hernando

Mike: 85 million has been awarded, some are still in negations, see what the statics is and if you are not in negotiations you will need to re-apply. I will work with you.

Tom: We did have position comments when they visited.

Mike: you may still be in the works for this one.

Tom: The system is still old regarding apprenticeship and we have been trying to change things on the national level. Looking at language. Since AmSkills is private, we do not qualify for funding like the schools. Looking for changes or some kind of agreement with the schools. We have had the department of labor here and they said were very positive things about our program. Trevor and I are a committee on a state level for apprenticeships and slide shows what we are part of. HAAS was here for a conference. Any questions regarding donations?

Peter: Was there issues with the van and insurance?

Tom: The van 2,500 for insurance and 3.500 for the Mobile Van. Funding was for capital. The van we will look at and not the mobile van, plus we only received $5,000.

Jen: Can you get a van donated?

Tom: Absolutely, if the schools have 15 passenger vans that qualifies and donate it, then we can use the money towards something else.

Tom: Kathryn did you have a question?

Kathryn: What was the question?

Peter: if the van could be donated?

Kathryn: Yes

Peter: on the different grants what staff is helping with that?

Jen: yes, I was wondering about that as well

Tom: Mostly myself and when Trevor has time since he only works 2 to 3 days a week. We have not had any issues managing the grants once we receive them.

Kathryn: Duke Energy saw the presentation at the Leadership Pasco Day, he was impressed and that he could personally write a check up to $9,999. There is deadline for Education Grant. That is just for Pasco, but need to contact Hernando and Pinellas and get a check for each county without special approval.

Mike: It is the same rep for each county. We can talk to Daniel about it. So you have a 10,000 grant

Tom: we do not have it yet. We have a commitment

Kathryn: we are setting up an appointment

Tom: bottom line we are getting good traction, and they want to help.
Peter: If you look at the challenge is it finding time to write the grants is a challenge?

Tom: yes it is a challenge with only 2 full time employees

Peter: any ideas from the board for help with any grant writers or excess staff that could help?

Jason: What is the goal or dollar amount for the grants, what is the purpose for the fund raising?

Tom: We look at every grant with a purpose in mind. Example, the van donated by Dr. Gills, since we have to drive students in our personal vehicles the van helps, another example is Jerome with CareerSource found out that Melinda has an art class for girls and the money would be for equipment with a specific group in mind. We have not gotten into any fund raising yet. Any more questions?

Peter: Additional help from any grant writers or school systems?

Kurt: No grant writers

Dr. Austin: No Grant writers

Mark: The Grant departments only manages the dollars and the actual writing of the grant typically is the person that feels the need for the grant and writes the grant and then the Grant department takes over from there.

Kathryn: Peter where the AmeriCorps and the people we can hire may be able to hire for grant writing.

Bob: That is one of the 6 things we have asked for in the AmeriCorps

Peter: Thanks

Tom: Placements, everyone wants to know where AmSkills stand. Please look at the board behind you. Every student gets a card so we can track them. We have the After School program and the Adult program. After school program is difficult to get students enrolled due to transportation reasons. If we could get students in during the school day in each county, we could have a larger pipeline. NEHS has about a 100 students that would be part of AmSkills and by the time they get to the 12th grade, we may have about 15 that finish the program.

Janet: The #'s under Pinellas, they are not in the program now right?

Tom: we have been providing training for the last 4 months and I will let Mark talk in more detail about that.

Mark: this most recent school year 17/18 the program was implemented about half way thru the year, at the time about 90 kids 9-12 graders, AmSkills was involved with classes, guest speakers and field trips and it did build interest. Year 2 would be eligible for internships. Within 6 months of work they have about 16 kids that would be ready to for internships. Working to solidify the program.

Kurt: How may sections?

Mark: Right now only 2 sections for next year. Last year we had 4 sections out of 6. We lost a teacher.

Jen: how does this work is it an elective?

Mark: correct, like an academy

Jen: In the first 6 months, how many students will you have ready for internships?

Mark: going into the next school year we will have 16

Peter: Who is doing the link to industry?

Tom: That’s us

Mark: that is AmSkills. AT NEHS the teacher doesn’t have time to cultivate relationships with manufacturer. AmSkills becomes the expert in the industry. It has proven somewhat successful. AmSkills outfitted the lab along with the staff of NEHS.

Peter: what is the greatest challenge with the program?
Mark: Recruiting students into manufacturing and also the parents need to be comfortable as well.

Peter: Marketing budget for Recruitment is always a challenge. Does SPC have a large budget for Marketing?

Mike: Is it a district Choice?

Mark: Regional Choice program. Created an Academy for manufacturing and Auto Mechanics.

Kurt: Do you pay the FTE per student for the 2 class periods and then do you pay AmSkills?

Mark: We do not pay AmSkills, the school gets the FTE for the 2 periods, and AmSkills is volunteering to come in.

Kathryn: Breaking up on the phone - not audible.

Tom: I wanted to take a look at how AmSkills compares to other programs. Tom refers to the PP-Slides – Hills, Pinellas, Hernando and Pasco. Discusses the enrollment in the other programs. Shows AmSkills numbers that include 21 started and 20 finished. AmSkills will become a feeder system.

Jason: Are these registered Apprentices?

Tom: No, these are machining programs not Apprenticeships or introduction.

Edwin: Where did you get your data from?

Tom: From Margie @ PHSC

Edwin: I am questioning that number so I am not sure that is accurate.

Mark: Do you think it should be higher?

Edwin: I will have to pull the data.

Tom: I would like to define AmSkills role in the community. Bases on 4 areas Marketing-Pre-Apprenticeship, Training-Industry Connections. If we work with the school system and industry.

Peter: Need to pause, AmSkills seem to be considered competitive, Elements are not be taught such as the fundamentals that should have been taught, transfer of holes how to use a saw, how to read measuring equipment, Cutting steel. As far as industry, finding companies that will adopt the philosophy can be difficult. Example was a student at another company was about to quit and go into the military because he didn’t see the value and Pharmaworks took him in as an apprentice and it is amazing how well he is fitting in and working beside our engineers.

Jennifer: Sounds like other programs are not real applications

Long: What do you think was the kicker that made your company better than the one he left?

Peter: I have seen other apprenticeship program and know how they should work. AmSkills needs to work with industry and coach the manufacturer. The competitiveness goes away between the schools.

Kathryn – Breaking up on the phone not audible.

Kathryn: Smaller manufacturers need Training Centers but can’t afford to have them under their roof, so they need to AmSkills to give training. Needs the hands on training.

Mark: From the school view the competitiveness comes in, we could leverage programs that already exist school or college to small manufacturer rather than recreating the wheel of AMSkills training banner and that is why we feel we are competing.

Kathryn: Overseas has both academic and hands on training. So there is not a competition between his programs. Takes both.

Tom: School system, like NEHS be partners what happened in the schools they don’t get hands on and AmSkills provides that and the certification in schools generate revenue, like MSSC most manufacturers don’t care about that certification and industry doesn’t care about that so we need to find what industry does want. We are trying to reach.
students that didn’t do well in school and were never planning to go to college. AmSkills is there to help those you won’t go to college, we are getting the students that doesn’t know where they are going for a career. Communities that have small training centers that can help them learn some skills.

**Derek:** manufacturers didn’t see the value in training students and we need to focus on how to put it in a package to make it easy to understand the process.

**Peter:** Stories about students that didn’t know if they wanted to go to college, but after being in the program decided that college is for them. So where are we competitive? What areas? Tom: when we put together our list of what AmSkills role is;

**Mark:** I agree with that, but setting up training centers in other buildings to do the training.

**Austin:** 2 groups we are serving. No secondary program, but so support same program Nature Coast. Would love to see more access to manufacturing training since Hernando doesn’t have the school.

**Tom:** Long needs to leave soon

**Long:** I have been watching for a long time and I think we are missing opportunities. With the increase usage of social media and the internet, Recruitment starts before they get to High school. Such as Private High Schools, Internet & Tech schools, Middle Schools

**Peter:** Flate is doing that

**Tom:** I agree, we have only been in operations for 2 years and I agree with you we need to get into the schools.

**Peter:** We only promote manufacturing day for 1 day. Industry needs to promote more.

**Tom:** AmSkills has had several tours especially to Pharmaworks and H&S Swanson.

**Long:** Do you need me here for a Vote I need to leave?

**Tom:** I have one more thing, but we have a quorum so if you need to leave you can.

**Long:** so you have a quorum without me?

**Tom:** Yes.

**Tom:** Pinellas county opportunities is NEHS but we need funding. Could get donations by funding program Challenges: no location for the adult program? We were not able to become a Careersource training center but have submitted application. PTC has not worked out for us and can't generate revenue

**Kathryn:** not audible

**Tom:** possible site for building for the program. Clearwater and Tarpon are interested in giving us space in their area. Need to focus on NEHS and Lealman. Moving our program into a rec center is a perfect opportunity to give students a direction.

**Mike:** not looking good at the rec center Lealman due to the other tenants. The Aустic Program is on the first level. Mark I would like to talk about how we do a true feeder system and not become competition. Does that sound reasonable?

**Mark:** We have demonstrated @ NEHS to offer to use AmSkills curriculum and methodology. Leverage the school dollars build the partnership with AmSkills since they have the connections with the manufacturers and the community that is AmSkills strength, but to recreate an education system you will not be successful and cost you a lot of money and a struggle.

**Peter:** it is a struggle are you saying that your program in similar to AmSkills?

**Mark:** PTC as an example, we had an Advance Manufacturing program PTC for 3 years, recruited only 5 students AmSkills had 8 more that were going to come and register but they never showed. Struggling to get students so it is competition if someone else in the community is doing the same thing then what else to you call it? Jason your engineering program is struggling as well.
Jason: graduate 12 to 15 per year. Would need to have 30 for a minimum threshold. Yes we put money into the program because we believe in it.

Mark: if I set up something that distracts from his program then it is not productive for either program.

Tom: yes these programs are struggling, AmSkills has a Pre Apprenticeship (youth and adults) are exploring and finding out what they want to do which pushes them into your programs. I think 21 adults per year is very positive thing and if we can do that for every county with a very limited budget that would feed into the schools. Mark it hasn’t worked in PTC.

Mark: I have offered you everything but the space.

Tom: if you would give us the space and let AmSkills run it we may have success

Mark: I am not going to let you do that, I have offered you all of the resources the school has, guidance, student services, financial aid and I have said you can have your own teacher or train the teacher and we only have 5 students

Tom: Yes you offered it but your instructors would not teach our curriculum.

Mark: yes and what happen to that teacher they were fired.

Tom: Same thing with St. Pete.

Mark: you haven’t even been at St. Pete and have not brought 1 student.

Pete: Sounds like we are having success here in Pasco If we pulled from other manufactures and find the best practices find the secret sauce.

Tom: the secret sauce is the curriculum.

Edwin: Teaching an AS Degree and the MSSC was a direct result from Florida manufacturers request and the manufacturers say it prepares them in areas of safety how things work even without the hands on training, so I do not agree with you about MSSC. What I hear is competition, but I do not see AmSkills at PHSC as competition. Need to find a way to tie resources together.

Dr. Austin: We want to partner with AmSkills because we have limited resources. But our hands are tied due to the rules.

Peter: MSSC yes it is good, but most manufacturers don’t know what it is and would like to have the training before they work at our companies. How do we get it introduced MSSC in the high schools?

Tom: We need to get back on track. Each county is different and we have both (PTC & AmSkills) tried. In my opinion it has not worked at PTC. AmSkills is here to be a feeder system as a separate entity to avoid bureaucracy.

Peter: no one disagrees it is not a feeder system.

Tom: Therefore how do you say it is competition if we are a feeder system?

Peter: is the competition with the Adult program?

Tom: I don’t think so.

Mark: I have already expressed that I believe it is

Jason: The way we left it you met with our program director Laura and you were going to give us your curriculum and see how it compares to our engineering programing and I need to look at your curriculum

Tom: They come out of our program knowing the basic skills and would need more training therefore SPC would provide the training.

Jason: So are you saying you can’t provide the curriculum so the next step is to get the curriculum.

Tom: No I can provide it
Jason: that is the next step and can circle back to it.

Tom: AmSkills was created by several organizations. Would like to have more collaboration with PHSC, and we are partnering with Mechatronics Academy, but need to work with PHSC and SPC. I would like to subcontract to AmSkills to provide the training to the high school level through the non-profit. “Agreement for Apprenticeship” we are a private entity apprenticeship if we could get an an agreement with the schools in Pasco County and partner.

Kathryn: Tom don’t you want to talk about Teacher of Record and the FTE’s could flow through AmSkills?

Tom: Kurt different discussion subcontract or assign a Teacher of Record for the program.

Kurt: The problem is we only have so much FTE and it comes down to money. No extra money to supplement but Mark said AmSkills is not being paid and you are just doing it. Wendell Krinn opens in August doesn’t have a manufacture ring program the problem is we can only take the existing FTE for 2 periods and you will only get .4 per students if we put a manufacturing program for 2 periods only .4 of the FTE so there is no extra money.

Tom: I understand that, but that is .4 more than we receive now. We get zero funding

Kurt: I understand

Kathryn: When I talked to Ray about it he said it is .6 per student not .4.

Kurt: That is worse, take a class period and divide it into 6th at 7200 dollars I don’t think you can’t run a manufacturing program on the portion of the FTE that you would get from us

Kathryn: We know that we can, because we are doing other things

Kurt: I don’t think so because it is expensive to hire staff. It is not enough time to get the program in K-Tech with only 60 days and we don’t have cost from AmSkills and they still need the other courses. School safety has been a big discussion and the expenses.

Tom: Hernando County has a good after school program and we get good support from the schools. But we were notified by Hernando that our funding will be cut off this fiscal year. 2 options – continue with Hernando county or does AmSkills shuts down Hernando and focus on Pinellas and Pasco. If I could get an adult program in Hernando we could starting generating revenue. We are on task in 2020 Family Foundation, but I need to approach it as if it won’t happen.

Kathryn: Tom I talked with Wilt Simpson it is his county and he is a fan of AmSkills. Hernando had an error by the CFO of 6 million dollars so they are scrambling. Will discuss things with him more next week.

Kurt: Additional 25,000 Homestead Exemption will be on the November ballot for November the county governments will be forced to make tough decision for funding like United Way or an AmSkills. It will and a dog fight because the loss of revenue will be significant that is lost with a $25,000

Tom: won’t take effect until 2019

Kurt: Yes, but it is coming

Tom: I need direction from the board both Pinellas and Pasco we are at a tipping point. If we could generate revenue from our Adult program in Hernando from placements and high schools we would be in better shape and may people from national level like our program. Need a decision on Hernando.

Mark: How can you continue in Hernando with no revenue?

Peter: What dollar amount from Wilton are we talking about?

Kathryn: Probably 6 figures and the building we are renting if we keep that rent instead of turning it over to Hernando.

Tom: I already proposed that Idea and the county administrator said don’t count on it.

Kathryn: Ok, I thought that was a creative idea

Peter: it is counter-productive to make a decision on Hernando if funding of 6 figures is possible
Kurt: But that decision will not come until March or April of next year.

Mark: If you have no revenue how do you continue?

Tom: We could get revenue with the adult program, but I agree. Many challenges and it is difficult to split time in 3 counties and only 100 manufacturers in Hernando it’s tough. Better to focus on 2 counties?

Edwin: I am out of the loop and playing caught up, the bottom line for 3 counties it is showing a net profit is that truly a net profit? If it is then the 2 counties cover your cost of Hernando and if it is not then you cut the expenses and move on. Possibility of funding coming in is never a sure thing.

Tom: Numbers are based on 12 to 20 students in each county and 18 placements we have not had an adult program in Hernando. Assuming in Pinellas we

Peter: what are the repercussions of closing for those 6 students?

Tom: those students are shifting over and we can get them through classes this summer.

Peter: do we need to vote

Kathryn: we heard that Hernando County needs more students to get more training

Tom: yes, we talk to companies that need employees. 1 staffing agency needs 25 people

Peter: seems like we are at a tipping point. Getting tractions. Need the money to get through this point of the financials.

Tom: how can the board helps us to be successful?

Peter: Very good point, the reason for the board is to help with contacts and ideas on how not to shut down Hernando or if the 501c3 comes in.

Tom: We don’t need to make the decision today

Mark: You have enough money to function until June 30th?

Tom: Until October

Mark: see if the opportunity for more funding pans out

Mike: If you get Florida Grant Fund 800K then it could save the whole program

Peter: are we voting to not vote?

Mark: I motion to tabling the issue until August or September meeting

Edwin: I 2nd that

Tom: we created the 501C3 “AmSkills Foundation” problem with perception since the word Foundation implies we have money and prevents us from grants. Attorney suggested to do a name change and I came up with AmSkills Training and Apprenticeships program. Do we need to use the foundation board to make this change?

Mike: I say you need to remove Foundation, people will knock on your doors for money

Tom: yes that is correct

Peter: we won’t change it here, everyone in agreement

Mark: proposed name change come back to this board prior to making the change

Tom: will probably be AmSkills and have the word Apprenticeship in it, legal question since we have a separate board for the foundation, I brought it to you all since somewhat tied together.

Mark: we don’t have the authority to change their name if they have a board just for the Foundation
Tom: a question for this board will this board stay forever or convert it from ICTC to the official Non-Profit, legal things to do,

Peter: what is the term of the agreement?

Bill Cronin has left the conference

Tom: Kathryn do you know the answer?

Kathryn: no I don’t, when we change the board it will just roll over just like it is and have a different name and not sure about a deadline.

Mark: what does changing to a nonprofit due to your funding?

Mike: You may want to hang on to the current one until 2020 since we have commitment for this fiscal year. Having the educational institution on the board is good.

Mark: I would keep status quo

Peter: Would it go static

Tom: no it would into funding raising mode

Mark: Pledge from the donor to give money in 2020 gives you a safety valve if county government pull out

Mike: Job Growth grant has to go with a government agency so how did you do the application?

Tom: It was so long ago I don’t remember

Mike: you have to be one of the three to apply for the grant.

Tom: New year and our first meeting and we need to appoint new board member like officers and By Law revisions & recommendations, states in the by-laws 4 meetings in a year and it is difficult to do, at least establishing next meeting.

Mark: Does an August meeting date make sense?

Tom: do we want Melinda to send out a doodle poll

Mike: let get it out there, Commissioner long said we don't have enough meetings.

Tom: we have had a hard time getting a quorum. We need an active board

Jason: how do we all fit together and maybe our marketing departments can work with each other.

Peter: PEDC is trying to that by pull resources and bring them to the table

Jason: that would help address the competition perception

Tom: do you see any issues with the roles

Jason: no the roles are fine need to map them out visually

Peter: so that would be a separate meeting or separate group

Jason: yes,

Peter: how to put that together should we take volunteers right now

Mike: I have a good research person and take a look at other resources for other counties and can get to manufacturing occupations and get what the demand level is. Can start with the public ones that are already partners of ICTC and get it put together by the August meeting.

Peter: there is a matrix created by the manufacturing association and I can share it with you

Dr. Austin: does that go to all 3 counties?

Tom: as you know there are 3 manufacturing associations, and the same manufacturers so up.

Peter: who needs to be the one that maps everything together?
Tom: this board should be able to pull it together.

Peter: let’s try for the next meeting

Tom: Kathryn would like to get a meeting to go to Germany. Depending on the budget

Kathryn: high level people and congressman would like to go

Kathryn: must be a time when they don’t vote.

Ed: first week in Dec we have conferences, then commencement and then closed

Peter: It would be great if anyone could go

Ed: as long as the schedule works

Tom: apology for the newsletters not being sent out. Regarding the board, getting these over quickly what is the idea time for a board meeting, 2 hour or more?

Mike: should be at least 3 hours

Peter: any suggestions Motion to Adjourn

Mark: 2nd
Meeting Minutes

Call to Order - 12:50PM Peter Buczynsky we have a quorum so we can call meeting to Order, we didn’t have a meeting before due to the hurricane. Couple of items we need to address, approve the financials

Tom: Can we first approve the minutes from the last Board meeting? The packet was sent out for your review. First 5 pages

Kathryn: Do you want to go over the highlights? I motion to approve the Board Minutes

Peter: 2nd the motion

Tom: Should start with Derek. Derek was a board member and he left Bic so Derek can you talk about stepping down from AmSkills Board?

Derek: Yes, I left Bic and my current employer is now in Pasco County. I am now at Pharmaworks

Kathryn: So now we have companies steeling employees?

Tom: Derek position will need to be filled and 2 days ago we received an email that John Murphy is resigning due to being on 9 different boards and just doesn’t have time. Also, Dr. Law needs to be filled that’s why we are meeting on Jan 19th with Dr. Williams she is replacing Dr. Law.

Jason: Dr. Law

Peter: We need to look at manufacturers to fill on the Board

Trevor: before we get into manufacturers can we Thank Derek for his service on the Board?

Tom: well, let’s move on to the Financials, If you look at your packet you will see some of the highlights and also the results of our audit. Only 4 minor findings and 2 were cleared. See slide presentation

Trevor: year-end close was an issue for 2015-2016 as well as 2016-2017. The previous accounting for 2015-2016 company didn’t close the year end close correctly. 2016-2017 was closed clean this time with the new accounting company.

Tom: 2nd issue was bank reconciliation. Forms for lost receipts and Credit card statements are online now and we can see all accounts now they are linked which is easier to keep record.

Dr. Austin Arrived:

Tom: Hello Dr. Austin please come and join us.

Tom: A piece of equipment was donated and not kept and disposed of, copy of a voided check we could not find but found after audit. You have copies of the audit and do you have any questions of those findings?

Peter: didn’t you negotiate a better rate for the audit?

Tom: Yes we did, unfortunately they came back and asked for 17K since the previous accounting firm didn’t do end of year correctly we had them split the difference 13.5K

Commissioner Seel Arrived in meeting.

Kathryn: That is such a large amount for an audit with such a small budget, anything we can do?

Tom: no it is law since we are part of the government entity. We are ready to start next year’s audit.
Roy: even with a 501c3 you have to have an audit.

Tom: yes, but not on an annual bases and not as detailed.

Tom: we need recommend to approve the audit.

Kathryn: move to approve the audit.

Peter: need a 2nd.

Jason: 2nd the motion.

Tom: thank you.

Tom: Let’s review the year financials on 2016-2017 and will just give you highlights.

Trevor: about 3rd way in the packet you will see the Balance Sheet. First look at our revenue which came in at 98% and is made of 3 elements counties donation, state monies, and then revenue. Did come in on budget. State grant was able to move from capital to operating expenses which was approved by the state. 40K was allowed to move into the operating expenses and offset the revenue shortfalls which gives us a 98% on budget.

Kathryn: what page is this on?

Trevor: go to 2nd page.

Kathryn: Oh, I see it now.

Trevor: Expenses were 99.2% or budget and Payroll was 91% of budget Depreciation was at 18.9% above budget, freight was over budget by 7K due to a Hoffman expense that was not forecasted. Marketing was 105% above budget.

Tom: Kanter is an excellent accounting firm. We get it in by the 10th of the month and the asset is cleaned up.

Kathryn: Operating supplies, when we did the budget, is this reflecting using the money from the state to use for capital?

Trevor: a lot of the budget was for items under a 1,000 which isn’t needed under capital.

Tom: Need approval for end of year financials from last year.

45

Peter: Motion to approve.

Kathryn: 2nd the approval.

Tom: moving into this year’s budget, we are on budget for all 3 counties and 4 cost centers ICTC Support Services, Training Centers such as Pasco, Hernando, Pinellas,

Kathryn: what page are we on?

Tom: Should be on the back up to the next page.

Tom: Money for each county remains in that county overall budget.

Kathryn: Where are we going now?

Tom: find the first folded page and it should say ICTC Support Services.

Fiscal year 2017-2018 Tom, my book is different than yours since I had a book before, my apologizes for the mix up.

Mike Meidal arrived at 1:12pm.
Kathryn: I found it.

Tom: First column is 2017-2018 and then last years. Comparing it to this year's budget to last years and was the year's Budget a decrease or increase.

Trevor: Look at revenue it is on the first sheet on 175,000 from 3 counties and 830K. We were nervous about revenue, but we are ahead and that is good since we have not received monies from Hernando or Pasco counties funds. We feel very good about where we are.

Kathryn: Pasco is behind? I will text the person in charge and see what's going on.

Tom: We were very conservative about the revenue for our Pre-Apprenticeship and this is our first year to have program revenue.

Trevor: expenses this year are offset by program revenue. We can go into more detail if needed. I have explained this before that this is a consolidation of all the cost centers. We must put in an elimination line to offset or back out for double counting. Expenses 1.166m but must back out 356K for double accounting which take it to 800K and not 1.3m. Internal charge back.

Tom: Do not get the money on Oct 1st so we must hold money until first part of mid-July we hold cost, we have to get thru Nov before money arrives. Pinellas has only been received at 40K.

Trevor: we exited with 158k in the bank to tie us over until counties funds arrive.

Kathryn: At a Pipeline meeting we started this apprenticeship 2000 in Charlotte NC Bloom sponsored. (Ikea) could not find a workforce and joined the college and started the apprenticeship 2000. 10 apprenticeship per year at a cost of $146,000 per apprentice which includes Administrative and instructor cost. What AmSkills has done with a very small budget is great.

Peter: Where is the ROI?

Tom: We will show that here in a minute.

Peter: Questions on the budget? No? Motion to Approve?

Katheryn: move to approve budget

Dr. Austin: 2nd the approval

Trevor: Report for first quarter Budget vs Actual- Term Revenue 21,700 have taken in 25,000 for program revenue. Payroll is budgeted at 130,000 and we are currently at 78,000 and only have one payroll left in this quarter. Like Tom said we cut back since monies have not arrived.

Tom: More discussions on challenges, Highlights received $300,000 grant from department of education. Good to work with. We were using German books, expensive and we adapted Tooling U as our curriculum. Follows the national accreditations or better known as SME. Since we have several different cost centers this allows us to keep track of progress. Saving money not printing the student booklets.

Tom: HAAS donated tickets with the HAAS Race team and several of our students attended. We launched the adult program which started as a pilot. Have had 3 classes... Manufacturers are reaching out to AmSkills for workers and one contacted us for a Tool & Die Maker. CNC machining and Mechatronics are now growing and working on placements. Hillsborough County has also contacted us to find out about AmSkills program. Trevor had a chance to speak with the Governor Rick Scott.

Trevor: Yes, he walked passed me but my AmSkills shirt caught his attention and then he came over and talked to me.

Kathryn: He promised me that he would come to AmSkills.

Tom: Several senators have come in to visit

Kathryn: Bilirakis has talked about AmSkills on the floor of the Congress.

Tom: Introduced Slide with Ambassadors Program

Kathryn: What does the student's shirt say?
Tom: AmSkills, thanks to Mark Hunt working with them to move the program (Northeast) during the school day. Ridgewood is going to be a Tech School and will partner with AmSkills with 9th and 10th graders and then Junior and senior will do more with hands on. Dr. Austin and AmSkills is working on existing program with Nature Coast and will overlay that program. All other schools can come use the Hernando facility. Nothing has been confirmed. Pre-Apprenticeship is a great way for students to figure out what they want to do. Tom presented Power point slide with student attendance numbers for all tracks and counties. Discussed individual student’s stories (Eric Broome) to board.

Tom: We are now placing students with manufacturers and have some students leaving to into college. Average pay for is a range of $9 to 14.50 per hour.

Peter: We are struggling with getting manufacturers to pay, but take a comparison between 400 hours vs someone off the street they won’t have the skills and it will eventually spread to the manufacturer. Getting the work ethic and skills.

Tom: Funding ended last September so Trevor and I had meetings with commissioners in all 3 counties to get funding for another year. Discussed the non-profit established and are pursuing a non-profit status and have that established. We met with Meopta and they are very interested and have equipment that they can donate to us.

Kathryn: Meopta can you tell us what they do?

Tom: Meopta is a company that uses CNC machines to cut glass for scopes, binoculars and other lenses. They are hiring one a week and would like to have AmSkills send over employees. Asked about Tax exempt for donations?

Tom: I did apply to the Florida Department of Economics Opportunities a grant had not been granted as of yet.

Kathryn: We need to ask what is going on, and how to speed up the process through legislation and are people getting letters?

Tom: State Senator Latavata prior to resigning he recommended we submit a grant for $400,000 Tooling U also has expressed an interest in marketing us, Dr. Gills is also going to match a grant been submitted, Corporations of National Community Service has funding, looking at retirees to be coaches.

Kathryn: A friend has been picked by Donald Trump to be on the committee to represent PMMI.

Peter: Tom did a good job on marketing. Need to define “What is AmSkills?” What is Apprenticeship? Battles with Manufacturers not wanting to be a part of the process. No real good models of it working.

Tom: Not clear on what our Role is? Better Board involvement, who should we name for Pinellas? PMMI or Polypack?

Kathryn: Do we want PMMI?

Peter: Training Centers is a good concept. PMMI had been looking for a proposal to have a training center, no cost to manufacturers.

Tom: Mike Meidel we would like you thoughts?

Mike: Mechatronics for Polypack is a good choice.

Peter: Can you put a bug in their ear?

Roy: What about Swanson?

Trevor: yes

Tom: Hernando John Murphy resigned need replacement

Peter: any more challenges?

Tom: yes, Marketing and recruitment

Tom: funding is only for start-ups, so no more from the counties Mark does PTC have the same issues of recruitment?
Mark: Postcards 1 to 2% return. Best way is talking to groups which takes time.
Tom: we are having free workshops with food to get people in.

Peter: what about Mike Rowe he is a big supporter.

Mike: Utilities may not be the best way, but we could try it

Jason: Need general awareness Joint marketing campaign to define rolls.

Roy: Tours seem to be good, more guidance counselors to get involved.

Peter: mom and parents need to get involved

Mike: did you try the Boys and Girl clubs?

Kathryn: New Pasco in Holiday is trying to organize

Tom: Revenue potential is Youth since we currently have none from them.

Tom: Do we drug test students?

Mark: drug testing you can drug test before going to the employer.

Kathryn: how much is it?

Roy: we do drug and background, having an arrest won’t take you out of the job, but lying on the app will.

Tom: We need to keep a good AmSkills reputation.

Tom discusses several students that had issues with drugs and job performance.

Karen: need to do life skills training

Tom: discussed life skills training and coaching

Peter: Looks like we need to train the manufacturer to better inform the employees of what is required of them.

Tom: went over slides regarding challenges with manufacturers.

Peter: Do other industries, do they have the same issues

Mark: more push back from manufacturers.

Peter: need to teach into our culture so they understand and quality will spread.

Tom: moves to slide discussion.

Roy: One problem from the manufacturer is the amount of paperwork to bring on the apprentice. Need a taskforce to tackle a way to streamline.

Roy: what is the % of funding from Pasco/Hernando?

Kathryn: can anyone helps us with that?

Karen: I can call someone on the Board, Walsh is on the Board

Trevor: Need to go over the Rolls of AmSkills.

Slide discussion
Mark: I disagree that PTC is not putting out skilled trained students. We put anywhere between 1000 to 1500 class hours.

Trevor: we find we are placing semi-skilled not skilled.

Peter: seems to be a dis-connect?

Mark: 80% of students have certificates.

Roy: it takes several years to train a skilled worker, they are semi-skilled

Trevor: can’t train in 6 months

Peter: settle for what you can get.

Tom: goes over next slide Discusses non-registered apprenticeship vs registered.

Mike: Incumbent worker training worked the best years ago.

Tom: need to expand the board, Roy could come on as Hillsborough

Peter: Let’s get back to slides very important, need to address who are we?

Kathryn: Need manufacturers to get away from the Now attitude, since it isn’t working

Brent: it is a cultural issue. It is frowned upon to go into a trade and not college.

Trevor: need to define AmSkills and what Apprenticeship is.

Karen: need to adapt to the manufacturer.

Tom: We have been doing productions workshops in each county.

Karen: reach out to Economic Development

Tom: Karen are you continuing on the board?

Karen: Walsh will make that decision.

Kathryn: I would like CareerSource on this Board.

Tom: do you want to expand with Roy on the board?

Kathryn: announce it as a manufacturer at large then elect.

Mike: I agree

Peter: is there a motion?

Kathryn: do a motion manufacturer at large

Mark: By laws need to be changed first amend by law for manufacturer

Jason: 2nd that motion

Tom: we are over our meeting time
Peter: can we reduce meetings such as a workshop or a ½ day in lieu of.

Tom: 3 meetings – subcommittee.

Kathryn: I am ok with 4 meetings

Tom: Executive Committee is the 501 C3 Have other connections for marketing

Kathryn: Nominate Peter to continue to be Chairman

Tom: Roy for Executive Chairman

Kathryn: Motion to keep Peter

Mark: Need more manufacturers on board, need to delay election before we make a decision.

Jason: 2nd That

Kathryn: John Murphy resigned

Tom: must recommend a manufacturer

Kathryn: what do the by-laws say?

Tom: we need to review them first

Peter: set a date for next meeting

Tom: yes we are done for the day

Peter: Adjourned @ 3:50 pm
## Summary of Net Position

<table>
<thead>
<tr>
<th>Summary of Net Position</th>
<th>2017</th>
<th>2016</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td>$170,539</td>
<td>$89,105</td>
<td>$81,434</td>
</tr>
<tr>
<td>Noncurrent Capital Assets</td>
<td>677,144</td>
<td>566,710</td>
<td>100,434</td>
</tr>
<tr>
<td>Total Assets</td>
<td>747,683</td>
<td>655,815</td>
<td>91,868</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current and Other Liabilities</td>
<td>13,239</td>
<td>21,224</td>
<td>(7,985)</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>13,239</td>
<td>21,224</td>
<td>(7,985)</td>
</tr>
<tr>
<td><strong>NET POSITION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Investment in Capital Assets</td>
<td>577,144</td>
<td>566,710</td>
<td>10,434</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>157,300</td>
<td>67,881</td>
<td>89,419</td>
</tr>
<tr>
<td>Total Net Position</td>
<td>$734,444</td>
<td>$634,591</td>
<td>$99,853</td>
</tr>
</tbody>
</table>
Capital Asset Activity

A summary of the capital assets is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance October 1, 2018</th>
<th>Additions</th>
<th>Deductions</th>
<th>Balance September 30, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Assets Being Depreciated</td>
<td>$91,625</td>
<td>-</td>
<td>-</td>
<td>$91,625</td>
</tr>
<tr>
<td>Leasedhold Improvements</td>
<td>50,044</td>
<td>15,004</td>
<td>-</td>
<td>65,048</td>
</tr>
<tr>
<td>Computer Software and Equipment</td>
<td>400,612</td>
<td>60,012</td>
<td>-</td>
<td>460,624</td>
</tr>
<tr>
<td>Furniture</td>
<td>4,000</td>
<td>-</td>
<td>-</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total at Historical Cost</strong></td>
<td>646,661</td>
<td>119,516</td>
<td>-</td>
<td>767,477</td>
</tr>
<tr>
<td>Less: Accumulated Depreciation for</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leasedhold Improvements</td>
<td>8,779</td>
<td>47,693</td>
<td>-</td>
<td>56,471</td>
</tr>
<tr>
<td>Computer Software and Equipment</td>
<td>22,317</td>
<td>16,086</td>
<td>-</td>
<td>38,403</td>
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<tr>
<td>Equipment</td>
<td>50,175</td>
<td>50,591</td>
<td>-</td>
<td>90,767</td>
</tr>
<tr>
<td>Furniture</td>
<td>-</td>
<td>500</td>
<td>-</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total Accumulated Depreciation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets, Net</td>
<td>$595,710</td>
<td>$10,624</td>
<td>-</td>
<td>$707,144</td>
</tr>
</tbody>
</table>

Summary of Activities

Summary of Revenues, Expenses, and Changes in Net Position

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Revenues:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td>$29,630</td>
<td>$12,430</td>
</tr>
<tr>
<td>Operating Grants and Contributions:</td>
<td>745,484</td>
<td>653,000</td>
</tr>
<tr>
<td>General Revenues:</td>
<td>125,256</td>
<td>908</td>
</tr>
<tr>
<td>Rental Income</td>
<td>29,800</td>
<td>13,147</td>
</tr>
<tr>
<td>Other Miscellaneous Revenues:</td>
<td>-</td>
<td>14,862</td>
</tr>
<tr>
<td>Gain on the Sale of Capital Assets</td>
<td>-</td>
<td>13,805</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>925,150</td>
<td>636,952</td>
</tr>
<tr>
<td>EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economic Environment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>469,772</td>
<td>378,579</td>
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<tr>
<td>Operating Expenses</td>
<td>227,443</td>
<td>118,369</td>
</tr>
<tr>
<td>Depreciation</td>
<td>108,082</td>
<td>61,036</td>
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<tr>
<td>Total Expenses</td>
<td>825,597</td>
<td>547,981</td>
</tr>
<tr>
<td>CHANGE IN NET POSITION</td>
<td>99,853</td>
<td>78,071</td>
</tr>
<tr>
<td>Net Position - Beginning of Year</td>
<td>634,591</td>
<td>556,520</td>
</tr>
<tr>
<td><strong>NET POSITION - END OF YEAR</strong></td>
<td>$734,444</td>
<td>$634,591</td>
</tr>
</tbody>
</table>
General Fund Analysis: Cash & Fund Balance

<table>
<thead>
<tr>
<th>Account Name</th>
<th>9/30/17</th>
<th>9/30/16</th>
<th>9/30/15</th>
<th>9/30/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>158,842</td>
<td>81,895</td>
<td>210,029</td>
<td>0</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>157,300</td>
<td>67,881</td>
<td>(98,113)</td>
<td>0</td>
</tr>
</tbody>
</table>

Current Year Internal Controls Findings

Internal Control Over Financial Reporting

- Finding 2017-001 – Material post-closing adjustments were necessary to finalize year-end account balances
  - Adjustment to beginning net position (prior year audit adjustments were not posted)
  - Reclassify unearned revenue to revenue to properly record County funding and State grant funding received for FY ’17
  - Expense items that should not be included within capital asset balances and properly record new assets, either through purchase or donation

- Conference call held between CLA, management, and external accountant on 9/13/18 to discuss above issue and proposed resolution
Addressing Prior Year Findings

<table>
<thead>
<tr>
<th>Prior Year Findings and Recommendations</th>
<th>Current Year States</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-001 – Year-End Closing Procedure</td>
<td>Cleared</td>
</tr>
<tr>
<td>Material Weakness in Internal Controls over Financial Reporting</td>
<td>See 2017-001</td>
</tr>
<tr>
<td>2016-002 – Preparations, Review, and Approval of Bank Reconciliations</td>
<td></td>
</tr>
<tr>
<td>Significant Uncertainty in Internal Controls over financial reporting</td>
<td>X</td>
</tr>
<tr>
<td>2016-003 – Documentation to Support Transactions</td>
<td>Recommendation to Improve Financial Management</td>
</tr>
</tbody>
</table>

Annual Financial Report
Section 10.554(1)(ii), Florida Statutes, requires us to apply appropriate procedures and communicate the results of our determination as to whether the annual financial report for the Board for the fiscal year ended September 30, 2017, filed with the Florida Department of Financial Services pursuant to Section 219.52(1)(a), Florida Statutes as in agreement with the annual financial audit report for the fiscal year ended September 30, 2017. In connection with our audit, we were unable to determine that these two issues were in agreement because the Board is not registered with the Florida Department of Economic Opportunity. Until such registration is complete, the Board cannot file an annual financial report with the Florida Department of Financial Services.

Current Year Recommendation to Improve Financial Management

- 2017-002 – Acquisitions and Disposals of Capital Assets
  - Certain assets not recorded accurately based on underlying documentation
  - Removal of an asset did not occur in a timely manner
  - Verify that balances within the capital assets register properly reconcile to the general ledger on an ongoing basis

- Conference call held between CLA, management, and external accountant on 9/13/18 to discuss above issue and proposed resolution
Primary Role

Industry Liaison
Mfg Recruitment, Recruitment Referrals, School Connections, Curriculum Input

Recruitment into Industry
Youth (Middle & High School)
Adults (18+), Veterans, Voc. Rehab.

Youth & Adult Pre-Apprenticeship
AmSkills Teaches Foundational Skills, Explore Manufacturing Tracks & Mfg. Tours

AmSkills Coordinates Job Placements
Semi-Skilled & Apprentices Hired by Manufacturers

AmSkills, Technical/State College or University Apprenticeship Program

Apprentice Works @ Manufacturer
@ Attends Related Training

Related Training by
AmSkills, Technical School, College or University

Technical School Candidates
SunTech (Hernando)
Pinellas Tech College (Pinellas)
Marchman Tech College (Pasco)

AmSkills
Apprentice Program Management & Coaching, Related Hands-On Training, Develops Apprenticeship Programs for Mfr’s

College/University Candidates
St Petersburg College
Pasco Hernando State College
University of South Florida

AmSkills Provides Apprenticeship Program Management, Industry Liaison, Apprentice Coaching for All Apprentices & Mfg Liaison

AmSkills Supporting Role

• Industry Liaison - Middle & High Schools, Technical Schools, Colleges & Universities
• Develop Industry Specific Project Based Curriculum
• Industry Certification Training Provider
  • Employed Worker Skills Training*
  • Industry Specific Training Not Provided by Others*

*NOTE: If local Technical School, College or University does not provide the specific training/educational program required by Industry, AmSkills may provide it or work with those organizations to establish.
## Grants/Appropriations for ICTC Governing Board

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Name of Grant</th>
<th>Amount Requested</th>
<th>Purpose</th>
<th>ICTC or 501c3</th>
<th>Status</th>
<th>Projected Success Rating</th>
<th>Amount Awarded</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of St. Petersburg</td>
<td>My Brothers My Sisters Keeper Grant</td>
<td>$25,000</td>
<td>Mobile Workshop to Increase Recruitment Efforts</td>
<td>ICTC</td>
<td>Awarded</td>
<td>100%</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>FL Department of Education</td>
<td>Apprenticeship Recruitment</td>
<td>$400,000</td>
<td>Recruitment, Tracking &amp; Grant Writing</td>
<td>ICTC</td>
<td>Awarded</td>
<td>100%</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>Florida Dept. of Economic Opportunity</td>
<td>Florida Job Growth Grant Fund Workforce Training Grant</td>
<td>$850,000</td>
<td>Support ICTC Budget for FY19 &amp; FY20</td>
<td>ICTC</td>
<td>Pending</td>
<td>50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,275,000</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Grants/Appropriations for ICTC Governing Board**

Total amount requested: $1,369,299
Amount awarded: $119,299
Amount received: $69,299

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## Grants/Donations by AmSkills Foundation, inc. (501c3 Non-Profit)

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Name of Grant</th>
<th>Amount Requested</th>
<th>Purpose</th>
<th>ICTC or 501c3</th>
<th>Status</th>
<th>Projected Success Rating</th>
<th>Amount Awarded</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. James Gills</td>
<td>n/a</td>
<td>$34,500</td>
<td>Equipment &amp; Van</td>
<td>501c3</td>
<td>Awarded</td>
<td>100%</td>
<td>$34,500</td>
<td>$34,500</td>
</tr>
<tr>
<td>Duke Energy</td>
<td>Community Grant</td>
<td>$9,999</td>
<td>Notheast High School Youth Program</td>
<td>501c3</td>
<td>Awarded</td>
<td>100%</td>
<td>$9,999</td>
<td>$9,999</td>
</tr>
<tr>
<td>Gene HAAS Foundation</td>
<td>Scholarships &amp; NIMS Credentialing</td>
<td>$10,000</td>
<td>NIMS Testing &amp; Scholarships</td>
<td>501c3</td>
<td>Awarded</td>
<td>100%</td>
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<td>Creative Metal Arts Program &amp; Mobile Workshop</td>
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<td>Community Foundation of Tampa Bay</td>
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<td></td>
<td></td>
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**Grants/Donations by AmSkills Foundation, inc. (501c3 Non-Profit)**

Total amount requested: $119,299
Amount awarded: $64,299
Amount received: $64,299

---

**Combined # Applications / Amounts =**

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<th>$1,369,299</th>
<th>$119,299</th>
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Revised: Oct 22, 2018
### ICTC Governing Board FY18/19 Budget - DRAFT

#### Total ICTC Governing Board Budget Summary

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<td>19,291</td>
<td>21,274</td>
<td>30,242</td>
<td>27,894</td>
<td>17,419</td>
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<td>19,774</td>
<td>32,514</td>
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#### Per County Budget Summary

##### Pasco County Summary

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<td><strong>Total Expenses</strong></td>
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<td><strong>NET (Income - Expenses)</strong></td>
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##### Pinellas County Summary

<table>
<thead>
<tr>
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<th>Total Expenses</th>
<th>NET (Income - Expenses)</th>
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<tr>
<td><strong>Total Income</strong></td>
<td>$149,871</td>
<td></td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$148,786</td>
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<tr>
<td><strong>NET (Income - Expenses)</strong></td>
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##### Hernando County Summary

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<thead>
<tr>
<th></th>
<th>Total Income</th>
<th>Total Expenses</th>
<th>NET (Income - Expenses)</th>
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</thead>
<tbody>
<tr>
<td><strong>Total Income</strong></td>
<td>$149,871</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$148,786</td>
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<tr>
<td><strong>NET (Income - Expenses)</strong></td>
<td>$1,075</td>
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</table>
## ITC Support Services Expenses (Pass Through To All Counties)

### Personnel

**Executive Director, Admin. Asst., HR/Finance, Curriculum**

<table>
<thead>
<tr>
<th>Total ITC Support Services Personnel</th>
<th>Total ITC Support Services Personnel Costs</th>
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### Professional Services

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<td>13%</td>
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<td>13%</td>
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### Information Management (IT/Marketing/Fundraising/Admin)

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<tr>
<td>Van &amp; Mobile Workshop</td>
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<td>17,419</td>
<td>31,914</td>
<td>24,414</td>
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<td>% of Ttl Income</td>
<td>30%</td>
<td>30%</td>
<td>30%</td>
<td>30%</td>
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### Total ITC Support Services Pass Through Costs Per County

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</thead>
<tbody>
<tr>
<td>9,825</td>
<td>6,430</td>
<td>7,091</td>
<td>10,081</td>
<td>9,298</td>
<td>5,806</td>
<td>10,638</td>
<td>8,138</td>
<td>6,591</td>
<td>10,838</td>
<td>10,134</td>
<td>8,745</td>
<td>102,717</td>
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## HERNANDO INCOME

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<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total</th>
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<tbody>
<tr>
<td>Income</td>
<td>11,637</td>
<td>19,258</td>
<td>15,547</td>
<td>11,874</td>
<td>17,247</td>
<td>15,499</td>
<td>11,955</td>
<td>15,699</td>
<td>18,547</td>
<td>4,736</td>
<td>5,528</td>
<td>149,871</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Note:** Includes $104,736 FY17.18 Carryover.

### Program Revenue

- **Pre-Apprenticeship - Adult (PA):**
  - Fall Session: Assumes 2 PA, $2,092
  - Spring Session: Assumes 2 PA, $2,092
  - Summer Session: Assumes 2 PA, $2,092

- **Adult Placement Fee - Fall:** Assumes 1 Placement, $1,500
- **Adult Placement Fee - Spring:** Assumes 1 Placement, $1,500

### Donations

- **Secured Donations:**
  - AmSkills Foundation: $0
  - Pasco/Hernando Career Source Mobil Workshop Sponsor: $2,600

### Other Income

- **Office Space Rentals:** $0

**Total HERNANDO INCOME:** $149,871

### Hernando County ICTC Passthrough Costs from Above (1/3rd)

<table>
<thead>
<tr>
<th>Month</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Cost</td>
<td>8,925</td>
<td>6,430</td>
<td>7,091</td>
<td>10,081</td>
<td>9,298</td>
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<td>6,591</td>
<td>10,838</td>
<td>10,134</td>
<td>8,745</td>
<td>102,717</td>
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</table>

**Note:** Includes $21,120 Depreciation.

## AmSkills FY18/19 Budget Draft - Hernando

### Program Revenue

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<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Income</td>
<td>11,637</td>
<td>19,258</td>
<td>15,547</td>
<td>11,874</td>
<td>17,247</td>
<td>15,499</td>
<td>11,955</td>
<td>15,699</td>
<td>18,547</td>
<td>4,736</td>
<td>5,528</td>
<td>149,871</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Note:** Includes $104,736 FY17.18 Carryover.

### AmSkills Foundation

- **Research/Mini Career Source Metal Wtchp Sponsor:** $2,000
- **HAI Foundation:** $2,400

### Other Income

- **Office Space Rentals:** $0

**Total HERNANDO INCOME:** $149,871

### Hernando County ICTC Support Services

<table>
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<tr>
<th>Month</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Cost</td>
<td>6,025</td>
<td>8,430</td>
<td>7,091</td>
<td>10,081</td>
<td>9,298</td>
<td>5,806</td>
<td>10,638</td>
<td>8,138</td>
<td>6,591</td>
<td>10,838</td>
<td>10,134</td>
<td>8,745</td>
<td>102,717</td>
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**Note:** Includes $21,120 Depreciation.

### Office Supplies

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<tr>
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<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
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**Total Hernando Operating Supplies:** $400

### Temporary Facility Shutdown

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<th>January</th>
<th>February</th>
<th>March</th>
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<tbody>
<tr>
<td>Cost</td>
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<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
<td>150</td>
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<td>1,800</td>
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</table>

**Total Hernando Sub-Contracted Labor:** $1,800

### Advertising & Promotion

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<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>150</td>
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<td>150</td>
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**Total Hernando Marketing:** $600

---

Prepared by Trevor Charlton Tam Mudano

10/26/18 2:21 PM
<table>
<thead>
<tr>
<th>Month</th>
<th>Starting Balance</th>
<th>Total Income</th>
<th>Total Expenses</th>
<th>NET Income (Expenses)</th>
</tr>
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<tbody>
<tr>
<td>Oct-18</td>
<td>30,741</td>
<td>34,114</td>
<td>28,919</td>
<td>35,714</td>
</tr>
<tr>
<td>Nov-18</td>
<td>35,714</td>
<td>33,103</td>
<td>28,919</td>
<td>35,714</td>
</tr>
<tr>
<td>Dec-18</td>
<td>33,103</td>
<td>23,338</td>
<td>28,919</td>
<td>35,714</td>
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<tr>
<td>Jan-19</td>
<td>23,338</td>
<td>36,795</td>
<td>28,919</td>
<td>35,714</td>
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<tr>
<td>Feb-19</td>
<td>36,795</td>
<td>32,022</td>
<td>28,919</td>
<td>35,714</td>
</tr>
<tr>
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<td>32,022</td>
<td>35,669</td>
<td>28,919</td>
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<tr>
<td>May-19</td>
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<td>Jun-19</td>
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<td>23,342</td>
<td>28,919</td>
<td>35,714</td>
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<tr>
<td>Jul-19</td>
<td>23,342</td>
<td>394,573</td>
<td>28,919</td>
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</tr>
<tr>
<td>Aug-19</td>
<td>394,573</td>
<td>100%</td>
<td>28,919</td>
<td>35,714</td>
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**PASCO INCOME**

**Government Funding**

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</thead>
<tbody>
<tr>
<td>Total</td>
<td>9,976</td>
<td>15,382</td>
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<td>8,443</td>
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<td>5,691</td>
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<td>13,479</td>
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**Pasco County Expenses**

|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|

**Total PASCO INCOME**

<table>
<thead>
<tr>
<th>Month</th>
<th>Total PASCO INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-18</td>
<td>30,741</td>
</tr>
<tr>
<td>Nov-18</td>
<td>34,114</td>
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<tr>
<td>Dec-18</td>
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<td>Jun-19</td>
<td>35,669</td>
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<td>Jul-19</td>
<td>41,714</td>
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<td>Aug-19</td>
<td>39,103</td>
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<td>Total</td>
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**Pasco County FY18/19 Budget Draft - Pasco**

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</thead>
<tbody>
<tr>
<td>Total</td>
<td>5,762</td>
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<td>10,090</td>
<td>7,360</td>
<td>7,360</td>
<td>12,950</td>
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<td>12,950</td>
<td>12,950</td>
<td>12,950</td>
<td>12,950</td>
<td>120,861</td>
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## AmSkills FY18/19 Budget Draft - Pinellas

### Starting Balance

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</thead>
<tbody>
<tr>
<td><strong>Total Income</strong></td>
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</tr>
<tr>
<td>Includes $34,189 FY17.18 Carryover</td>
<td>12,646</td>
<td>14,546</td>
<td>14,546</td>
<td>3,150</td>
<td>3,150</td>
<td>3,150</td>
<td>3,149</td>
<td>1,900</td>
<td>6,400</td>
<td>6,400</td>
<td>6,400</td>
<td>1,900</td>
<td>74,088</td>
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<tr>
<td><strong>Total Expenses</strong></td>
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<td></td>
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<tr>
<td>Includes $19,633 Depreciation</td>
<td>14,100</td>
<td>10,067</td>
<td>14,766</td>
<td>14,024</td>
<td>12,472</td>
<td>8,861</td>
<td>13,812</td>
<td>11,312</td>
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<td>14,012</td>
<td>14,078</td>
<td>11,920</td>
<td>149,312</td>
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<tr>
<td><strong>NET (Income - Expenses)</strong></td>
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<td>-220</td>
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<td>-9,322</td>
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### Total PINELLAS INCOME

#### Government Funding

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</thead>
<tbody>
<tr>
<td>Pinellas County</td>
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</tr>
<tr>
<td>FY17.18 Carryover</td>
<td>11,396</td>
<td>11,396</td>
<td>11,396</td>
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<td></td>
<td></td>
<td></td>
<td>34,189</td>
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<tr>
<td>State Funding FDOE</td>
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#### Program Revenue

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</thead>
<tbody>
<tr>
<td>Pre-Apprenticeship</td>
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<tr>
<td>Youth Placement Fee</td>
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<td>4,500</td>
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#### Donations

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</thead>
<tbody>
<tr>
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<td>1,250</td>
<td>1,250</td>
<td>1,250</td>
<td>1,250</td>
<td>9,999</td>
</tr>
<tr>
<td>Pinellas Commit: Found *10k Applied (not in budget)</td>
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### Total PINELLAS INCOME

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</tr>
</thead>
<tbody>
<tr>
<td><strong>Total PINELLAS INCOME</strong></td>
<td>12,646</td>
<td>14,546</td>
<td>14,546</td>
<td>3,150</td>
<td>3,150</td>
<td>3,150</td>
<td>3,149</td>
<td>1,900</td>
<td>6,400</td>
<td>6,400</td>
<td>6,400</td>
<td>1,900</td>
<td>74,088</td>
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</table>

### Pinellas County Expenses

#### ICTC Passthrough Costs from Above (1/3rd)

<table>
<thead>
<tr>
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</thead>
<tbody>
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<td>1,636</td>
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<td>19,633</td>
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<tr>
<td>Total Facilities Costs =</td>
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#### Operating Supplies

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<thead>
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#### Sub-Contracted Labor

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</tr>
</thead>
<tbody>
<tr>
<td>Temporary Relocates PTC-SP Equipment</td>
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<td>2,500</td>
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10/26/18
Proposed Board Mtg Date – Time: 1:00 – 3:00pm
Individual Member Update Mtg’s with Exec. Director – TBD
Sub-Committee Meetings to be scheduled