Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas Corrective Action Plan List of Attachments

Seeker Notification in Employ Florida DEO	Attachment #	Attachment Name	Attachment Owner		
1.1 Employer Notification in Employ Florida DEO 1.2 Financial Monitoring and Internal Control Questionnaire DEO 1.3 CSP Memo to Staff re: Program Changes LWDB 14 1.4 CareerSource Pinellas Service Provider Sub-award LWDB 14 Agreement One Stop Operator Services 1.5 DEO Administrative Policy 009 – On-the-Job Training DEO 1.6 DEO Administrative Policy 096 – Job Seeker Registration DEO 1.7 DEO Administrative Policy 098 – Employer Services DEO 1.8 DEO Administrative Policy 099 – Job Orders and Placements DEO 1.9 WIOA Performance Training Attendance Roster DEO 1.10 CSP BSU: Job Development Process LWDB 14 1.11 CSP BSU: Job Development Process for Non-3rd Party LWDB 14 1.12 CSP BSU: Obtained Employments and Direct Placements LWDB 14 1.13 CSP BSU: Staff Entered Job Orders 1.14 CSP Workflow – Updating Policy and Procedure LWDB 14 1.15 CareerSource Pinellas Internal Monitoring Schedule LWDB 14 1.16 CSP WIOA Standard Desk Guide, OJT Requirements LWDB 14 1.17 CSP BOB Semble Staff Re: OJT/PWE Changes 1.18 CSTB Policy for WIOA, WTP & Business Services On-the-Job Training Finding 3 1.1 CSTB Procedure for WIOA WTP & Business Services On-the-Job Training Finding 3 1.1 CSTB Procedure for WIOA WTP & Business Services On-the-Job Training Service & Incentive Policy LWDB 15 1.2 CSTB Procedure for WIOA Adult, Dislocated Worker, Youth & Welfare Transition Supportive Service and Incentive Policy 1.3 CSP WIOA/WTP Program –Statement of Need & Eligibility LWDB 14 1.4 CSP WIOA Support Services Attachment LWDB 14 1.5 CSP WIOA Support Services Desk Guide LWDB 14		Finding 1			
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	3.4	WIOA Support Services Desk Guide	LWDB 14		
3.5 WTP Support Services Desk Guide LWDB 14	3.5	WTP Support Services Desk Guide	LWDB 14		
3.6 Screen Shots of Cost Details in OSST and Employ Florida LWDB 14	3.6	Screen Shots of Cost Details in OSST and Employ Florida	LWDB 14		
Finding 4					
4.1 CareerSource Pinellas BOD Minutes 9/18/18 LWDB 14	4.1	CareerSource Pinellas BOD Minutes 9/18/18	LWDB 14		
Finding 5					
None.		None.			

Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas Corrective Action Plan List of Attachments

Finding 6				
6.1	Equal Opportunity Notice	LWDB 14		
6.2	Equal Opportunity on Intranet	LWDB 14		
6.3	Grievance Notice on Staff Portal	LWDB 14		
6.4	DEO 2018-2019 Financial Monitoring Tool	DEO		
6.5	CareerSource Tampa Bay Ethics Point Brochure	LWDB 15		
6.6	Email Dated 5/23/19 with EEO Page Link and Screenshot of Website	LWDB 15		
	Finding 7			
7.1	CSTB Organizational Structure	LWDB 15		
7.2	CSTB Internal Control Questionnaire	LWDB 15		
7.3	CSP Organizational Structure and Model Report from BOCC	LWDB 14		
7.4	CSP 2019 Inter-local Agreement	LWDB 14		
7.5	CP Org Structure	LWDB 14		
7.6	CSP Internal Control Questionnaire	LWDB 14		
7.7	CSP Exec Committee Mtg Approving Kaiser Group as OSO	LWDB 14		
7.8	CSP BOD Meeting Minutes Approving By-laws	LWDB 14		
	Finding 8			
8.1	Pinellas County News Release 9/7/18	LWDB 14		
8.2	Pinellas County News Release 5/9/19	LWDB 14		
8.3	Email Invitation to Serve on the CS Pinellas BOD	LWDB 14		
	Finding 9			
9.1	CareerSource Pinellas Bylaws	LWDB 14		
Finding 10				
10.1	CSP October 31, 2018 BOD Packet	LWDB 14		
10.2	2018-2019 Board Meeting Schedule (screen shot)	LWDB 14		
10.3	2018-2019 Schedule of Board & Committee Meetings	LWDB 14		
10.4	2017-2018 Board Meeting Schedule (screen shot with link)	LWDB 14		
10.5	DEO Memorandum, Requirement to Post LWDB Meeting	DEO		
	Minutes to Website, dated May 29, 2018			
Finding 11				
11.1	Administrative Policy 93: One-Stop Career Center Certification Requirements	DEO		
11.2	CSTB Board Member Manual 2018	LWDB 15		
11.3	CSP BOD Orientation Packet 7/18/18	LWDB 14		
Finding 12				
12.1	CSTB Executed Agreement, Kaiser Group/Dynamic Workforce Solutions – One-Stop Operator	LWDB 15		
12.2	Executed Agreement, Kaiser Group – One-Stop Operator	LWDB 14		
12.3	Administrative Policy 97: One-Stop Operator Procurement	DEO		
Finding 13				

Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas Corrective Action Plan List of Attachments

13.1	CareerSource Florida (CSF) State and Local Workforce	LWDB 14		
	Development Board Contracting Conflict of Interest Policy			
13.2	CSF Strategic Policy, State and Local Workforce	LWDB 14		
	Development Board Contracting Conflict of Interest Policy			
13.3	CSF Contract Information Form, Disclosure and Certification	LWDB 14		
	of Conflict of Interest in a Contract			
13.4	CSP 2017-2018 Related Party Contracts list	LWDB 14		
Finding 14				
14.1	CSTB Local Workforce Development Board Membership	LWDB 15		
14.2	CSP Board Composition 2018-2019			
14.3	DEO Email, WIOA – Local Board Composition and	LWDB 14		
	Certification			
14.4	CSP Application for Subsequent Designation	LWDB 14		
Finding 15				
	None.			
Finding 16				
16.1	DEO Monitoring Schedule	DEO		
16.2	Programmatic Monitoring Sample Methodology	DEO		
16.3	Programmatic Monitoring Tool Changes for PY 18	DEO		
Finding 17				
	None.			