

# **CareerSource Suncoast**

## **EXECUTIVE COMMITTEE MEETING**

Thursday, December 9, 2021 - 8:00 a.m. to 9:30 a.m.

### **In-Person Meeting**

**1112 Manatee Ave E  
Bradenton, FL 34208  
2<sup>nd</sup> Floor Conference Room**

### **Join Microsoft Teams Meeting**

**1 786-600-3104 Conference ID: 407 675 565#**

## **AGENDA**

### **Call to Order / Introductions – Eric Troyer, Partner, Kerkering Barberio**

#### **Action Items – Eric Troyer, Chair**

- Approval of October 14, 2021 Meeting Minutes – Eric Troyer, Board Chair
- Approval of Policies and Procedures – Robin Dawson, CFAO
  - Conflict of Interest #06-21:
  - WIOA Self-Sufficiency #07-21:
  - Travel Authorization and Reimbursements Policy #08-21
- Approval of Individual Training Account (ITA) Cap Increase – Anthony Gagliano, VP
- Approval of Budget Modification #1 PY 21-22 – Robin Dawson, CFAO
- Acceptance of Ted Ehrlichman Retirement/Resignation – Eric Troyer, Board Chair

#### **Committee Reports**

- Finance & Performance Committee Report – Walter Spikes, Jr., Coldwell Realty

#### **Executive Session – Executive Committee Members**

- Discussion on Incoming President/CEO

#### **Public Comments/Closing Remarks – Eric Troyer, Chair; Partner, Kerkering Barberio**

#### **Adjournment**

***The Next Executive Committee Meeting is January 13, 2022***

***Location: 1112 Manatee Avenue E  
Bradenton, FL 34208  
2<sup>nd</sup> Floor Conference Room***

\*Members shall disclose any voting conflict as required under Florida Statute 112.2143 and abstain from discussion or voting on any business that would inure to his or her special private gain or loss.

**CAREERSOURCE SUNCOAST  
EXECUTIVE COMMITTEE MEETING**

TEAMS Meeting  
Thursday, October 14, 2021

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
P	Christy Cardillo, CPA, Partner, Carr, Riggs & Ingram, LLC.
P	David Kraft, President, Vision Consulting Group
P	Rick Mosholder, Human Resource Director, Hoveround Corporation
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	Walter Spikes, Coldwell Banker Realty
P	Peter Hayes, President, Tandem Construction
	Staff Present, Ted Ehrlichman, Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Christina Witt, Tracey Barta

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:02 a.m.

**II. Action Items**

**Approval of September 9, 2021 Executive Committee Meeting minutes**

Mr. Troyer asked for a motion to approve the September 9, 2021 meeting minutes.

**Motion: Rick Mosholder**

**Second: Peter Hayes**

The motion to approve the minutes passed unanimously.

**Approval of Revised CareerSource Suncoast Policies**

Robin Dawson presented four policies that have been updated:

Revised Support Services Policy 01-21– An increase from \$1,000 to \$1,500 to accommodate the cost of living increases and the needs of our clients for support services while in training. Also, to abide by more stringent policies from the State in verifying transportation costs and monitoring expenses.

Revised Procurement Policy 02-21 – Changes were made to accommodate the changes in related party contract amount that require approval from DEO from \$25k down to \$10k. DEO notification only required for contracts below \$10k. Procurement thresholds were modified for small purchases over \$10,000 to \$25,000 require two quotes. Small purchases over \$25,000 to \$150,000 require three quotes and over \$150,000 requires public notice, formal request for proposal and Board approval.

Revised Gas Card and Bus Pass Policy 03-21– There is a change in the frequency and the monitoring of gas cards and bus passes and updated policy format. Inventory counts will be conducted quarterly due to the reduced usage of gas cards with clients.

Client Incentive/Stipend Payment Policy 04-21 – New policy. To allow for provisions of incentive and stipend payments per federal regulations to be issued to eligible youth and/or TANF clients when allowable.

Robin asked for a motion to approve the four revised policies.

**Motion: Walter Spikes**

**Second: Christy Cardillo**

The motion to approve the policies passed unanimously.

**III. Transition Discussion**

The Executive Committee had an informal interview with Josh Matlock. The committee was emailed a copy of Mr. Matlock's resume prior to the meeting.

Mr. Matlock discussed several areas that he will be focusing on, team leadership and focus of the organization. In discussions with other regions, he learned that there are significant high-level resignations across the state. CareerSource Suncoast has a strong cohesive leadership team with a high level of trust and clarity of focus on what's important. We will continue to develop the team internally for future continuity and building on the current success. There are two high level initiatives - first, creating a greater labor force participation by removing barriers; second, to focus on skills development and credential attainment for clients. To achieve this, we have to start earlier ages, for example, at the high school or junior high school level. The strategic plan we have in place will guide us in achieving this goal.

Employer focus is our guiding star, the employer is the primary focus, along with regional convening, storytelling, entrepreneurial mindset and continuous improvement. The storytelling is using our crosswalk, podcasts and our two conferences, State of Talent and State of Jobs. Both conferences have been successful and grow each year. We are also focusing on apprenticeship and entrepreneur programs to prepare our clients for future success.

Mr. Mosholder stated that CareerSource Suncoast has a great staff, and the key to that is staff development and encourages this effort that the leadership team has put in place.

Mr. Matlock responded that culture is important, and we are benchmarking results with current polling, staff retreats and committees that are comprised of staff, nominated by staff.

Ms. Cardillo appreciated the 'good conflict' statement, and stated that getting aligned with high school and middle school students is crucial.

Mr. Matlock responded that we are trying to get students into apprenticeships where they can grow with the employer and make a decent wage at a young age.

Mr. Troyer stated we have made significant changes in the past two years and have built a strong leadership team and staff.

Ms. Hillstrom questioned board composition and how can we elevate board membership, and advocate at the state level on changing board composition.

Mr. Matlock explained that board composition is defined by WIOA federal regulations. If we raise the amount of business participation, we will have to raise other categories to maintain the proper ratio required. When it comes up for re-authorization, we will participate in sharing comments. FWDA employs a lobbyist in Tallahassee who assists the regions and keeps us apprised of current legislative issues regarding workforce.

Mr. Hayes stated we are in a turbulent time and the key is to change with the environment. It would be helpful if we could concentrate less on paperwork and more on assisting clients.

Ms. Cardillo asked Mr. Matlock about his 5-10 year goals.

Mr. Matlock responded he will be leading a lasting legacy, and determining what the impact is, there are a lot of system changes that we will adhere to. His Strengthfinder assessment determined that strategic is a strongpoint, along with learning, both of which will help with finding new ways of looking at things and new insight.

Mr. Hayes asked about delegating prior duties to others.

Mr. Matlock replied that decisions and changes are discussed with the leadership team with open and honest discussions and decisions are made based on those discussions.

Mr. Troyer stated that Mr. Matlock is involved with other workforce boards in the state, being on the COO, and FWDA group.

Mr. Matlock reported that he has worked with other board groups on finding the subject experts for each program and helping teach the other regions CEO's and COO's best practices. We have had success with this in the TANF program and will continue with other programs as well, for example WIOA and SNAP.

There being no other questions for Mr. Matlock, Mr. Troyer stated there is not a meeting in November due to the holiday. The December meeting the committee will work on CEO evaluation process, compensation, and the formal recommendation to the full board in January. Mr. Ehrlichman will remain CEO through the January meeting, with the exact date to be determined.

**IV. Public Comment/Closing Remarks – Eric Troyer, Chair**

There were no public comments.

**V. Adjournment**

The next meeting is December 9, 2021. There being no further business, Chair Troyer adjourned the meeting at 9:04 a.m.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read "Ted Ehrlichman". The signature is written in a cursive style with a long horizontal line extending to the right.

Ted Ehrlichman  
President & CEO

**CAREERSOURCE SUNCOAST**  
**Policy and Procedures Approval**  
**Executive Committee Summary Report**  
**December 9, 2021**

**Background Information:**

CareerSource Florida Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain, or further specify federal or state legislation or policies developed by the Florida Department of Economic Opportunity. As CareerSource Florida (CSF) approves new Administrative and/or Strategic Policies, CareerSource Suncoast will review these policies to create or revise existing CSS policy and procedures for proper alignment. DEO requires local boards to present all local policies to the Board of Directors for review and approval. Outlined below are three (3) CSS Board Policies for your review and approval.

**Summary of Policy Changes:**

Conflict of Interest #06-21:

This Policy supersedes and replaces Policy #11-02: R3, Provision of Services to Close Relations of CareerSource Suncoast Employees, Sub Recipients and Board members dated 1/17/2019. The Policy is expanded and continues to keep CSS in alignment with the States Code of Ethics regulations.

WIOA Self-Sufficiency #07-21:

This Policy supersedes and replaces Policy #02-01 R8. As economic conditions continue to change and the cost of living continues to rise, CSS made the decision to review the current self-sufficiency wage rate established the Region for the WIOA Adult population.

Based on information gathered from MIT and United Way research on the Alice population (Asset Limited, Income Constrained Employed), CSS will align with the sustainability wage income threshold outlined in the United Way report to define the local criteria for “self-sufficiency.” The ALICE sustainability wage provides long term self-sufficiency and decreases the likelihood of a family falling back on the need for public assistance, providing long term economic stability. The following change to the Adult self-sufficiency income was made.

- CSS will base the regional self-sufficiency rate on the United Way ALICE report average sustainability wage rate of Manatee and Sarasota Counties for a working single adult, additional income based on the ALICE sustainability rate will be added as the household size increases for each additional family member. CSS will review and adjust the self-sufficiency rate when new ALICE reports are released from the United Way.

Travel Authorization and Reimbursements Policy #08-21

This policy supersedes and replaces Policy #01-05R15 dated 02/18/2021. The Policy was updated to reflect the changes outlined in the DEO Memo and FAQ received this year regarding the state travel policy. Updates to this Policy include:

- Maximum of \$175/night for hotel accommodations. These maximums apply to State and Board staff when using funds that flow through the state. Exceptions may occur if:
  - The \$175 rate was not available with three comparable quotes provided.
  - The rate is part of a negotiated group rate discount
- Provisions of Emergency Travel was included in the policy.
- Valet parking tip reduces from a maximum of \$2 to \$1.
- Portage fee amount reduced from a maximum of \$2 per bag to \$1 per bag.

**Requested Action:**

**A motion that the Executive Committee approve the, Conflict of Interest #06-21, WIOA Self-Sufficiency #07-21, and Travel Authorization and Reimbursements Policy #08-21**

Respectfully submitted,  
Robin Dawson, CFAO



**POLICY# 06-21**

<b>Policy:</b> Conflict of Interest	<b>Page</b> 1 of 3
<b>Program:</b> Wagner-Peyser (WP), Workforce Innovation and Opportunity Act (WIOA) Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF), Supplemental Nutritional and Assistance Program (SNAP), and Special Grant Funding	
<b>Section:</b> Operations	
<b>Date of Issuance:</b>	<b>Revision Date:</b> N/A
<b>Distribution:</b> CareerSource Suncoast Staff Members	

**Background**

Grantees, subrecipients and contractors funded under WIOA must adopt and abide by a conflict-of-interest policy that ensures compliance with state and federal laws. A key responsibility of CareerSource Suncoast (CSS) is to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of such funds.

**Purpose**

The purpose of this issuance is to establish guidelines for provision of services to persons who may have a close relationship to an employee, sub-recipient, or Board member, with the goal of avoiding unallowable preferential treatment in the delivery of workforce services. As well as ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds.

**Policy**

**Definitions**

**Conflict-of-interest:**

A situation when an individual or organization has a financial or other personal interest-and participates in the selection process-to award funds to an organization. There may be circumstances or actions that have the potential to undermine the impartiality of an individual because of a possible clash between the individual's own interests and their organizational role, or between competing organizational roles, when an individual serves in more than one organizational role. Conflicts of interest can be real/actual, apparent or organizational.

**Real/Actual conflict of interest:** A real conflict of interest exists when an individual in their official capacity participates in a decision-making process that has a direct effect on the financial interest of their personal or business interest or a member of their family.

**Apparent conflict of interest:** The appearance of a conflict of interest arises where an employee is assigned to participate in an official duty matter where an organization with which the employee has a covered relationship is or represents a party to that matter, or where the matter is likely to affect the interests of a household member, and there are circumstances that would cause a reasonable person with knowledge of the relevant facts to question the employee's impartiality in the official matter.

**Organizational conflict of interest:** An organizational conflict of interest can arise when actions are taken or may appear to be taken by any entity involved in more than one role, such that the

performance of that entity in one role affects its interest in its other role(s). Organizational conflicts must be mitigated with complete separation of duties, supervision, and restrictions on information access.

Close Relations:

- Relatives (spouse, child, stepchild, parents/stepparents, full/half/step siblings, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, grandparent, grandchildren, aunts, uncles, nieces, nephews and first cousins)
- Domestic partners or roommates
- Business partners
- Close personal friends.

**Program Services**

In the course of doing business, there may be occasions where close relations of employees, sub-recipients or Board members may wish to access workforce services in CareerSource Suncoast centers, or with sub-recipient providing youth services. If parties closely related to employees, sub-recipients or Board members wish to apply for services, they should be treated in the same courteous, professional manner that any applicant would be. However, special care must be taken to avoid preferential treatment or the appearance of preferential treatment. Keeping this in mind, the CareerSource Suncoast Employee Code of Conduct rules must be followed, which states:

- Employees are prohibited from using, or attempting to use, their positions with the Organization to obtain special privileges for themselves or others.
- Employees shall not use information, which is not available to the general public and obtained by reason of their employment, for personal benefit of themselves or others.
- Employees shall provide responsive service to all citizens equally.
- Employees shall disclose or report any actual or perceived conflicts of interest.
- Employees shall comply with all laws and regulations applicable to the organization and impartially apply them to everyone.

It is incumbent upon each employee, sub-recipient, and Board member to identify potential conflicts and avoid influencing the treatment of such cases, or the appearance of influencing such cases. This would include, but not be limited to things such as:

- Asking for enrollment preference
- Failing to apply program penalties for non-compliance
- Failure to follow proper procedures when processing training and support payments
- And/or any other departures from normal service delivery that could be perceived as preferential treatment to a close relation of an employee, sub-recipient, or Board member.

**Contracts**

CSS has adopted a code of conduct related to the ethical process of procurements and related party contracts of Board members. These rules are outlined in the *Ethical Consideration in Procurement* section of the CSS Purchasing and Procurement Policy #02-21.

**Notification of Conflict-of-Interest Requirements**

- Employee/sub-recipient/Board member shall self-disclose any close relations receiving services as soon as it becomes known to that person by contacting the CareerSource Suncoast Chief Talent Officer (CTO).
- Employee/sub-recipient/Board member, CTO and appropriate supervisors shall meet to discuss and determine what concerns need to be addressed.

- Employee/sub-recipient/Board member shall refrain from any direct delivery of service to that close relation, and should at no time try to influence, pressure or advocate with staff delivering services for preferential treatment of that close relation.
- Others who become aware of potential conflicts should advise the CTO, who shall take appropriate actions with parties involved.
- Failure to disclose such conflicts, or discovery of preferential treatment of close relations due to influence of an employee/sub-recipient/Board member, will result in disciplinary action up to and including termination, or in the case of Board member, removal.

**Attachments**

None

**Authority**

- Florida Commission on Ethics [Rules - Ethics \(state.fl.us\)](http://state.fl.us)
- Florida Administrative Code& Florida Administrative Register [34-13: GIFTS AND HONORARIA - Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking \(flrules.org\)](http://flrules.org)

**Supersession**

Supersedes and replaces Policy and Procedure #11-02: R3 Provision of Services to Close Relations of CareerSource Suncoast Employees, Sub-Recipients and Board Members dated 1/17/2019.

**Inquiries**

Any questions about this policy should be directed to the CEO, COO, CFAO and/or their designee.





**POLICY# 07-21**

<b>Policy:</b> Self-Sufficiency Definition	<b>Page</b> 1 of 2
<b>Program:</b> Workforce Innovation and Opportunity Act (WIOA), Special Grant Funding	
<b>Section:</b> Program Operations	
<b>Date of Issuance:</b>	<b>Revision Date:</b> N/A
<b>Distribution:</b> CareerSource Suncoast (CSS)Staff Members	

**Background**

Under WIOA sec. 134(c)(3)(A), training services may be made available to employed and unemployed adults and dislocated workers who, among other criteria, are:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services, and
- Are in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

The Workforce Innovation and Opportunity Act (WIOA) establishes a framework to assist unemployed adults and dislocated workers attain employment that provides a self-sufficient wage. WIOA recognizes that employed workers may also require help in order to obtain or retain jobs that lead to self-sufficiency. It allows the use of local formula funds to serve employed workers and encourages states to use their state-level funds to develop innovative incumbent worker programs.

Developing a self-sufficiency standard is an allowable statewide activity (per WIOA section 134(a)(3)(A)(xii)) and adjusting the self-sufficiency standard for local factors is an allowable local activity (per WIOA section 134(d)(1)(A)(x)).

**Purpose**

To provide guidance on local definitions for self-sufficiency for determining eligibility for services under the requirements of the Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker, Youth and Special Grants, and other non-WIOA funded grants.

**POLICY:**

**Definitions:**

**Dislocated Worker Self-Sufficiency:**

Dislocated workers are defined as individuals who have been terminated or laid off, have received notice of termination or layoff, or are employed by a facility that has made a general announcement of a pending plant closure, or were self-employed but are unemployed as a result of general economic conditions for a natural disaster or are displaced homemakers. Individuals can qualify if they have received notice of termination or layoff but remain temporarily on the job. The local definition of self-sufficiency for dislocated workers is re-employment that achieves 80% or more of the wage at dislocation.

**Adult Self-Sufficiency:**

CSS will align with the sustainability wage income threshold outlined in the United Way ALICE (Asset Limited, Income Constrained Employed) Florida Report ([ALICE Project – Florida \(unitedforalice.org\)](http://unitedforalice.org)) to define the local criteria for “self-sufficiency.”

The ALICE sustainability wage provides an income level that leads to long term self-sufficiency and decreases the likelihood of a family falling back on the need for public assistance. The ALICE sustainability wage estimates the costs of maintaining a viable household over time, providing long term economic stability.

CSS will base the regional self-sufficiency rate on the United Way ALICE report average sustainability wage rate of Manatee and Sarasota Counties for a working single adult, additional income based on the ALICE sustainability rate will be added as the household size increases for each additional family member.

CSS will review and adjust the self-sufficiency rate when new ALICE reports are released from the United Way.

**Attachments:**

- None

**Authority:**

- Workforce Innovation and Opportunity Act, Public Law (WIOA) Sections [134\(c\)\(3\)\(A\)](#); [134\(a\)\(3\)\(A\)\(xii\)](#) ; [134\(d\)\(1\)\(A\)\(x\)](#)

**Supersession:**

Supersedes and replaces Policy #02-01 R8 Local Definition for Self-Sufficiency under WIOA dated 07/01/16

**Inquiries:**

Any questions about this policy should be directed to the CEO, COO, CFAO and/or their designee.



**POLICY# 08-21**

<b>Policy:</b> Travel Authorizations and Reimbursements	<b>Page</b> 1 of 11
<b>Program:</b> Workforce Innovation and Opportunity Act (WIOA)	
<b>Section:</b> Finance/Operations	
<b>Date of Issuance:</b>	<b>Revision Date:</b>
<b>Distribution:</b> CareerSource Suncoast Staff Members	

**Background**

Florida Statutes outline the rules and regulations applicable to Board travel and reimbursement allowability. Florida Statute Section 112.061(3)(a) states: All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid.

Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established by Florida Statute s. 112.061 and shall follow all applicable federal and state requirements.

**Purpose**

The purpose of this policy is to establish guidelines and procedures for travel authorization and reimbursement for costs incurred by staff, board members, or others authorized persons.

**Policy**

Career Source Suncoast (CSS) will comply with requirements of Florida Statutes, and other applicable federal and state requirements as they apply to travel authorization and reimbursement for jointly managed state and board employees authorized to travel for Board business. On July 1, 2010, Florida Statute 445.007(10) made CSS subject to Florida Statute, Section 112.061. On July 8, 2010, the Executive Committee of the Board designated the President/Chief Executive Officer (CEO) and the Chief Operating Officer (COO) to authorize staff, sub-recipients, consultants, and Board Members to incur travel expenses.

All travel must be pre-approved by the previously noted designees in advance. Traveler will be limited to those reasonable and necessary expenses incurred by them in the performance of a public purpose authorized by the law to be performed by CSS. Per diem allowances and travel expenses may be reimbursed at the standard travel rates established by FS 112.061, in compliance with all federal and state requirements, as further outlined in this policy. The Board may make advances to cover anticipated costs of travel to travelers.

These rules and regulations do not apply to funds that do not flow through state agencies. Such as unrestricted or direct federal funding. The CEO has authority to exceed caps outlined within this policy at his discretion when unrestricted funding is used for travel expenses. Direct federal funding used will follow all federal rules and guidelines.

## **Definitions:**

Authorized person or authorized traveler: Board employee, jointly managed state employees, board member, or other persons traveling on Board business who are authorized to incur travel expenses in performance of Board duties. This expressly includes consultants and advisers, per Section 112.061(2)(e)2, F.S.

Class A Travel: Continuous travel of 24 hours or more away from Board headquarters. Overnight absence from Board headquarters must be reasonable and necessary to conduct Board business.

Class B Travel: Continuous travel of less than 24 hours which involves overnight absence from Board headquarters. The travel day for Class B begins at the same time as the travel period. Overnight absence from official headquarters must be reasonable and necessary to conduct Board business.

Class C Travel: Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

- NOTE: Per FS Section 112.061(15), Class "C" Travel does not allow for per diem meal reimbursements.

Complimentary/Gratuitous Transportation: Transportation which is provided free of charge by another RWB authorized traveler in a travel status. A traveler shall not be allowed either mileage or transportation expenses if gratuitously transported by another traveler who is entitled to mileage or transportation expense. The traveler should still show how and with whom he/she traveled when requesting reimbursement for other costs incurred during travel.

Conference/Convention: The coming together of persons with a common interest or interests for the purpose of deliberations, interchange of views, the removal of differences or disputes and discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops that are large formal group meetings programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems.

Headquarters: The headquarters of an authorized traveler assigned to an office shall be the city or town in which the office is located except that:

- For Board members, the headquarters is the primary address for the Board. {Source: Section 112.061(4), F.S.}
- When any Board employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be the Board headquarters and the employee shall not be allowed per diem or subsistence, as provided in this section, after the period of 30 continuous workdays has elapsed, unless this period is extended by the express approval of the board of directors or their designee. {Source: Section 112.061(4), F.S.}
- An authorized traveler may leave his/her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his/her regular duties shall be taken as PTO leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses more than the established rate for per diem allowable had the traveler remained at the assigned post. However, when a traveler has been temporarily assigned away from the Board headquarters for an approved period extending beyond 30 days, the traveler shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to their home in addition to pay and allowances otherwise provided. {Source: Section 112.061(4), F.S.}

## **MEALS AND PER DIEM:**

Reimbursements for meals are only allowable when in authorized Class A or Class B travel status and for those who are approved for reimbursement of those meals. Reimbursement of meals for Class C travel status is not allowed. {Source: Section 112.061, F.S and 445.007(10), F.S.}

Per Section 112.061(6)(b), F.S., the current approved meal allowance rates are as follows:

- **Breakfast - \$6.00** *when travel begins before 6 am and extends beyond 8 am*
- **Lunch - \$11.00** *when travel begins before 12 noon and extends beyond 2 pm*
- **Dinner - \$19.00** *when travel begins before 6 pm and extends beyond 8 pm*

Per Section 112.061(6)(c), F.S., when a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if it is included in a registration fee. {Source: Section 112.061(6)(c), F.S.}

In the case where a meal is provided by a hotel or airline to all guests, the traveler will be allowed to claim the meal allowance by law.

In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved by the board or its designee. If returning after or before work hours, the destination, and therefore the point when travel concludes, is the traveler's home. The same considerations apply for determining when travel begins.

Per diem may be used to calculate reimbursement due for days of travel which do not include hotel costs, for example, the final day of a trip. The allowable rate for per diem is currently \$80.00 (Eighty dollars), as provided for in Section 112.061(6)(a)1, F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes.

All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel.

Travelers may only switch from actual to per diem while on Class A travel on a midnight-to-midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 (Twenty dollars) for each quarter from the time of departure until the time of return. {Source: 69I-42.006, F.A.C.}

## **Transportation (Mileage Reimbursement, Rental Cars, Air Travel):**

According to Section 112.061(7)(a), Florida Statute, states: All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. Travelers are encouraged to use the most economical means of travel when feasible. The most economical mode of travel is determined by the following conditions:

- The nature of the business. {Source: Section 112.061(7), F.S.}
- The most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. {Source: Section 112.061(7), F.S.}

- The number of persons making the trip and the amount of equipment or material to be transported. {Source: Section 112.061(7), F.S.}
- Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles.

#### Use of Personal Vehicle:

When using a personal vehicle for business travel the following rules apply:

- Employees traveling to a common destination are required to consider and evaluate joint utilization of vehicles.
- If travel is complimentary, "COMP" should be entered in the map mileage column of the travel voucher. No reimbursement shall be made for gratuitous transportation. {Source: Section 112.067(7)(h) & Recommended Best Practice.}
- Use of personal vehicles must be approved in advance via the *Travel Authorization Request* form.
- The traveler is entitled to mileage allowance at a fixed rate of **44.5 cents per mile** when using a personal vehicle. The reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public business and reimbursement is made via mileage allowance. {Source: Section 112.061(7)(d), F.S.}
- Mileage claimed must be from point of origin to destination based on the official DOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S.} <http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>. The *Mileage Chart* for distances between CareerSource Suncoast (CSS) offices is published on the CareerSource Suncoast Intranet Website under Forms, and staff members are required to use these distances when claiming Class C travel.
- Vicinity mileage necessary to conduct Board business must be shown separately on the *Travel Reimbursement / Reconciliation Request* form.
- Local vicinity mileage claimed must include description with destination and purpose of trip.
- Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case, the mileage used to pick up other travelers can be claimed. {Source: 69I-42.008(4), F.A.C. & Recommendations Best Practice.}
- Vicinity mileage cannot be claimed while in a rental vehicle if the cost of that vehicle is reimbursed by the Board. Reimbursement shall be for the cost of mileage or the cost to rent the vehicle, whichever is more economical and authorized by the appropriate Board designee. {Source: Section 112.061, (7)(d)1, F.S.}
- An employee may claim mileage from his home to a work location outside his official headquarters if travel begins more than one hour before or one hour after the traveler's regular work hours and provided the miles claimed do not exceed the miles actually driven. {Source: 69I-42.008(4), F.A.C.}
- The Board is not responsible for reimbursing parking fines or fines for unlawful driving. {Source: 2 CFR 230, Appendix B, Paragraph 16 (OMB A-122)}

#### Rental Cars:

When using a personal vehicle for business travel the following rules apply:

- Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return.

- The cost of the vehicle should be reasonable and necessary for the number of travelers, the type of travel, and the distance to be traveled.

### Airline Travel:

Travelers are encouraged to use the most economical means of travel when feasible.

- Travel agency surcharges may be reimbursed if properly justified and a receipt is provided.
- The traveler must provide a passenger receipt to be reimbursed for his/her airfare. An itinerary is acceptable as a receipt for electronic tickets.
- Penalty for cancellation or exchange of a ticket may be paid by the Board, only if the cause for the cancellation is in the best interest of the Board, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family. Justification should be included with the request for reimbursement. {Source: 69I-42.007(5), F.A.C.}
- Transportation by chartered vehicles (including airplanes, buses, etc.) when traveling on Board business may be authorized when necessary or where it is to the advantage of the Board, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicles, as allowed under Section 112.061(7)(d), F.S. {Source: Section 112.061(7)(e), F.S.}.
- A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight. The owner or pilot of such aircraft is also entitled to transportation expense for the same flight. {Source: Section 112.061(7)(h)}

### Commercial Air Travel

Section 2 of the Code of Federal Regulation, Part 230, section 200.475(2)(e) states the following rules apply:

- Airfare costs in excess of the customary and standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would:
  - Require circuitous routing;
  - Require travel during unreasonable hours;
  - Excessively prolong travel;
  - Result in additional costs that would offset the transportation savings; or
  - Offer accommodations not reasonably adequate for the traveler's medical needs.

The non-profit organization must justify and document these conditions on a case-by-case basis for the use of first-class airfare to be allowable in such cases.

- Unless a pattern of avoidance is detected, the Federal Government will generally not question a non-profit organization's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the non-profit organization can demonstrate either of the following:
  - That such airfare was not available in the specific case; or
  - That it is the non-profit's organization's overall practice to make routine use of such airfare.

### Other than commercial carrier:

*Costs of travel by non-profit organization-owned, -leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of allowable commercial air travel is unallowable.*

## Lodging Expenses:

The Code of Federal Regulation, Part 230, section 200.475(b), Lodging and Subsistence states: Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as a result of the non-profit organization's written travel policy. In addition, if these costs are charged directly to the Federal award, documentation must justify that:

- Participation of the individual is necessary to the Federal award; and
- The costs are reasonable and consistent with non-Federal entity's established travel policy.
- The costs are a direct result of the individual's travel for the Federal award;
- Are only temporary during the travel period;
- Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the Federal awarding agency.

The following rules and documentation requirements apply:

- An itemized hotel receipt must be submitted to claim reimbursement (a credit card receipt is not sufficient). {Source: 69I-42.006, F.A.C.}
- All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be properly listed in the incidental column of the *Travel Reimbursement / Reconciliation Request* form. {
- Employees can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.}
- Overnight lodging may not be reimbursed if travel is within 50 miles of headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the President/CEO or COO justification to be attached to the Travel Authorization Form. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions. {Source: 69I-42.006(7)}
- In addition, each travel voucher or purchasing card charge that seeks payment for lodging associated with a meeting, conference, or convention organized or sponsored by an agency may not exceed the traveler's daily room rate of \$175. For clarification:
  - an agency is deemed to have sponsored a meeting, conference, or convention if they contributed money for the meeting, conference, or convention. Money provided for a traveler's registration fee or for an Agency's membership fee to the organization hosting the conference or convention is not deemed as sponsorship.
  - an agency is deemed to have organized a meeting, conference, or convention if they are involved in selecting the location or planning the activities to be conducted.
- To minimize the impact to employees, managers need to verify compliance with lodging rate restrictions before authorizing the employee to incur travel expenses.
  - An employee will be required to expend his or her own funds for any daily room rate including associated taxes that exceed the \$175 per day restriction. The traveler will be personally responsible for the repayment of any expenditures that exceed the approved \$175/night estimate of expenses. The traveler will be liable for any amount over the nightly threshold in addition to any additional taxes incurred due to the overage amount. This unauthorized amount will either be reduced from the traveler's travel reimbursement or be requested in the form of a check if no reimbursement is due the traveler.

The lodging restrictions do not apply to travel activities for conducting business external to the agency including but not limited to audit, investigation, litigation, examination or emergency response.



However, where daily room rate for these activities exceeds \$175 travelers are reminded that the most economical use is required in all situations. Travelers should be prepared to justify costs that appear excessive, pursuant to the Reference Guide for State Expenditures ([http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference Guide For State Expenditures.pdf](http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference%20Guide%20For%20State%20Expenditures.pdf))

Further clarification regarding monetary limits:

- The monetary limit is \$175/night base excluding any taxes or additional mandatory fees that are charges by the hotel.
- The room rate restrictions only apply to the base nightly rate for the room and do not include additional taxes or miscellaneous daily fees charged by the provider of the lodging.
- If the room is shared by two people and the rate is more than \$175 per night, then the cost is split between the two people and is allowable if the cost per person is \$175 or less.
- For jointly managed staff, LWDBs do not need to use DEO's travel form but must retain adequate documentation with the travel voucher file.

#### Exceeding the Maximum Cap:

Lodging expenses may not exceed the \$175/night rate, unless the traveler's rate is a negotiated group rate discount, or the traveler provided at least three comparable alternatives demonstrating that lodging at or under the required rate is not available. Documentation supporting justification of a nightly rate exceeding \$175/night must be maintained with the travel reimbursement.

#### **REIMBURSABLE INCIDENTAL EXPENSES:**

The below expenditure types are required to be accompanied with a receipt, unless otherwise noted. These expenses should be listed in the incidental column of the *Travel Reimbursement / Reconciliation Request* form.

- Taxi, or other means of rideshare program such as Lyft or Uber fares require a receipt.
- Storage or parking fees require a receipt. Tolls do not require a receipt. Such fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to the Board.
- Dry cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessary to complete the official business portion of the trip.
- Passport and visa fees required for official travel.
- Fees for the exchange of currency necessary for official travel.
- Baggage fees, when not included in the price of airfare. Fees for more than one bag must be justified.
- Communication expenses for business-related fax, telephone and internet use can be reimbursed with proper justification. Personal telephone calls made are not a reimbursable communication expense.
- Tips paid to taxi or rideshare programs drivers that do not exceed 15 percent of the fare are reimbursable and do not require a receipt.
- Actual amount of tip paid for mandatory valet parking is not to exceed \$1 per occasion is reimbursable and do not require a receipt.
- Actual portage paid shall not exceed \$1 per bag not to exceed \$5 per incident are reimbursable and do not require a receipt. Portage charges exceeding \$5 per incident will require additional justification.
  - a. *Note: The number of bags must be stated on the travel reimbursement request.*

- Hotel safe charges are **ONLY** reimbursable if the charges are mandatory by the hotel.
- Expenses related to lost keys or keys locked in a vehicle due to an individual's negligence are not reimbursable expenses.

### **CONFERENCE AND CONVENTION TRAVEL:**

Public funds shall not be expended for attendance at conferences or conventions **unless**:

- The main purpose of the conference or convention is in connection with the business of the Board and is directly related to the performance of statutory duties and responsibilities of the Board. {Source: Section 112.061(6)(a), F.S. & 69I-42.004(1), F.A.C.}
- The conference or convention will provide a direct educational or other benefit supporting the duties of the traveler. {Source: 69I-42.004(1), F.A.C.}
- The duties and responsibilities of the traveler seeking to attend such meeting are compatible with the objective of the conference or convention. {Source: 69I-42.004(1), F.A.C.}

The Board may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of their travel costs and reimburse the traveler. {Source: 69I-42.004(4), F.A.C.} The following rules and documentation are required for conference and convention travel:

- Travel to a conference or convention must be approved in advance by the board of directors or their designee. Benefits to the Board must be indicated on the *Travel Authorization Request* form. {Source: 69I-42.004(2), F.A.C.}
- The approved *Travel Authorization Request* form must be submitted with the *Travel Reimbursement / Reconciliation Request* form to receive payment. {Source: 69I-42.004(2), F.A.C.}
- A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the *Travel Reimbursement / Reconciliation Request* form when submitting for payment. {Source: 69I-42.004(3), F.A.C.}
- If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Travel Reimbursement / Reconciliation Request* form as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance. {Source: 69I-42.004(3), F.A.C.}
- Payment in advance of earlier than twenty workdays before the travel period should be accompanied by written justification, such as discounts for earlier payment or earlier payment required for reservation. {Source: 69I-42.004(4), F.A.C.}
- Copy of agenda for event denoting sessions attended must be attached to *Travel Reimbursement / Reconciliation Request* form.

Individuals attending conferences and conventions will share information obtained with colleagues upon return.

### **REIMBURSEMENT OF TRAVEL EXPENDITURES BY INDIVIDUALS WITH DISABILITIES:**

For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursement that apply. {Source: 69I-42.012, F.A.C.}

When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed by the Board to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. {Source: 69I-42.012, F.A.C.}

When a payment is requested pursuant to the Americans with Disabilities Act, which would not otherwise be authorized travel reimbursement, the vouchers must include a signed statement from the Board chair or his designee certifying that:

- An employee of the Board, an applicant for a position or other covered person has requested a “reasonable accommodation” pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity. {Source: 69I-42.012, F.A.C.}
- The Board has determined that the individual is a “qualified individual with a disability” as defined in the ADA. {Source: 69I-42.012, F.A.C.}
- The Board has determined that the payment is for a “reasonable accommodation” pursuant to the ADA, for that employee, applicant, or person. {Source: 69I-42.012, F.A.C.}
- The Board will maintain all records related to this request for seven years and make those records available for review to persons authorized to review such records. {Source: 69I-42.012, F.A.C.}

All vouchers related to providing a “reasonable accommodation” shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the Board pursuant to paragraph (C)(4) above. {Source: 69I-42.012, F.A.C.}

### **Emergency Situations:**

When an employee or authorized person away from his or her official headquarters on personal time is required to travel because of a business-related emergency situation, the following shall apply:

- The traveler may be reimbursed for travel expenses incurred by themselves in traveling from their actual point of origin to their point of destination, which may be their official headquarters.
- If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.
  - For example, an individual on personal time in California whose official headquarters is Tallahassee is required to travel back to Tallahassee because of an emergency situation. If due to personal circumstances the individual is required to travel back to California after the emergency situation has ended instead of remaining in Tallahassee, the individual may be reimbursed their travel expenses to return to California.
- If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.
- The traveler's reimbursement request of travel expenses claimed from an actual point of origin rather than their official headquarters shall contain an explanation of the emergency situation that necessitated their travel from such point.

- If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the agency. Requests for reimbursement must provide the circumstances of the emergency situation

### **Travel Approval Process:**

1. The President/CEO or COO will determine which staff members are authorized to travel, based on test of what is necessary and reasonable, and approval by their immediate supervisor.
2. A *Travel Authorization Request* form must be completed in **advance** and signed by the staff traveling, immediate Supervisor and either the President/ CEO or the COO for trips under Class A and Class B Travel. The request must include a copy of the program or agenda for the convention, training, conference, or meeting, and when applicable, itemized registration fees showing any meals or lodging included in such fees. **Failure to obtain authorization in advance will result in no reimbursement of costs.**
3. The President/CEO or COO will sign a *Blanket Annual Travel Authorization – Class C Travel* effective July 1st of each year identifying existing staff eligible for Class C Travel, and any new hires between these annual blanket authorization dates will be individually determined and approved.
4. All travel arrangements and registration for conferences and meetings, once authorized, will be made through the CSS Executive Assistant or Administrative staff unless other authorization is given.
5. If staff will be traveling the day before the meeting and spending the night, they will be expected to leave the office at a reasonable time to get to the destination by 5 p.m.
6. Unless something unexpected occurs or a staff has special permission to leave a training session or conference early, staff will be expected to stay until the end of the session.
7. For non-exempt staff, the time marked on time sheets should reflect the actual travel time and time involved at the workshop or meeting, if it lasts all day. In most cases, attendance at receptions or other events after conference sessions have ended is not mandatory and should not be marked as time worked. Exceptions must be approved in advance.
8. Any mileage claimed should reflect the most cost-effective distance. When traveling directly from home to a meeting or to an out-of-town conference, mileage should be claimed from your regular office unless mileage from home is less. Travel advances may be available for out-of-town business trips upon request.
9. Any advances for travel must be reconciled against the actual expenses incurred using the *Travel Reimbursement / Reconciliation Request* form. The form must be completed within **5 working days** of your return to the office. The form, receipts for expenses, and any monies owed to CSS must be returned to the CSS Chief Financial and Administrative Officer (CFAO) at that time. If your advance was less than your expenses, CSS will reimburse you based on the receipts and information on the form. If your advance is more than your expenses, you will reimburse CSS the difference in overpayment.

### **Submission and Payment of Travel Reimbursements:**

1. The original *Travel Reimbursement / Reconciliation Request* form with **ALL** receipts and backup documentation should be completed (even if the net amount due the traveler is zero) and submitted to staff's immediate Supervisor, who shall review and forward to accounting for processing. Note: The approved *Travel Authorization Request* form should be attached as part of the backup

2. Small receipts should be taped to a sheet of paper, not stapled.
3. Copies of all receipts paid with the purchasing card or corporate card must be attached.
4. The *Travel Reimbursement / Reconciliation Request* should be submitted within **5 working days** of the last day traveled.
5. A *Travel Reimbursement / Reconciliation Request* form that is only requesting reimbursement for day travel in region (local mileage within Sarasota and Manatee Counties) should be completed at least monthly.

**Attachments:**

None. The Travel Authorization Request form, Travel Reimbursement / Reconciliation Request form, and Mileage Chart are published on the CareerSource Suncoast Intranet Website under Forms.

**References:**

- Uniform Guidance, 2 CFR, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements; [CFR-2021-title2-vol1-part200.pdf \(govinfo.gov\)](https://www.govinfo.gov/procurement/cfr/201-200/)
- DEO Travel Policy FAQ's for Local Workforce Development Boards, [final-faq\\_updated\\_travel\\_policy\\_for\\_lwdbs\\_20210311-\(c\).pdf \(floridajobs.org\)](https://www.floridajobs.org/faq_updated_travel_policy_for_lwdbs_20210311-(c).pdf)
- **Section 112.061, Florida Statutes & Constitution** :[View Statutes : Online Sunshine \(state.fl.us\)](https://www.floridastatutes.com/section/112/061/)
- **Section 445.007, Florida Statutes & Constitution** :[View Statutes : Online Sunshine \(state.fl.us\)](https://www.floridastatutes.com/section/445/007/)
- Reference Guide for State expenditures  
<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>

**Supersession:**

Supersedes and Replaces Travel Authorization and Reimbursement Policy #01-05R15 dated 02/18/2021

**Inquiries:**

Any questions about this policy should be directed to the CEO, COO, CFAO and/or their designee.

**CAREERSOURCE SUNCOAST**  
**Individual Training Account Cap Increase**  
**Executive Committee Summary Report**  
**December 9th, 2021**

**Background Information:**

Individual Training Accounts (ITAs) are provided to program eligible clients to provide funding for educational/occupational skills training services for programs listed on the local Eligible Training Provider List (ETPL). These funds assist eligible clients with tuition, books, fees, and other training related expenses that lead to a recognized post-secondary credential that align with in-demand occupations in the local area. WIOA allows for local Boards to establish ITA funding limits based on their local area demands.

**Summary of ITA Cap Increase:**

CSS current ITA cap is a total maximum of \$10,000 per client and may not exceed \$5,000 during one program year. CSS conducted an evaluation of the current ETPL and how the ITA cap potentially impacts a clients funding of the programs.

The current ETPL has one hundred and sixty-five (165) approved programs. One hundred (100) of those are PELL eligible, while sixty-five (65) of those are short-term non-PELL eligible.

ALL Programs Average		Pell Eligible Programs		Short Term Non-Pell Eligible Programs	
Total Programs	165	Total Programs	100	Total Programs	65
Lowest Cost	\$ 1,500	Lowest Cost	\$ 1,715	Lowest Cost	\$ 1,500
Highest Cost	\$ 72,965	Highest Cost	\$ 72,965	Highest Cost	\$ 18,995
Average Cost	\$ 7,606	Average Cost	\$ 8,661	Average Cost	\$ 5,982
Cost Range	# Programs in Range	Cost Range	# Programs in Range	Cost Range	# Programs in Range
\$1K - \$5K	81	\$1K - \$5K	45	\$1K - \$5K	36
\$5K - \$10K	61	\$5K - \$10K	41	\$5K - \$10K	20
\$10k +	23	\$10k +	14	\$10k +	9

The Pell Eligible Programs are mainly one or two-year programs. For the one-year programs, they may fall within one program year and potentially exceed the \$5k annual cap. Waivers can be requested to exceed the annual cap on a case-by-case basis.

The Non-Pell eligible programs are short-term programs that are less than a year in length. Twenty-nine (29) of the non-PELL programs are over the \$5k per program year cap, which potentially impacts the client's ability to fund the program. Clients enrolled in non-PELL eligible programs rely heavily on community-based scholarships, GI bills (if eligible), WIOA funding or student loans for funding.

For Reference, other Local Boards ITA cap examples are:

- CareerSource Tampa Bay: \$15k Total/No annual cap
- CareerSource Broward: \$12k Total per program
- CareerSource Miami-Dade: \$10k Total/No Annual cap

CSS met with the ITA Ad Hoc Committee on November 23, 2021, and discussed the information provided. Based on the costs, the duration of the programs on the ETPL and the ability to allow CSS clients the maximum flexibility with increased access to training services, CSS is making the following recommendation and requested action to the Board.

**Requested Action:**

**A motion that the Executive Committee approve the Individual Training Account cap be increased to a total maximum of \$15,000 per client and remove the program year cap limitation.**

Respectfully submitted,  
 Robin Dawson, CFAO

**CareerSource Suncoast**  
**Summary of Funds Available - All Programs Mod #1**  
**Program Year 2021-2022**  
**July 1, 2021 - June 30, 2022**

Funding Streams	Original Funding Avail PY 21-22	Increase or Decrease in Funding	Adjusted Funding Avail PY 21-22	Less Reserve for PY 22-23	Mod #1 Funding Budgeted For PY 21-22	Notes
Temporary Assistance for Needy Families (TANF) expires 6/30/22	\$1,336,764	\$138,427	\$1,475,191	\$0	\$1,475,191	Additional funds received
WIOA-Adult & Dislocated Worker expires 6/30/2023	\$1,797,722	\$133,582	\$1,931,304	\$408,182	\$1,523,122	True up with NFA issued &, addtl DW True up with est carry-over funds, addtl performance incentive & rapid response funds received
WIOA-Adult & Dislocated Worker Carry Fwd expires 6/30/2022	\$905,075	\$216,837	\$1,121,912	\$0	\$1,121,912	
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$2,702,797</b>	<b>\$350,419</b>	<b>\$3,053,216</b>	<b>\$408,182</b>	<b>\$2,645,034</b>	
WIOA-Youth expires 6/30/2023	\$840,533	\$5,221	\$845,754	\$226,000	\$619,754	True up with NFA issued
WIOA-Youth Carry Fwd expires 6/30/2022	\$539,991	\$56,149	\$596,140	\$0	\$596,140	True up with est carry-over funds
<b>Total WIOA Youth</b>	<b>\$1,380,524</b>	<b>\$61,370</b>	<b>\$1,441,894</b>	<b>\$226,000</b>	<b>\$1,215,894</b>	
Apprenticeship Navigator expires 12/31/21	\$41,181	\$267	\$41,448	\$0	\$41,448	True up with est carry-over funds
National Emergency Dislocated Worker Opioid-Orig-expires 3/31/2022	\$186,127	(\$23,978)	\$162,149	\$0	\$162,149	True up with est carry-over funds & \$20k deob
National Emergency Dislocated Worker COVID-19-expires 3/31/2022	\$480,349	(\$22,053)	\$458,296	\$0	\$458,296	True up with est carry-over funds
National Emergency Dislocated Worker Opioid-3 Fostering Recovery-expires 8/31/2024	\$660,826	\$864	\$661,690	\$414,120	\$247,570	True up with est carry-over funds
Wagner Peyser (WP) expires 9/30/2022	\$744,870	(\$176,845)	\$568,025	\$0	\$568,025	True up with NFA issued
Wagner Peyser (WP) Carry Fwd expires 9/30/2021	\$231,645	(\$30,721)	\$200,924	\$0	\$200,924	True up with est carry-over funds
<b>Total Wagner Peyser</b>	<b>\$976,515</b>	<b>(\$207,566)</b>	<b>\$768,949</b>	<b>\$0</b>	<b>\$768,949</b>	
Veteran's Programs (DVOP & LVER) estimate-expires 6/30/2022	\$111,672	\$0	\$111,672	\$0	\$111,672	
Reemployment Svcs & Eligibility Assess (RESEA) estimate-expires 6/30/2022	\$250,656	\$0	\$250,656	\$0	\$250,656	
Supplemental Nutrition Assist Prog Employment & Training (SNAP) estimate-expires 6/30/2022	\$122,748	\$0	\$122,748	\$0	\$122,748	
Trade Adjustment Assistance (TAA) Carry Fwd estimate-expires 6/30/2022	\$38,500	\$0	\$38,500	\$0	\$38,500	
<b>Totals</b>	<b>\$8,288,659</b>	<b>\$297,750</b>	<b>\$8,586,409</b>	<b>\$1,048,302</b>	<b>\$7,538,107</b>	Orig Funding Budgeted \$7,386,718

Funding Increase Allocated Budget Mod #1  
Funding Increase Allocated Reserves for PY 22-23

\$151,389  
\$146,361  
\$297,750

Reserve prior to this increase was \$901,941

CareerSource Suncoast  
 Budget Mod #1  
 Program Year 2021-2022

	Original Funding Budgeted PY 21-22	Increase or (Decrease)	Mod #1 Funding Budgeted PY 21-22	Notes
Funding Available Less Reserves	\$7,386,718	\$151,389	\$7,538,107	Increase in funding see Summary of Funds Available for details
<b>Personnel Costs:</b>				
Salaries & Fringe Benefits	\$4,403,041	\$65,000	\$4,468,041	Addtl FTE for Rapid Response Coordinator
Staff Training & Education	60,000	\$2,000	\$62,000	Addtl staff development
<b>Total Personnel Costs</b>	<b>\$4,463,041</b>	<b>\$67,000</b>	<b>\$4,530,041</b>	
<b>Facility Costs</b>	<b>\$980,358</b>	<b>\$16,000</b>	<b>\$996,358</b>	Facility costs running higher than anticipated
<b>Office Furniture &amp; Equipment</b>	<b>\$40,000</b>	<b>\$11,389</b>	<b>\$51,389</b>	Addtl staffing needs
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
Accounting	\$27,500		\$27,500	
Audit & Monitoring	58,960		\$58,960	
Consultants & Legal	45,000		\$45,000	
General Insurance	50,470	6,000	\$56,470	Increase in cost when issued in July
Office Supplies & Expense	50,000	5,000	\$55,000	Addtl costs for new program
Travel & Meetings	50,000		\$50,000	
<b>Total Operating Costs</b>	<b>\$281,930</b>	<b>\$11,000</b>	<b>\$292,930</b>	
<b>Program Services:</b>				
Client Training & Support	\$1,340,389		\$1,340,389	Small bus rapid response outreach & study in region \$33k & virtual reality career exploration yth \$13k
Employer & Client Services	171,000	46,000	\$217,000	
Outreach	110,000		\$110,000	
<b>Total Program Services</b>	<b>\$1,621,389</b>	<b>\$46,000</b>	<b>\$1,667,389</b>	
<b>Totals</b>	<b>\$7,386,718</b>	<b>\$151,389</b>	<b>\$7,538,107</b>	





Eric Troyer  
*Chairman*

Rick Mosholder  
*Vice Chair*

Walter Spikes, Jr.  
*Treasurer*

Ted Ehrlichman  
*President & CEO*

December 2, 2021

Eric Troyer, Board Chair  
CareerSource Suncoast

Subject: Retirement

Hello Eric and CareerSource Suncoast Board, please accept this formal notification of my decision to retire as of Friday February 4<sup>th</sup>, 2022, which will mark my last day as President & CEO of the organization.

That was easy. Well---maybe not. Thank you for steadfastly working through a very significant transition not just for me, but for the CareerSource team. This Board's due diligence and focus on what's best for the organization and community will pay dividends over the next few years, each of which promises to be turbulent with many unexpected, and very fast, changeups.

Regardless of any official role, I will continue to advocate for this team and its mission and vision, particularly promoting 'prosperity for all'. Thank you for your voluntary service, guidance, and friendship.

Regards,

A handwritten signature in black ink, appearing to read "Ted Ehrlichman", written in a cursive style.

Ted Ehrlichman  
President/CEO

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Executive Committee Meeting Summary Report**  
**December 9, 2021**

The Finance & Performance Committee met on November 30, 2021.

**Review of Budget to Expenditure Report as of 9-30-2021:**

A copy of the report is included in the meeting materials. This report covers the period July 1, 2021 – September 30, 2021 for PY 21-22. Overall burn rate at this point is 24%.

State and federal expenditure requirements reported as of 9-30-2021:

- Admin expenditure rate – 8.25%; maximum allowed 10%
- No longer using an indirect rate CSS has selected the Cost Allocation Method for indirect cost recovery which allows full recovery each month of indirect costs vs apply a percentage rate for recovering costs.
- Individual training accounts (ITA) – 23.7% minimum requirement 30%
- Youth paid internships – 23.7% minimum requirement 20%
- Youth out of school expenditures – 99.8% minimum requirement 75%

**Review of Summary of Non-Federal Funds as of 9-30-2021:**

Balance of funds \$609,764.

**Budget Modification #1 for PY 21-22:**

A copy of the Summary of Funds Available – All Programs Mod #1 and Budget Mod #1 reports are included in the meeting materials. Below is a summary of the requested change:

Original Funding Available PY 21-22	\$8,288,659
Increase in Funding- True Up Adjustments and New Funds	<u>\$ 297,750</u>
Adjusted Funding Available PY 21-22	\$8,586,409
Less Modified Reserve for PY 22-22	<u>\$1,048,302</u>
Funding Budgeted - Mod #1 PY 21-22	\$7,538,107

Original Funding Budgeted \$7,386,718. Increase in funding of \$297,750 is allocating \$151,389 to Budget Mod #1, along with \$146,361 to Reserves for PY 22-23. Reserves prior to this increase were \$901,941.

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Executive Committee Meeting Summary Report**  
**December 9, 2021**

**Update on Performance:**

CareerSource Suncoast earned \$11,128 in Continuous Performance Improvement funds this month from CareerSource Florida. The funds came for achieving our goal related to Employment First Quarter after Exit, one of three metrics for the initiative. CareerSource Suncoast has previously received \$77,896 in funding from this initiative so far with the final quarter of data for the Employment First Quarter after Exit metric available in February.

**Update on Program Monitoring:**

CareerSource Suncoast received its draft monitoring report from its independent audit firm Taylor, Hall, Miller & Parker on Nov. 16<sup>th</sup>. The report showed decreased findings in five program areas while special projects and re-employment assistance had zero findings for a second straight year. There were a total of 23 findings among the 245 files reviewed. The final report will be presented to the committee upon its completion at a future meeting.

**Update on Annual CPA Audit:**

James Moore & Company, CPAs have completed the on-site field work for our annual independent audit for program year ending 6-30-2021 and will begin working on completing our IRS 990 Form. Updates received - the audit is going smoothly and we will have a draft audit report to share with Board during the January meetings.

Respectfully Submitted,  
Walter Spikes, CSS Treasurer

CareerSource Suncoast  
 Expenditure To Budget Report - Summary  
 Program Year July 1, 2021 thru June 30, 2022  
 As Of 9/30/2021

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	UNRESTRICTED EXPENSES YTD	NOTES
<b>PERSONNEL COSTS</b>						
SALARIESFRINGE BENEFITS	\$4,403,041	\$1,050,496	\$3,352,545	24%	\$1,821	
STAFF TRAINING & EDU	\$60,000	\$21,901	\$38,099	37%	\$0	
<b>TOTAL PERSONNEL COSTS</b>	<b>\$4,463,041</b>	<b>\$1,072,397</b>	<b>\$3,390,644</b>	<b>24%</b>	<b>\$1,821</b>	
<b>FACILITY COSTS</b>	<b>\$980,358</b>	<b>\$311,981</b>	<b>\$668,377</b>	<b>32%</b>	<b>\$112</b>	
<b>OFFICE FURNITURE &amp; EQUIP</b>	<b>\$40,000</b>	<b>\$5,071</b>	<b>\$34,929</b>	<b>13%</b>	<b>\$0</b>	
<b>OPERATING COSTS:</b>						
ACCOUNTING	\$27,500	\$9,688	\$17,812	35%	\$1,842	
AUDIT/MONITORING	\$58,960	\$5,208	\$53,752	9%		THMP & James Moore Contract balances \$47,317
CONSULTANTS/LEGAL	\$45,000	\$5,833	\$39,167	13%		OS Operator contract balance \$29,167
GENERAL INSURANCE	\$50,470	\$55,996	(\$5,526)	111%		Policies begin July 1 - adj will be made with Budget Mod to increase line item
OFFICE EXP & SUPP	\$50,000	\$10,696	\$39,304	21%	\$3,482	
TRAVEL & MEETINGS	\$50,000	\$16,482	\$33,518	33%	\$580	
<b>TOTAL OPERATING COSTS</b>	<b>\$281,930</b>	<b>\$103,903</b>	<b>\$178,027</b>	<b>37%</b>	<b>\$5,905</b>	
<b>PROGRAM SERVICES:</b>						
CLIENT TRAINING/SUPPORT	\$1,340,389	\$188,466	\$1,151,923	14%	\$4,144	Trng Exp- \$181,696, Supp Exp - \$6,770 / Oblig Trng - \$330,412
CLIENT & EMPLOYER SERVICES	\$171,000	\$59,990	\$111,010	35%		
OUTREACH	\$110,000	\$10,526	\$99,474	10%		Contract balances \$69,849
<b>TOTAL PROGRAM SERVICES</b>	<b>\$1,621,389</b>	<b>\$258,982</b>	<b>\$1,362,407</b>	<b>16%</b>	<b>\$4,144</b>	
<b>TOTALS</b>	<b>\$7,386,718</b>	<b>\$1,752,335</b>	<b>\$5,634,383</b>	<b>24%</b>	<b>\$11,982</b>	<b>Rates below as of 09/30/21:</b> 8.25 % Max 10% Admin Cost Allocation Method Plan for Indirect Costs- No rate ITA 23.73% Min Req 30% Paid Internships Exp 23.72% Min Req 20% Yth Out of Sch Exp 99.80% Min Req 75%.
Expected burn rate as of 9/30/21				25%		
					<b>\$609,764</b>	<b>Unrestricted Fund Balance as of 9/30/2021 (MM &amp; CD \$336,605 included in total balance)</b>

CareerSource Suncoast  
 Summary of Non-Federal Funds  
 as of 9/30/2021

	Business Support - 707	Tobacco Free - 719	Consolidated Workforce ED - 720	Consolidated Background Checks - 722	Ticket to Work - 724	MC Job Readiness - 726	GCCF COVID Res - 727	Wells Fargo Covid Supp - 730	SCF GEER - 731	Manatee Cty Retraining - 734	Manatee Cty UC Verf - 736	UW N S'ta Initiative - 737
<b>Wells Fargo Unrestricted Funds</b>												
Fund Balance as of 7/1/2021	\$28,252	\$31,138	\$60,613	\$18,800	\$79,412	\$20,000	\$485	\$3,926	\$0	(\$14,902)	\$3,844	\$0
Revenue												
Current Year	\$15,476	\$0	\$8,188	\$1,905	\$17,295 *	\$0	\$0	\$0 *	\$0	(\$1,958)	\$0	\$12,500
Bank Interest Income	\$0	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$15,476	\$167	\$8,188	\$1,905	\$17,295	\$0	\$0	\$0	\$0	(\$1,958)	\$0	\$12,500
Expenditures - Current Year	\$4,105	\$1,010	\$0	\$0	\$0 *	\$0	\$0	\$852 *	\$112	\$2,101	\$76	\$3,724
Increase/(Decrease) in Cash - Current Year	\$11,372	(\$843)	\$8,188	\$1,905	\$17,295	\$0	\$0	(\$852)	(\$112)	(\$4,059)	(\$76)	\$8,776
<b>Wells Fargo Cash Balance as of 9/30/2021</b>	<b>\$39,623</b>	<b>\$30,294</b>	<b>\$68,801</b>	<b>\$20,705</b>	<b>\$96,707</b>	<b>\$20,000</b>	<b>\$485</b>	<b>\$3,074</b>	<b>(\$112)</b>	<b>(\$18,961)</b>	<b>\$3,767</b>	<b>\$8,776</b>

\* total prog rev 47,500  
 \* offset prog exp-adt (27,500)  
 20,000

\* total prog rev 21,000  
 \* offset prog exp-adt (21,000)  
 0

<b>SunTrust Bank - MM Unrestricted Funds</b>	SWB Misc - 901
Fund Balance as of 7/1/2021	\$162,725
Revenue	
Current Year	\$0
Bank Interest Income	\$4
	\$4
Expenditures-Current year	\$0
Increase/(Decrease) in Cash - Current Year	\$4
<b>SunTrust Cash Balance as of 09/30/2021</b>	<b>\$162,729</b>

<b>Bank of the Ozarks - CD Unrestricted Funds</b>	SWB Misc - 901
CD Fund Balance as of 7/1/2021	\$173,748
Revenue	
Current Year	\$0
Bank Interest Income	\$129
	\$129
<b>Bank of the Ozarks CD Balance as of 09/30/2021</b>	<b>\$173,876</b>

**Total Unrestricted Funds as of 9/30/2021 \$609,764**

\$336,605  
 cash bal