



CareerSource Suncoast

ANNUAL BOARD MEETING

Thursday, September 23, 2021 - 8:00 a.m. to 9:30 a.m.

TEAMS Meeting

[1 786-600-3104](tel:17866003104) [Conf ID 276090169#](https://teams.microsoft.com/join/276090169)

AGENDA

Call to Order / Introductions – Eric Troyer, Chair; Kerkering Barberio & Company

- Roll Call – Tracey Barta

Action Items – Eric Troyer, Chair

- Approval of June 24, 2021 Board Meeting Minutes
- Approval of Additions to the ETPL List – James Disbro
- Committee Recommendations on 2021-2022 Officer Nominations – Christy Cardillo, Carr Riggs & Ingram

Committee Reports –

- Finance & Performance Committee Report – Walter Spikes, Jr, Coldwell Banker Realty
- Executive Committee Report – Eric Troyer, Chair, Kerkering Barberio & Company

An update from the President/CEO – Ted Ehrlichman

Staff Reports –

- **Robin Dawson**
 - Board Governance Training
- **Kathy Bouchard**
- **Anthony Gagliano**
- **Josh Matlock**
 - Ad-hoc Committees
 - One Stop Operator Report PY 20-21 – James Disbro, CSS

Public Comments/Closing Remarks – Eric Troyer, Chair; Kerkering Barberio Adjournment

Next Board Meeting is January 22, 2022

*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.



ACTION ITEMS

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Thursday June 24, 2021

8:00 A.M.

Call to Order

Eric Troyer, Chair, called the meeting to order at 8:03 a.m., roll call was performed.

Action Items – Eric Troyer, Chair, Partner, Kerkering Barberio & Co.

Approval of May 27, 2021 Board Meeting Minutes

Eric Troyer, Chair, asked for a motion to approve the May 27, 2021 meeting minutes.

Motion: Lisa Eding

Second: Rick Mosholder

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of Schedule of Operations

Chair Troyer reported that Department of Economic Opportunity requires we bring our schedule of operations before the Board for approval each year. Lisa Eding asked if Juneteenth, which is now a federal holiday, how does it affect the holiday schedule? After discussion it was decided that the presented Schedule of Operations would be approved as is and staff would look at options of either adding the holiday Juneteenth or a possible floating holiday option. A proposal will be brought before the Board at a later date regarding the additional holiday.

A motion was made for the Board to approve the Schedule of Operations with the caveat that if there are changes it will be brought back before the Board.

Motion: Lisa Eding

Second: Luis Font

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of 2021-2022 Budget

Robin Dawson presented the 2021-2022 budget for approval. The budget presented includes funding available of \$8,288,659 million, which reflects a 5.4% increase from the previous budget approval. Of the \$8.2 million funding available \$902,000 will go into reserve for PY 22-23, leaving a funded budget of \$7.4 million, a 4.7% increase from previous budget approval. The complete budget package is included in the meeting materials for reference.

The budget is in compliance with federal and state regulations:

- Administrative costs are projected below the 10% maximum allowed
- Adult & Dislocated Worker formula funds budgeted will exceed the minimum 30% sliding scale for Individual Training Account (ITA)/Scholarships requirement.
- Youth budget is projected to exceed the 75% minimum out of school youth activities requirement
- The 20% youth out of school paid work experience has been projected to exceed this requirement

Ted Ehrlichman mentioned that we have received approximately \$1.4 million from grants outside our typical formula funding. This includes national emergency grants for COVID and two opioid grants, an apprenticeship navigator, and fees for service.

A motion was made for the Board to approve the 2021-2022 budget as presented.

Motion: Jim Bos

Second: Lisa Eding

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of 2021-2022 Local Targeted Occupations List (LTOL)

James Disbro presented the annual local targeted occupation list, which is derived from the Regional Demand Occupation List distributed by DEO. We received this list in May and started the process of contacting local partners and education facilities about what they might want to add to the list. DEO added 25 new occupations, plus another 22 were added from local businesses and industry stakeholders. A total of 132 occupations are now represented on the list.

A motion was made for the Board to approve the 2021-2022 Local Targeted Occupation List.

Motion: David Kraft **Second:** Ashley Brown

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of 2021-2022 Eligible Training Provider List (ETPL)

James Disbro presented the ETPL list of all programs that are eligible for scholarship dollars. This list is updated each year based on the LDOL and programs submitted by educational training providers. This year we had 19 training providers, 17 were continuing partners and two were new providers. There are 154 programs offered on the current list.

A motion was made for the Board to approve the 2021-2022 Eligible Training Provider List (ETPL).

Motion: Rick Mosholder **Second:** Roscelyn Guenther

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval to Negotiate with One-Stop Operator

Robin Dawson informed the Board that the one stop operator services contract must go out for a competitive bid every four years, per WIOA. An RFP was issued on March 15, 2021, with only one respondent, the RFP was re-issued on April 16, 2021 and another organization responded. Both proposals were responsive, reviewed and rated by the Executive Committee at the June 10, 2021 meeting.

The contract is for one year with the possibility of three additional years. The ranking was as follows based on a possible 600 points:

Education & Management Services, FL received 566 points
Hightower Workforce Initiative received 512 points.

A motion was made for the Board to approve negotiations with Education & Management Services FL for the one stop operator services beginning July 1, 2021.

Motion: Luis Font **Second:** David Kraft

Eric Troyer, Chair, called for a vote; the motion passed unanimously.

Approval of Related Party Contracts

Robin Dawson presented eleven separate contracts to be approved. They are as follows.

1. That the Board approve staff and client training expenditure of up to \$150,000 for Manatee Technical College for PY 2021-2022.

Motion: Lisa Eding

Second: David Kraft

Abstain: Christy Cardillo

Eric Troyer, Chair, called for a vote; the motion passed.

2. That the Board approve staff and client training expenditure of up to \$175,000 for State College of Florida for PY 2021-2022.

Motion: Walter Spikes, Jr. **Second:** Luis Font **Abstain:** George Barthalow

Eric Troyer, Chair, called for a vote; the motion passed.

3. That the Board approve staff and client training expenditure of up to \$150,000 for Suncoast Technical College for PY 2021-2022.

Motion: David Kraft **Second:** Lisa Eding **Abstain:** Jim Bos

Eric Troyer, Chair, called for a vote; the motion passed.

4. That the Board approve the client training expenditure of up to \$20,000 for Plumbers & Pipefitters Local 123 PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Luis Font
William Holland

Eric Troyer, Chair, called for a vote; the motion passed.

5. That the Board approve \$20,000, for Workforce Services contract with the Bradenton Area Economic Development Corporation for PY 2021-2022.

Motion: David Kraft **Second:** Lisa Eding **Abstain:** Sharon Hillstrom
Jacki Dezelski
Tim Novak

Eric Troyer, Chair, called for a vote; the motion passed.

6. That the Board approve expenditures not to exceed \$30,000, for client training, outreach, dues and meetings with the Bradenton Area Economic Development Corporation during PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Sharon Hillstrom
Jacki Dezelski
Tim Novak

Eric Troyer, Chair, called for a vote; the motion passed.

7. That the Board approve \$20,000 for Local College Access Network contract with the Manatee Chamber of Commerce for PY 2021-2022.

Motion: Lisa Eding **Second:** Roscelyn Guenther **Abstain:** Christy Cardillo
Sharon Hillstrom
Jacki Dezelski

Eric Troyer, Chair, called for a vote; the motion passed.

8. That the Board approve expenditures not to exceed \$30,000, for client training, outreach, dues and meetings with Manatee Chamber of Commerce during PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Christy Cardillo
Sharon Hillstrom

Jacki Dezelski

Eric Troyer, Chair, called for a vote; the motion passed.

9. That the Board approve expenditures not to exceed \$30,000, for client training, outreach, dues, and meetings by the Greater Sarasota Chamber of Commerce for PY 2021-2022.

Motion: Jim Bos **Second:** David Kraft **Abstain:** Heather Kasten
Eric Troyer

Eric Troyer, Chair, called for a vote; the motion passed.

10. That the Board approve expenditures of up to \$20,000 to Women's Resource Center for client training services for PY 2021-2022.

Motion: Roscelyn Guenther **Second:** Lisa Eding **Abstain:** Ashley Brown

Eric Troyer, Chair, called for a vote; the motion passed.

11. That the Board approve expenditures of up to \$20,000 to LECOM for client training services for PY 2021-2022.

Motion: David Kraft **Second:** Heather Kasten **Abstain:** Tim Novak

Eric Troyer, Chair, called for a vote; the motion passed.

Chair Troyer announced the resignation of Jakobie Green, STAR student, from the Board. Ted Ehrlichman informed the board that Mr. Green has a full scholarship to a University in Pittsburg.

COMMITTEE REPORTS

Finance & Performance Committee Report – Walter Spikes, Jr. /Robin Dawson

Robin Dawson reported the Finance and Performance Committee was combined with the Executive Committee on June 10th. The committee reviewed the Budget to Expenditure Report as of March 31, 2021. At this point in the program year the overall burn rate was 67% with an expected rate of 75%. Administrative costs were 6.39%, well below the 10% threshold, indirect was 13.38%, with an approval rate of 13.57%, ITA was 25.76%, which is a little low but when checked as of 5/31/21 the rate has increased to 30.4%. Youth paid internships were 35.07% with a minimum of 20%, and out of school youth expenditures were 97.41% with a minimum of 75%. Summary of Other Funds and Non-Federal funds balance as of 3-31-2021 \$586,921.

Performance update as of 3-31-21 – Of the 18 Indicators of performance CSS had exceeded its goal for 8 of the measures by this date. For 6 of the measure CSS had met its goal by scoring between 90-100% of the goal. Four of the measures were not met at this point, but we have until 6/30/2021 to bring up the measure. We have earned more than \$22,000 in incentives for achieving metrics related to CSFL's Continuous Improvement Program. These incentive dollars are related to achieving the business penetration metric for the first two quarters of the program year. We have hit the 3rd quarter for this metric along with participant training metric but those numbers have not been finalized nor have funds been release to date.

STAFF REPORTS

Robin Dawson reminded the Board that the deadline for submission for Statement of Financial Interest - Form 1 to the Supervisor of Elections is due by July 1, 2021.

Kathy Bouchard reported that the health benefits enrollment is complete. Due to increased cost the staff was polled on different benefit offerings. We offered three different plans, one with no staff contribution, one with five dollar per pay period contribution and one with a twenty dollar per pay period contribution. We are still waiting for Blue Cross Blue Shield to renew their contract with Sarasota Memorial Hospital. If the contract is not renewed we may have to renegotiate our benefits. Ms. Bouchard also informed the board that front line staff will be given a salary adjustment for the work during COVID and to bring in line with starting salaries of new employees. The Ticket to Work program started over a year ago and we had ten tickets last year, this year we have 66 clients of which 26 have gained employment.

Anthony Gagliano reported that we had 320 applications for WIOA so far this program year with 104 new scholarships awarded. Other popular services were 60 temporary employment placements through the National Emergency Grant (NEG) related to COVID-19 as well as 60 employed individuals who received training through applications submitted by their employers to our business services team. Thirty-eight new entrepreneur clients started in our THRIVE program, and we had 13 clients in the sector strategies grant doing internships. CareerSource Suncoast has assisted over 2,615 clients in some type of job service activity. We have an [RFP on our website](#) for a videographer to help with the E-Rising and [State of Jobs](#) conferences, and we are still receiving feedback from our [State of Talent Conference](#). We are working with United Way on the ALICE population for short-term training and assisting with those same types of short-term certificates for Manatee County residents through a grant from the county's CARES Act funds. We've also garnered revenue from Manatee County to help verify unemployment for those seeking Emergency Rental Act dollars and to help with employment services for those specifically in the Samoset area under the Inclusive Manatee pilot project.

Josh Matlock reported the work our community is engaged in that includes mitigating the benefits cliff, Local College Access Networks, reemployments assistance for those soon to leave local jails, and campaign for grade level reading has never been more important in light of the latest EMSI report on the demographic drought impacting our national labor force. The report on the demographic drought shows labor shortage of six million in the next seven years due to three factors, 1. Baby boomers are retiring, 2. Low labor force participation, highlighted by 2.5 million women who have left the workforce, and 3. The lowest birth rate in U.S. history. We need 2.1 births per women to maintain population, in 1960 there was 3.7 births per women, in 2017 1.7 births per women and 2021 .4 births per women. The report will be emailed out to all board members today.

Ted Ehrlichman reported that we have a lot of data regarding the effects of the pandemic on workforce, but things are still very uncertain. We need to focus on the bigger picture of vision and prosperity for all. All of us own this mission.

PUBLIC COMMENTS:

Lisa Eding complimented the Board and staff for being very nimble during the crisis.

Next Meeting and Adjournment

Chair Troyer informed the Board that the next board meeting will be on August 26, 2021. The meeting adjourned at 9:25.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ted Ehrlichman", with a long horizontal flourish extending to the right.

Ted Ehrlichman
President, CEO

CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	George Barthalow, VR Area Supervisor, Vocational Rehabilitation
P	Commissioner George Kruse, Manatee County
P	Jim Bos, President, MBJ Group
P	Ashley Brown, President, Women's Resource Center
P	Christy Cardillo, CPA Tax Manager/Partner, Carr, Riggs & Ingram, LLC.
A	Terri Clark, Dean of Lifelong Learning, State College of Florida
A	Christine Clyne, HR Director, Life Star Living
P	Jackie Dezelski, President, Manatee Chamber of Commerce
A	Ron DiPillo, Executive Director, Sarasota County Schools
P	Lisa Eding, Human Resource Director, Vengroff Williams
P	Luis Font, LIUNA, Laborers International Union
A	Jakobie Green, STAR Student
P	Roscelyn Guenther, Boys & Girls Club of Sarasota County
A	Peter Hayes, President, Tandem Construction
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	William Zack Holland, Local 123 Plumbers and Pipefitters Union
A	Jamie Kahns, Marketing Manager, Bank of America
A	Heather Kasten, President, Sarasota Chamber of Commerce
P	David Kraft, Founder, Vision Consulting Group
P	Rick Mosholder, Director, Human Resources, Hoveround
P	Tim Novak, Dean, LECOM
P	Walter Spikes, Realtor, Coldwell Banker
P	Eric Troyer, CPA/Partner, Kerkering Barberio & Company
A	Doug Wagner, Deputy Superintendent, Manatee County School Board
P	Ken Waters, VP, Residential Services, Sarasota Housing Authority
A	Commissioner Christian Zeigler, Sarasota County
	Staff Present; Ted Ehrlichman, Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, James Disbro, Tracey Barta, Cody Soler, Karima Habity, Michael Meerman
	Other Attendees; Debbie DeLeon

26 Board Members (3 vacant positions) – 17 at this meeting.

CareerSource Suncoast Board Meeting – September 23, 2021

ACTION ITEM:

**APPROVAL OF ADDITIONS TO THE ELIGIBLE TRAINING PROVIDER LIST
FOR PROGRAM YEAR 2021-2022**

REQUESTED ACTION:

A motion to approve the recommendation to add seventeen (17) additional programs to the Eligible Training Provider List for Program Year (PY) 2021-2022

Background Information:

CareerSource Suncoast's Eligible Training Provider Lists (ETPL) and the related eligibility procedures ensure the accountability, quality and labor-market relevance of training services programs that receive funds through WIOA title I-B. The ETPL also allows a means for ensuring informed client choice for individuals eligible for training. In administering the eligible training provider process, CareerSource Suncoast (CSS) works to ensure that qualified providers, offering a wide variety of job-driven training programs, are available. The ETPL is publicly available online through our website as individuals explore training options. The ETPL process further enhances collaboration between CSS and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

Process:

As identified in CareerSource Florida's Administrative Policy Number 90, CSS develops the ETPL as follows:

- Uses the Local Targeted Occupations List (LTOL) as a starting point
- Solicits the input of Educational Training Providers to apply as a Training Provider and provide training program descriptions that train to the occupations identified on the LTOL
- Reviews submissions for appropriateness and accuracy
- Adds the eligible training providers and programs to the new annual ETPL by July 1 of each year

In addition to the above, CSS further develops our ETPL as follows:

- Allows Training Providers to apply and provide training program descriptions that train to the occupations identified on the LTOL from July 1 through August 31
- Reviews Training Providers submissions for appropriateness and accuracy and provides them to our LTOL & ETPL Review Committee for recommendation to the CSS Board of Directors for approval
- Adds the eligible Training Providers and programs to the updated annual ETPL

Summary:

CareerSource Suncoast offers two opportunities each Program Year (July - June) for eligible training providers and training programs additions/changes to the ETPL. This is the second opportunity of this 2021-2022 Program Year. There were seventeen (17) new programs submitted. They were reviewed for appropriateness and accuracy. All were responsive and are being presented as a recommendation for approval by our LTOL & ETPL Review Committee. Attached is the list of the new programs.

Result:

If approved, this updated PY 2021-22 ETPL has:

- Eighteen (18) continuing training providers with one hundred sixty-seven (167) total training program offerings

PY 2021-2022 Eligible Training Provider List
 Workforce Development Area 18 - Manatee and Sarasota Counties
 Effective July 1, 2021

Access Computer Training 1537 Dale Mabry Hwy, Suite 101 Lutz, FL 33548 (813) 326-2628 www.accesscomputertraining.com	Credential	SOC Code	CIP Code	Clock Hours	Tuition, Books & Fees Total (ITA)	Other Costs (Non-ITA)	Est. Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Security+ Certification Prep	Cert	151151	111006	42	\$ 2,545	\$ -	\$ 2,545	No Data	No Data	No Data	9/9/9
State College of Florida, (SCF) Manatee-Sarasota 5840 26th Street West Bradenton, FL 34207 (941) 752-5000 www.scf.edu	Credential	SOC Code	CIP Code	Credit / Clock Hours	Tuition, Books & Fees Total (ITA)	Other Costs (Non-ITA)	Est. Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
AWS Cloud Integration Specialist	Cert	151152	111002	96	\$ 7,500	\$ -	\$ 7,500	No Data	No Data	\$ 40.00	9/9/9
Azure Database Fundamentals	Cert	151142	111001	100	\$ 7,500	\$ -	\$ 7,500	No Data	No Data	\$ 40.00	9/9/9
CompTIA A+	Cert	151151	151202	40	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	No Data	9/9/9
CompTIA ITF+ Fundamentals	Cert	151152	111003	40	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	No Data	9/9/9
CompTIA Network +	Cert	151152	110501	36	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	\$ 20.00	9/9/9
CompTIA Security +	Cert	151152	111003	36	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	\$ 30.00	9/9/9
Cyber Security Specialist	Cert	151122	111001	440	\$ 7,500	\$ -	\$ 7,500	No Data	No Data	\$ 30.00	9/9/9
Ethical Hacking and Forensics	Cert	151122	111003	124	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	\$ 16.00	9/9/9
Front End Web Development	Cert	151199	110801	200	\$ 7,500	\$ -	\$ 7,500	No Data	No Data	\$ 20.00	9/9/9
Full Stack Web Development	Cert	151131	110201	640	\$ 14,900	\$ -	\$ 14,900	No Data	No Data	\$ 50.00	9/9/9
Microsoft Azure Cloud Fundamentals	Cert	151142	111001	150	\$ 7,500	\$ -	\$ 7,500	No Data	No Data	\$ 40.00	9/9/9
Microsoft Office (MSALL)	Cert	431011	520204	124	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	\$ 15.50	9/9/9
Microsoft Power Platform Fundamentals	Cert	151151	110103	250	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	\$ 25.00	9/9/9
Physical Therapy Assistant	AS	312021	510806	74	\$ 9,815	\$ 1,085	\$ 10,900	95%	80%	\$ 30.00	13/13/13
Python Data Specialist	Cert	151131	110802	250	\$ 3,500	\$ -	\$ 3,500	No Data	No Data	\$ 25.00	9/9/9
Suncoast Technical College (STC) 4748 Beneva Road Sarasota, FL 34233 (941) 924-1365 www.suncoast.edu	Credential	SOC Code	CIP Code	Clock Hours	Tuition, Books & Fees Total (ITA)	Other Costs (Non-ITA)	Est. Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Automotive Service Technology	Cert	493023	470604	1800	\$ 9,380	\$ -	\$ 9,380	100%	100%	\$ 18.39	9/10/9

Notes:

> ITA=WIOA Individual Training Account/CSS Scholarship
 >BSGL R=Reading, M=Math, L=Language

CareerSource Suncoast Board Meeting – September 23, 2021

ACTION ITEM:

APPROVAL OF 2021-2022 SLATE OF OFFICERS

REQUESTED ACTION:

Motion to approve recommendation of the following Slate of Officers for 2021-2022 and recommend this action be considered by the Board for approval.

SUMMARY:

The Nominating Committee met on August 25, 2021. Ad-hoc Nominating Committee: Christy Cardillo, Jim Bos, Tim Novak, Ms. Cardillo being the chair of the committee.

CareerSource Staff: Josh Matlock, Robin Dawson, and Tracey Barta

Ms. Cardillo named the current slate of officers as:

- Chairman – Eric Troyer, CPA, Partner, Kerkering Barberio
- Chair Elect - Rick Mosholder, Hoveround
- Treasurer – Walter Spikes, Coldwell Banker Realty

A discussion on the recommendation for the existing slate of officers for 2021-2022 remain in place was ensued. The three current officers have all agreed to stay on for a second term. All committee members felt the continuity is essential at this time and their expertise is important.

Nominations can be taken from the floor. If there are no nominations from the floor, a motion to approve the Nominating Committee's recommended Slate of Officers and Members-At-Large for PY 2021-2022. Upon Board approval, the new Slate of Officers will begin their roles September 2021.



COMMITTEE REPORTS

CAREERSOURCE SUNCOAST
Finance & Performance Committee
Board Meeting Summary Report
September 23, 2021

The Finance & Performance Committee met on August 31, 2021.

Review of Budget to Expenditure Report as of 6-30-2021:

A copy of the report is included in the meeting materials. This report covers the period July 1, 2020 – June 30, 2021 for PY 20-21. Overall burn rate at this point was 89% with funding expiring June 30th expended. Additional TANF funds received, based on our last budget modification, were extended to August 15, 2021 and expended. Other available funding that was unspent was carried in the Budget for PY 21-22. Lower than usual burn rate has been contributed to the COVID-19 pandemic causing employers and training vendors to continue offering limited services.

State and federal expenditure requirements reported as of 6-30-2021:

- Admin expenditure rate – 7.47%; maximum allowed 10%
- Indirect rate avg – 12.45%; approved rate 13.57%
- Individual training accounts (ITA) – 34.04% minimum requirement 30%
- Youth paid internships – 26.72% minimum requirement 20%
- Youth out of school expenditures – 99.54% minimum requirement 75%

Review of Summary of Non-Federal Funds as of 6-30-2021:

Balance of funds \$583,332.

Performance Update for PY 20-21:

A copy of the WIOA Federal/State Indicators of Performance Report is included in the meeting materials, along with a copy of the latest Continuous Improvement Plan Dashboard from CareerSource Florida. The WIOA Indicators of Performance Report does not finalize performance until the fall. DEO will then report directly to the Board in January-February timeline. The data lags for reporting. For PY 20-21 4th Quarter Performance has 18 indicators. Of these 18: 8 exceeded the goal, 4 met the goal, and 6 are short of hitting the 90% goal (most hitting – over 80%). Continuous Improvement Plan (CIP) Dashboard from CareerSource Florida has three metrics reported on their dashboard. Employment 1st Quarter After Exit is still waiting on data to come out for Qtr 2, 3, and 4. Number of Participants in Training 4th Qtr data is lagging, performance met for 3rd Qtr. Business Penetration as met all four quarters goals. Performance Incentives received to date \$77,896. CIP Dashboard will continue for PY 21-22, but no incentive award dollars will be allocated to the regions.

CAREERSOURCE SUNCOAST
Finance & Performance Committee
Board Meeting Summary Report
September 23, 2021

DEO – Quality Assurance Report for Programmatic and Financial Compliance Monitoring Review for PY 20-21:

DEO is combining programmatic and financial reviews in one monitoring report. On August 17, 2021 we received our report. The review period was from January 1, 2020 – December 31, 2020. Financial monitoring review continued another year with 0 findings. Programmatic monitoring consisted of 200 records reviewed with 21 findings, 7 more than last year. No findings resulted in disallowed costs. All findings were resolved or will be addressed satisfactorily. Our corrective action plan (CAP) was submitted to DEO September 15th. Once approval from DEO is received on the CAP we will share the report with Board.

Respectfully Submitted,

Walter Spikes, CSS Treasurer

CareerSource Suncoast
 Expenditure To Budget Report - Summary
 Program Year July 1, 2020 thru June 30, 2021
 As Of 6/30/2021

	MOD 2					
	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	UNRESTRICTED EXPENSES YTD	NOTES
PERSONNEL COSTS						
SALARIESFRINGE BENEFITS	\$4,072,305	\$3,918,134	\$154,171	96%	\$24,970	
STAFF TRAINING & EDU	\$71,000	\$69,840	\$1,160	98%	\$700	
TOTAL PERSONNEL COSTS	\$4,143,305	\$3,987,974	\$155,331	96%	\$25,670	
FACILITY COSTS	\$1,077,198	\$942,110	\$135,088	87%	\$734	
OFFICE FURNITURE & EQUIP	\$110,570	\$99,205	\$11,365	90%	\$8,438	Delays in equipment shipped - order cancelled
OPERATING COSTS:						
ACCOUNTING	\$30,000	\$23,692	\$6,308	79%	\$14,401	Under expended - shared costs with unrestricted funds
AUDIT/MONITORING	\$60,000	\$58,617	\$1,383	98%		
CONSULTANTS/LEGAL	\$33,250	\$25,679	\$7,571	77%		OS Operator Contract complete; minimal legal
GENERAL INSURANCE	\$49,000	\$48,636	\$364	99%		
OFFICE EXP & SUPP	\$55,000	\$29,670	\$25,330	54%	\$15,442	Staff working hybrid-virtual & in person - additional emphasis on electronic filing. Fewer clients in office - reduced costs due to COVID
TRAVEL & MEETINGS	\$50,000	\$17,473	\$32,527	35%	\$775	very minimal travel during PY due to COVID
TOTAL OPERATING COSTS	\$277,250	\$203,768	\$73,482	73%	\$30,618	
PROGRAM SERVICES:						
CLIENT TRAINING/SUPPORT	\$1,480,124	\$1,154,371	\$325,753	78%	\$56,050	actual: trng \$1,109,689.85, supp \$44,680.72
CLIENT & EMPLOYER SERVICES	\$292,970	\$209,655	\$83,315	72%	\$13,698	Events remained virtual
OUTREACH	\$110,000	\$98,042	\$11,958	89%	\$602	Outreach contracts fully expended EDC & LCAN
TOTAL PROGRAM SERVICES	\$1,883,094	\$1,462,068	\$421,026	78%	\$70,349	
TOTALS	\$7,491,417	\$6,695,124	\$796,293	89%	\$135,810	Rates below as of 06/30/21: Admin 7.47 % Max 10% Indirect Avg 12.45% - Approved Rate 13.57% ITA 34.04% Min Req 30% PY20 Paid Internships Exp 26.72% Min Req 20% PY20 Yth Out of Sch Exp 99.54% Min Req 75%.
					\$583,332	Unrestricted Fund Balance as of 6/30/2021 (MM & CD \$336,472 included in total balance)

DEO extended TANF funds til 8/15/21. Funds were fully expended by this date.
 Other funds unspent carryover into PY 21-22

CareerSource Suncoast

WIOA - Federal/State Indicators of Performance

PY 20-21

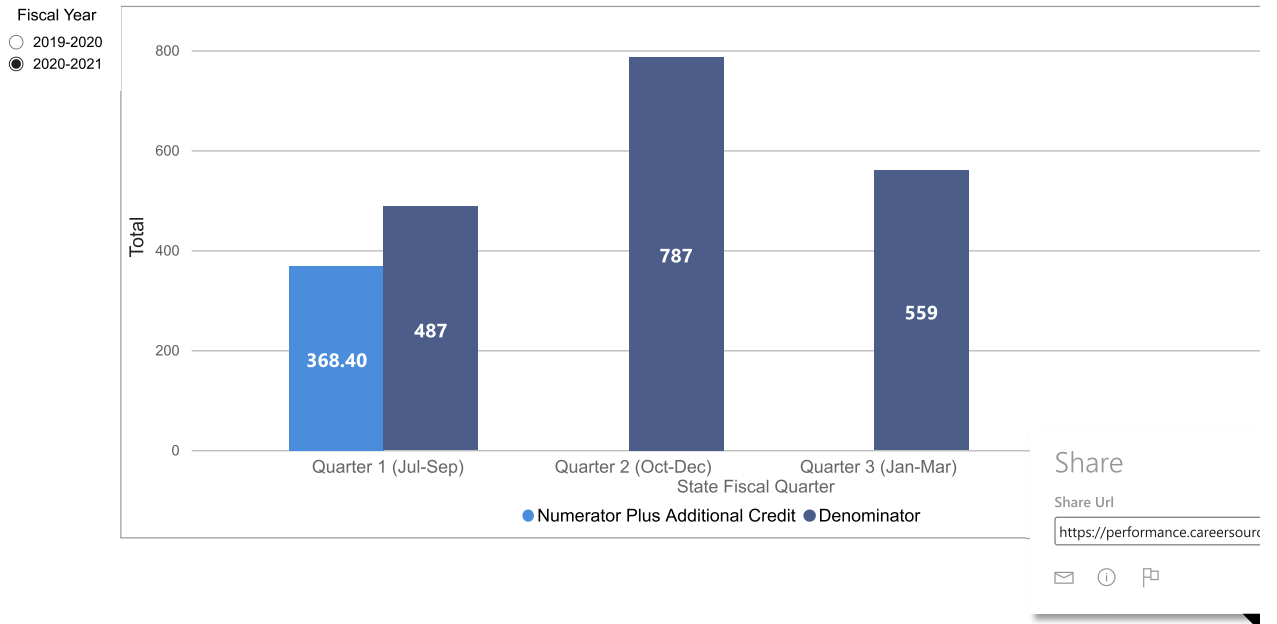
LWDB 18

Measures	PY2020-2021 1st Quarter Performance	PY2020-2021 % of Performance Goal Met For Q1	PY2020-2021 2nd Quarter Performance	PY2020-2021 % of Performance Goal Met For Q2	PY2020-2021 3rd Quarter Performance	PY2020-2021 % of Performance Goal Met For Q3	PY2020-2021 4th Quarter Performance	PY2020-2021 % of Performance Goal Met For Q4	PY2020-2021 Performance Goals
Adults:									
Employed 2nd Qtr After Exit	89.70	94.42	90.00	94.74	89.30	94.00	91.10	95.89	95.00
Median Wage 2nd Quarter After Exit	\$9,407	99.02	\$9,774	102.88	\$9,844	103.62	\$10,192	107.28	\$9,500
Employed 4th Qtr After Exit	90.90	95.68	89.10	93.79	86.80	91.37	83.30	87.68	95.00
Credential Attainment Rate	83.10	98.93	80.60	95.95	74.10	88.21	75.70	90.12	84.00
Measurable Skill Gains	65.50	119.09	59.40	108.00	53.20	96.73	70.60	128.36	55.00
Dislocated Workers:									
Employed 2nd Qtr After Exit	78.60	84.52	83.30	89.57	72.70	78.17	77.80	83.66	93.00
Median Wage 2nd Quarter After Exit	\$7,487	94.77	\$8,882	112.43	\$11,107	140.59	\$11,107	140.59	\$7,900
Employed 4th Qtr After Exit	80.00	90.91	66.70	75.80	64.30	73.07	75.00	85.23	88.00
Credential Attainment Rate	83.30	119.00	77.80	111.14	75.00	107.14	57.10	81.57	70.00
Measurable Skill Gains	28.00	58.82	43.60	91.60	54.30	114.08	77.80	163.45	47.60
Youth:									
Employed 2nd Qtr After Exit	94.10	108.16	91.90	105.63	90.90	104.48	92.60	106.44	87.00
Median Wage 2nd Quarter After Exit	\$5,113	86.66	\$4,550	77.12	\$4,095	69.41	\$4,174	70.75	\$5,900
Employed 4th Qtr After Exit	91.90	99.35	90.60	97.95	94.10	101.73	89.20	96.43	92.50
Credential Attainment Rate	73.10	95.56	78.90	103.14	82.60	107.97	85.00	111.11	76.50
Measurable Skill Gains	45.50	91.00	45.00	90.00	46.20	92.40	56.00	112.00	50.00
Wagner Peysler:									
Employed 2nd Qtr After Exit	65.70	90.00	69.10	94.66	66.90	91.64	64.30	88.08	73.00
Median Wage 2nd Quarter After Exit	\$5,525	102.31	\$5,814	107.67	\$5,783	107.09	\$5,935	109.91	\$5,400
Employed 4th Qtr After Exit	63.50	90.71	68.50	97.86	65.90	94.14	63.10	90.14	70.00

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

CareerSource Suncoast: Employment 1st Quarter After Exit – FY 2020-2021

Numerator Including Additional Credit Compared to Denominator, Quarterly



Have a question about the Continuous Improvement Performance Initiative? Contact Us

A proud partner of the AmericanJobCenter network

CareerSource Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

© CareerSource Performance 2021

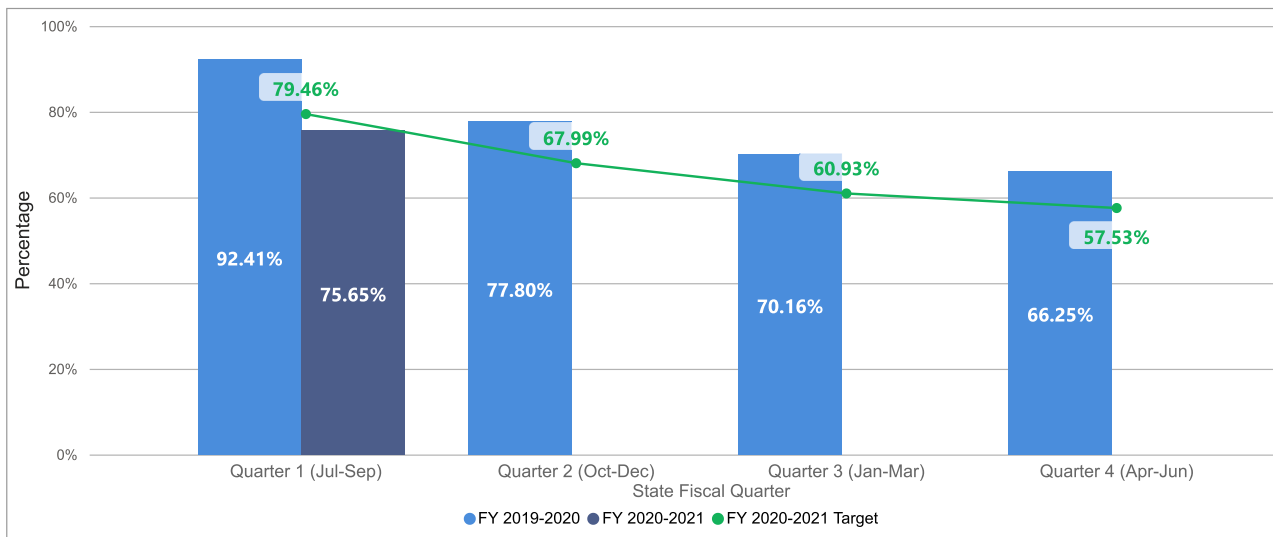
Dashboard

Select Local Workforce Development Board

18 - CareerSource Suncoast

CareerSource Suncoast: Employment 1st Quarter After Exit

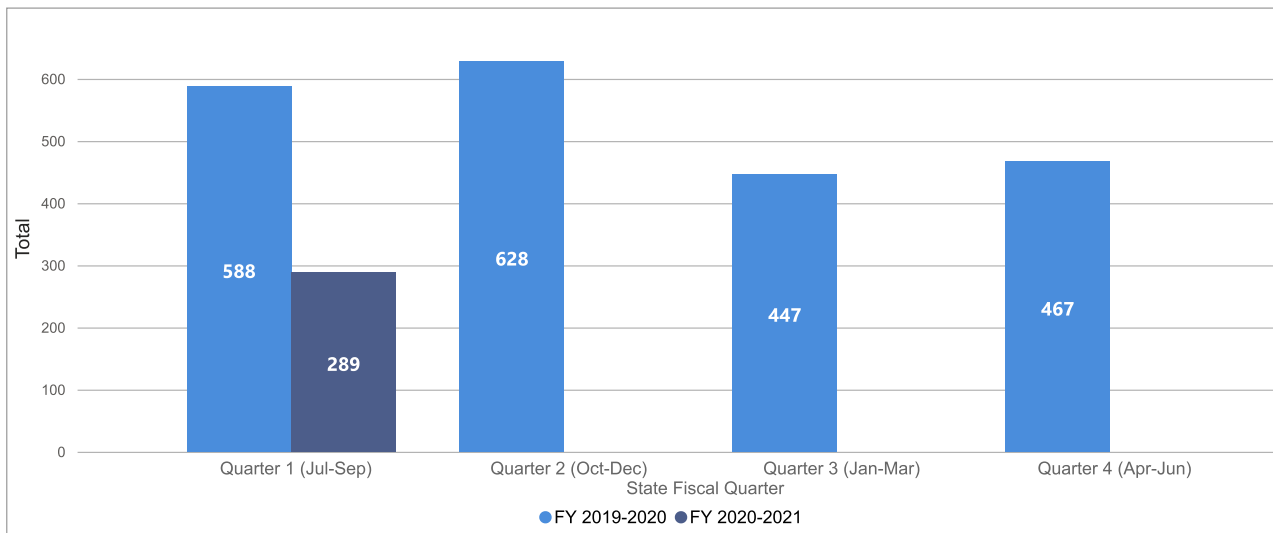
Employment Rate + Additional Credit, Year Over Year



Note: The improvement target for each quarter is 10% over the Employment Rate from the same quarter in the previous year.

CareerSource Suncoast: Employment 1st Quarter After Exit

Participants With Wages 1st Quarter After Exit (Numerator), Year Over Year



Dashboard

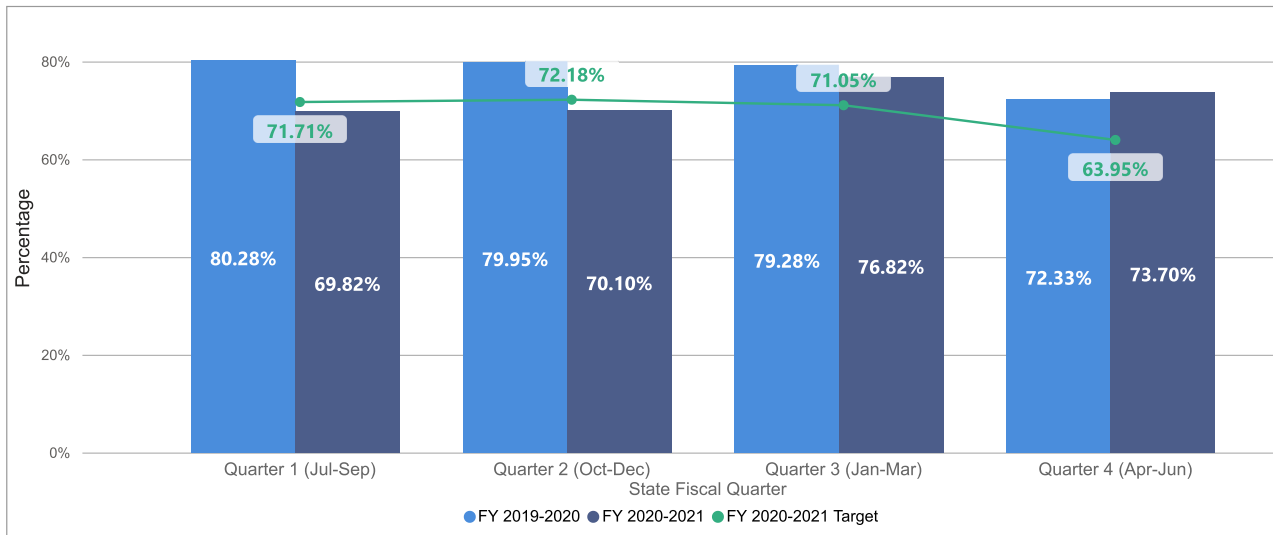
Employment 1st Quarter After Exit | **Participant Training Rate** | Business Penetration

Select Local Workforce Development Board

18 - CareerSource Suncoast

CareerSource Suncoast: Participant Training Rate

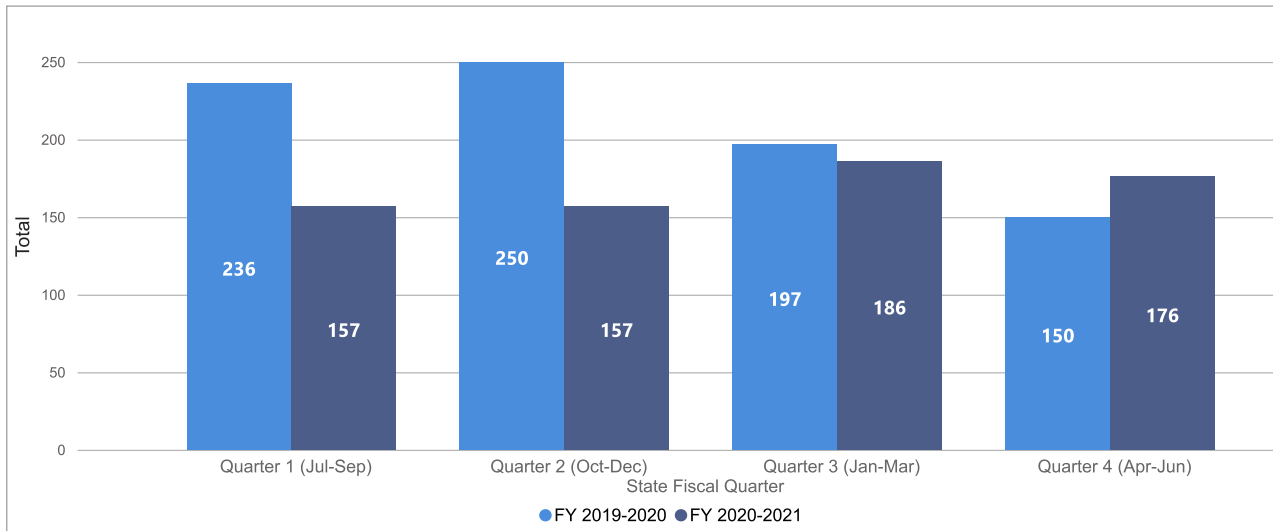
Training Rate + Additional Credit, Year Over Year



Note: The improvement target for each quarter is 10% over the Training Rate from the same quarter in the previous year.

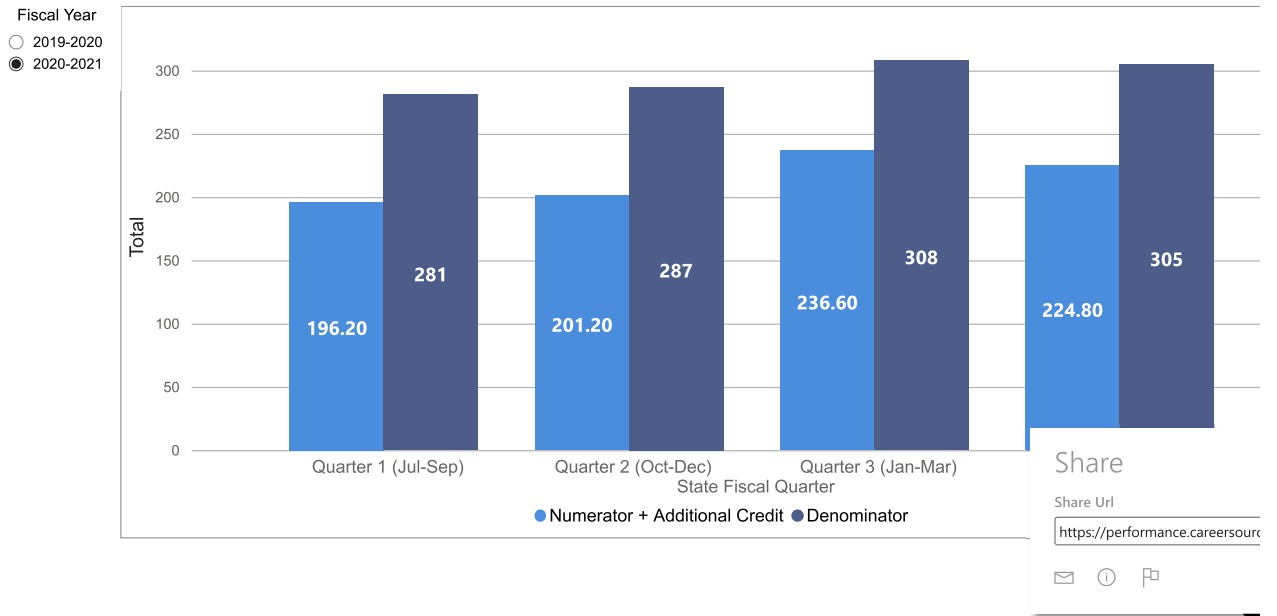
CareerSource Suncoast: Participant Training Rate – FY 2019-2020

Participants Who Were In or Completed Training (Numerator), Year Over Year



CareerSource Suncoast: Participant Training Rate – FY 2020-2021

Numerator Including Additional Credit Compared to Denominator, Quarterly



Have a question about the Continuous Improvement Performance Initiative? Contact Us

A proud partner of the American **JobCenter** network

CareerSource Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Dashboard

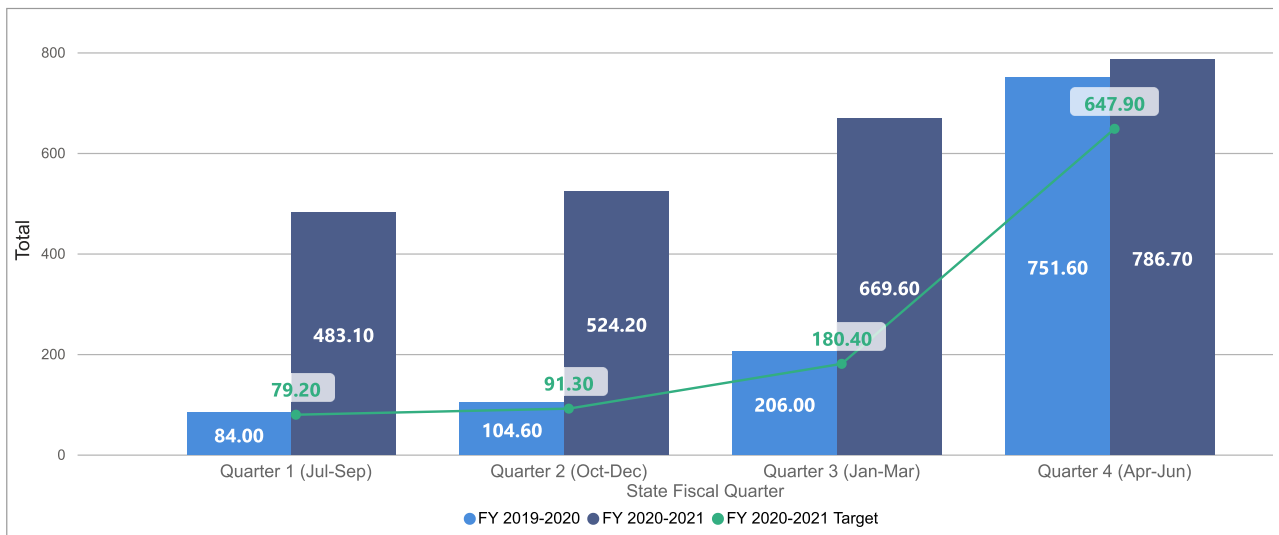
Employment 1st Quarter After Exit | Participant Training Rate | **Business Penetration**

Select Local Workforce Development Board

18 - CareerSource Suncoast

CareerSource Suncoast: Business Penetration

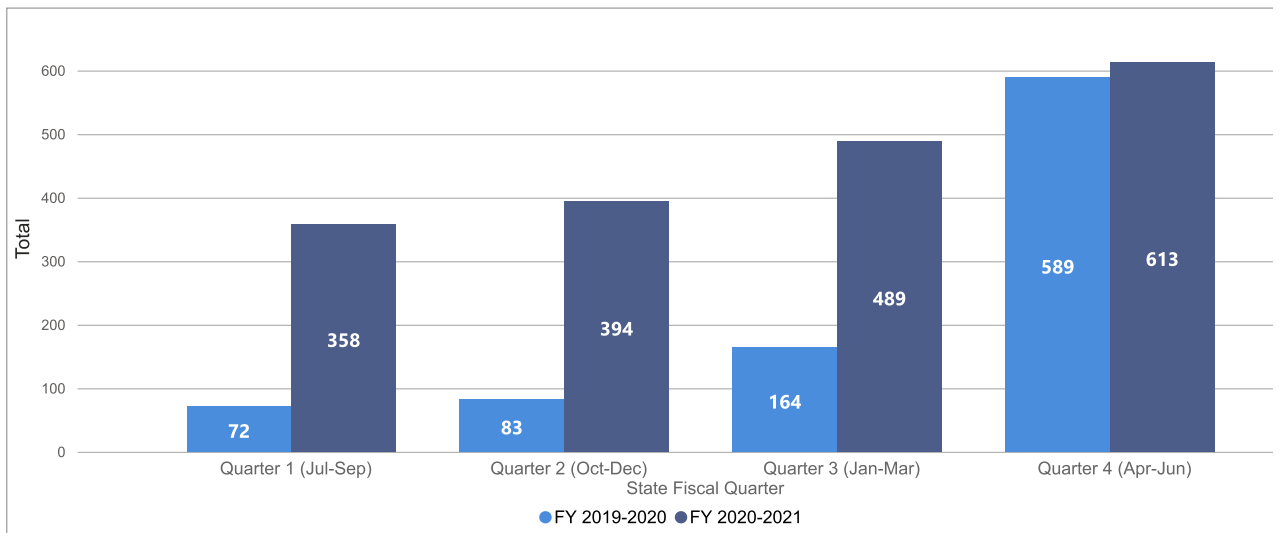
Business Penetration + Additional Credit, Year Over Year



Note: The improvement target for each quarter is 10% over the Business Penetration from the same quarter in the previous year.

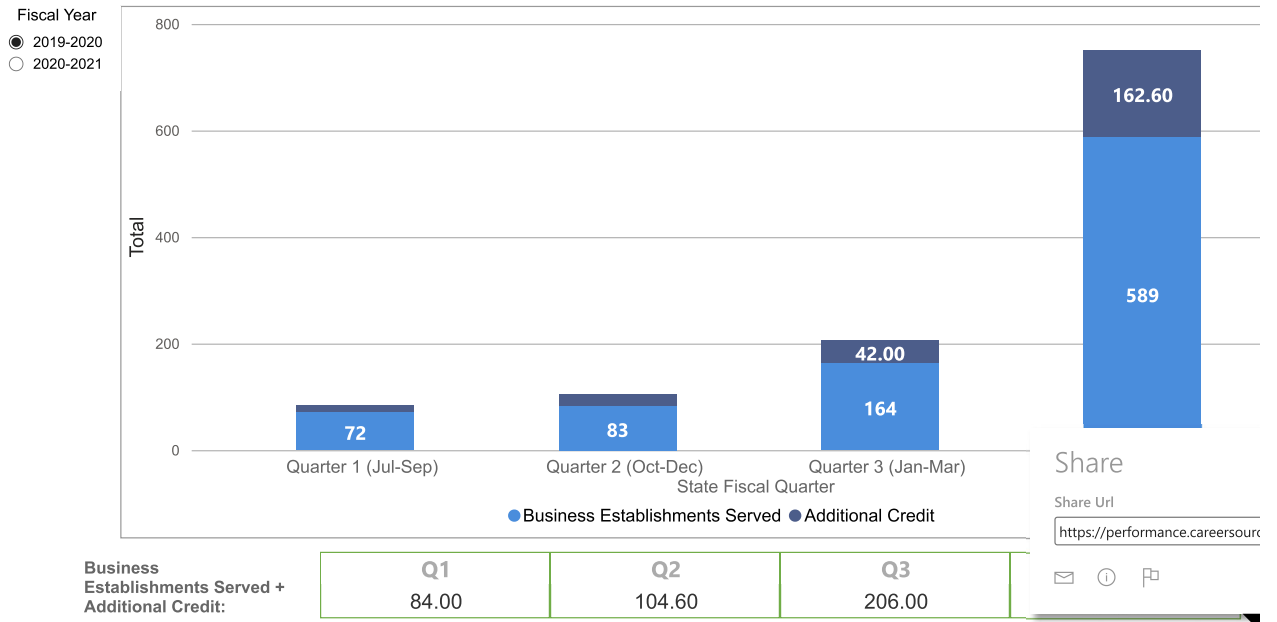
CareerSource Suncoast: Business Penetration

Business Establishments Provided High-Value Services, Year Over Year



CareerSource Suncoast: Business Penetration – FY 2019-2020

Business Establishments Provided High-Value Services and Additional Credit, Quarterly



Microsoft Power BI

< 3 of 3 >

⌵

Have a question about the Continuous Improvement Performance Initiative? Contact Us

A proud partner of the American **JobCenter** network

CareerSource Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

© CareerSource Performance 2021



STAFF REPORTS

FORM 1

STATEMENT OF FINANCIAL INTERESTS

2020

Please print or type your name, mailing address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF CANDIDATE OR NEW EMPLOYEE OR APPOINTEE

****** THIS SECTION MUST BE COMPLETED ******

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2020.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):

COMPARATIVE (PERCENTAGE) THRESHOLDS OR **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

PART B -- SECONDARY SOURCES OF INCOME
[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
 (If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

PART E — LIABILITIES [Major debts - See instructions]
 (If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
 (If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

PART G — TRAINING For elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency created under Part III, Chapter 163 required to complete annual ethics training pursuant to section 112.3142, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

SIGNATURE OF FILER:

Signature:

Date Signed:

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, _____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2020.

NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

WHO MUST FILE FORM 1:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance

director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

DISCLOSURE PERIOD: The "disclosure period" for your report is the calendar year ending December 31, 2020.

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written request.

MANNER OF CALCULATING REPORTABLE INTEREST

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

— If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital

stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(6), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure

period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived

more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,

(2) You received more than 10% of your gross income from that business entity; **and**,

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145, F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

CareerSource Suncoast

Code of Ethics

Board members have an obligation to do more than just meet legal standards. Board members are expected to meet standards of conduct, as well. Many Boards adopt Codes of Ethics to emphasize this point to their members. The following Code of Ethics should be signed by all members of the Board.

As a member of this Board, I will:

- Represent the interests of all people served by this organization and not favor special interests inside or outside this nonprofit.
- Not use my service on this Board for my own personal advantage or for the advantage of my relatives, friends or business acquaintances.
- Keep confidential information confidential.
- Approach all Board issues with an open mind, prepared to listen and respect the opinions of Board colleagues, and ready to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the Board or of those individuals who we serve.
- Focus my efforts on the mission of the nonprofit and not on my personal goals.
- Never attempt to exercise authority as an individual Board member except when acting in a meeting with the full Board or as I am delegated by the Board
- Declare conflicts of interest between my personal life and my position on the Board and abstain from voting, if appropriate.
- Never interfere with the duties of the President & CEO or undermine his or her authority with the nonprofit's employees.

Board Member's Name (Please Print)

Board Member's Signature

Date

CareerSource Suncoast
One Stop Operator Annual Report
Program Year 2020-2021

One Stop Operator Update

This is the eighth update regarding Career Source Suncoast (CSS) One Stop Operator functions and represents a summary of activities during the period of January 1, 2021 through June 24, 2021. In accordance with WIOA legislation and guidelines, the one-stop operator coordinates the service delivery of participating community and government partners and local service providers in a manner consistent with WIOA. This is the final report for the 2020-2021 fiscal year.

Scope of Work and Status of Activities

During this time period activities completed by the One Stop Operator included:

- Participation and organization of the Annual Community Partner Meeting with Career Source staff and all mandatory partners for explanation of MOU document changes and IFA participation rate changes.
- Distribution, review and revision of Memorandums of Understanding (MOU'S) and Infrastructure Funding Agreements (IFA'S) between CareerSource Suncoast and all mandatory One Stop partners.
- Review of virtual and physical partner MOU and IFA documents for WIOA compliance and final signatures.
- Distribution and tracking of all Quarterly IFA reports as required by WIOA.

Revised guidelines from DEO for MOU's required modification of existing MOU documents for four mandatory partners who are considered "physical" partners due to the sharing of space and staff resources. The remaining six partners required modification of the IFA with adjusted required contributions. All IFA documents will continue to be reviewed annually to adjust rates as required by DEO. At the current time, MOU documents and IFA agreements are in place with the following community partners:

Manatee County School District
Manatee Technical College
Manatee Community Action Agency (Step Up Suncoast, Inc.)
Sarasota County Community Action Agency
Sarasota Housing Authority
Manatee County Housing Authority
AARP
FLDOE Division of Blind Services
FLDOE Division of Vocational Rehabilitation
Sarasota County School District

*

All WIOA required agencies in our region have specific, mandatory requirements for the documentation of shared infrastructure contributions and costs and these must be included in the MOU/IFA documents to obtain signatory approval. Job Corps, a WIOA required partner, continues to be unresponsive to multiple attempts by CSS to establish a MOU connection.

CareerSource Suncoast
One Stop Operator Annual Report
Program Year 2020-2021

The maintenance of MOU's and IFA's as outlined by WIOA and the DEO requires quarterly reporting regarding partner contributions to shared infrastructure costs. The Annual Community Partner Meeting (February 18, 2021), was conducted virtually by Career Source Suncoast staff and re-emphasized the importance of timely completion of infrastructure reports.

Career Center Operations

The temporary closing of job centers throughout the region due to pandemic guidelines from the state and the restructuring of centers to reflect a virtual appointment basis continued to have a marked effect on the number of referrals made by community agencies. This is noted by the reduced number of kiosk registrations at each center during the time period covered by this report. Although the number of new clients has increased (254) from the interim report (<50) a dramatic decrease continues to be observed. The reopening of all fully staffed centers to daily operations should increase the number of referrals significantly. The negative effects of the pandemic noted by our community partners in their reports may subside during the coming months but should be monitored on a semi-annual basis.

Crosswalk

The number of clients referred to CareerSource Suncoast by agencies employing Crosswalk continues to increase as 632 clients have been referred through the system. This is an increase of sixty- eight (+68) clients since the last report. Currently the 42 local partner agencies (+5) have 175 (+6) registered Crosswalk users. Crosswalk system usage in our Region (Manatee and Sarasota Counties) increases steadily as staff contact with local agency personnel begins to become personal as offices open from a mostly virtual environment. Statewide meetings and virtual presentations have now created a considerable increase in the dissemination of the Crosswalk system in other CareerSource Regions. The following other 6 CareerSource Regions, representing 16 counties outside our two, have entered the Crosswalk system: CareerSource Pasco-Hernando, CareerSource Brevard, CareerSource North Florida, CareerSource North Central Florida, CareerSource Flagler-Volusia, and CareerSource Research Coast. The system continues to grow in popularity and will demand increased staff attention to maintain a high level of service to users.

During this reporting period CSS staff continued heavy involvement with operational issues and requirements dictated by DEO and State offices in response the COVID pandemic. Reduced Career Center referrals and severely reduced client registration are but two examples of this effect. The reopening of the Career Centers started in May and June should work quickly to reverse these trends as service returns to a more "normal" level of day to day operations.

Program Notes

The role of the One Stop Operator in the State of Florida remains somewhat different than in other national locations. In Region 18 the duties associated with this position lend themselves to consultant services rather than line staff. This organizational pattern underscores the talents observed in the CSS staff to date. CSS staff has been most cooperative with the efforts of the consultant and are commended for their efforts during a most difficult operational period.

Sanders Bell, Independent Consultant