



**Combined Executive Committee and Board of Directors Meeting**

Thursday, November 10, 2022 - 8:00 a.m. to 9:30 a.m.

Location: 3660 N. Washington Blvd, Sarasota, FL

**This is an in-person meeting with virtual or call-in capabilities**

[Join Microsoft Teams Meeting](#)

1-786-600-3104 Conference ID: 819592380#

**AGENDA**

**Call to Order / Introductions – Eric Troyer, Chair**

**Welcome New Board Members - Eric Troyer, Chair**

- Dr. Deborah Hawkes – CAN Community Health, Chief Operating Officer
- Shaun Polasky – Helios Technologies, VP, Human Resources & People Operations
- Re-Appointments
  - Ashley Brown – Women’s Resource Center, President/CEO
  - Jim Bos – MBJ Group, Inc., Vice President

**Action Items – Eric Troyer, Chair**

- Approval of September 22, 2022 Board Meeting Minutes – Eric Troyer
- Approval of October 10, 2022 Executive Committee Meeting Minutes – Eric Troyer
- Acceptance Financial Audit Report for Program Year Ending June 30, 2022 – Ben Clark, James Moore & Co.
- Approval of Budget Modification #2 for PY 22/23 –Robin Dawson
- Approval of Board Policies – Christina Witt

**CEO Report – Joshua Matlock**

**Other Board Business**

- Finance and Performance Committee Report – Lisa Eding, Treasurer

**Staff Reports**

- Kathy Bouchard
- Anthony Gagliano

**Public Comments/Closing Remarks – Eric Troyer, Chair**

**Adjournment - Eric Troyer, Chair**

**Next Executive Committee Meeting is December 8<sup>th</sup>, 2022**

**Next Board of Directors Meeting is January 26, 2023**

**Location 3660 N. Washington Blvd, Sarasota, FL**



# ACTION ITEMS

**CAREERSOURCE SUNCOAST  
BOARD MEETING MINUTES**

Virtual TEAMS Meeting or In-person at  
3660 N. Washington Blvd., Sarasota, FL 34234  
Thursday September 22, 2022  
8:00 A.M.

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:00 a.m., roll call was performed.

**II. Welcome New Board Members - Eric Troyer, Chair**

- Allison Imre - Grapevine Communications, President/CEO/Owner
- Ron Serpliss – State College of Florida, Interim Dean of Lifelong Learning and Workforce Development

**Re-Appointments**

- Jacki Dezelski – Manatee Chamber of Commerce, President/CEO
- Doug Wagner - Manatee County School Board, Deputy Superintendent
- Christy Cardillo - Carr, Riggs, & Ingram, LLC., Partner

**III. Guest Speaker – Ted Abernathy**

Ted Abernathy presented his report on the Rapid Response Grant, Small Business Study. Information presented will be emailed to the Board in addition to the full study included in the meeting agenda packet.

**IV. Installation of Officers September 2022 – Eric Troyer, Chair**

Officers approved at the June 23, 2022 Board meeting were installed.

Program Year 2022/2023 slate of officers beginning September 2022:

- Chairman of the Board: Eric Troyer, Kerkering Barberio, CPA
- Chair Elect: David Kraft, Vision Consulting Group
- Treasurer: Lisa Eding, Teak Decking Systems

**V. CEO Report**

Joshua Matlock provided updates from Workforce Development Association and CareerSource Florida meetings held at the Orlando Workforce Development Summit. Discussions in the meetings included implementation of the REACH Act (House Bill 1507), the Regions letter grades will be received October 19, 2022. It was announced that we are in phase two of the state realignment implementation. Earnest & Young will be doing further research to guide CareerSource Florida in the process. CSS interviewed individually with Ernest and Young and discussed CSS initiatives, apprenticeship expansion, partner co-location, State of Job and Talent conferences, podcasting, Franklin Covey 7-habits training and the Crosswalk referral system. Benefits of re-alignment includes: Healthcare plans, administrative costs. Challenges of re-alignments: less innovative, will become more bureaucratic, not as nimble and flexible and reduce the ability to serve all populations.

CSS has received additional funding that will require another budget modification:

- TANF: \$40,000
- Wagner Peyser- apprenticeship expansion: \$62,500
- CDL Training: up to \$200,000

James Disbro presented information on Crosswalk referral statistics and the counties using it.

CareerSource Suncoast:

- Referrals Sent: 200 to 21 Agencies
- Referrals Received: 790 from 26 agencies



1. Budget to Expenditure Report as of 6-30-22
  - a) Overall burn rate of 91%
  - b) Year ending federal and state requirements:
    - Admin 8.87%
    - ITAs 38.5%
    - Youth Paid Internships/Work Experience PY20 21.93% & PY21 35.33%
    - Youth Out of School PY20 98.2% & PY21 97.16%
  - c) Additional information provided on TANF Summer Youth funds: \$92,000 in gross wages were paid out to youth in the summer paid work experience program.
2. Summary of Non-Federal Funds as of 6-30-22

Both reports were included in the meeting materials.

Anthony Gagliano presented to the committee the latest report for the overall performance goals for PY 21-22 with eighteen different metrics broken down by funding stream. Performance goals that were met, exceeded, and not met were reviewed.

Anthony Gagliano shared that performance negotiations with the Department of Economic Opportunity (DEO) for the next two program years were completed and CSS was able to lower the rates of nine of the eighteen categories. These lower rates fall in line with comparable Regions across the state, noting that our performance measures from PY 21-22 exceeded the States average on all the targeted areas but one.

The REACH Act that was passed through legislation in 2021, included a Regional Workforce Board letter grade provision that will be based on key performance indicators as well as additional metrics, such as business penetration and public assistance recipients. Based on the current performance metrics, CSS is currently a C+ but this does not include the additional metrics included in the letter grade.

Robin Dawson shared CSS is beginning the annual CPA audit with James Moore and Company for the program year ending June 30, 2022.

### **DEO Programmatic and Finance Monitoring report PY21/22 – Joshua Matlock/ President-CEO**

The DEO financial and programmatic monitoring report from PY21-22, with a review period of January 1, 2021 through December 31, 2021, was received September 1, 2022 after the Finance and Performance Committee Meeting. The finance portion of the monitoring received zero findings again. The programmatic audit there was an improvement with a total of twelve findings for the year, which was a decrease from twenty-one findings in the previous year. None of the findings were related to eligibility of clients in training or appropriate training activities. There were eleven other non-compliance issues (ONI's).

### **Executive Committee Update: CEO/ Joshua Matlock's Annual Performance Evaluation Review - Eric Troyer, Chair**

The annual CEO performance evaluation was completed on September 8, 2022 by the executive committee. The evaluation reviewed five different areas: 1) Strategic development, 2) Board relations, 3) Serves as a change agent, 4) Risk taking / problem solving, and 5) Community leadership.

Rating key was as follows:

5 = Exceptional

3 = Meets expectations

1 = Below expectations.

Overall rating scale is as follows:

4.50 – 5.00 = Exceptional performance

3.50 – 4.49 = Above expectations

3.00 – 3.49 = Meets expectations

2.50 – 2.99 = Needs improvement

2.49 and below = Unsatisfactory

Based on the results of five performance evaluations completed by the Executive Committee members, Josh's overall rating was 3.88. His above expectation scores related to the following areas: board relations, serves as a change agent, and community leadership. There were no scores below 3.00.

The Executive Committee discussed compensation for the CEO. After discussion, it was unanimously agreed that Josh will receive a 3% cost of living / inflation increase effective on the next pay period.

It was noted that Josh became CEO effective February 4, 2022 with a salary of \$130,000. This initial starting salary assessment was determined through a review that included comparative salaries from various other workforce boards with comparative funding, as well as other relevant information.

The Executive Committee agreed that for 2023, the annual performance evaluation process would move to November for the following reasons:

1. Letter grades are expected to come out in October and will be used as part of the CEO evaluation process going forward.
2. There will be a CEO bonus structure beginning in November 2023 that will correlate with letter grade performance. The exact terms of the bonus structure will be determined at a later date.

## **VIII. Staff Reports**

### *Kathy Bouchard, V.P./Chief Talent Officer*

CSS' 7 Habits of Highly Effective People workshops are now being offered in person again to all new CSS staff members, clients assigned to a work activity in RESEA, SNAP and WT programs, as well as being open to the public.

A free training is being offered by Institute for Justice and Research Development through Florida State University. This training is for businesses and human resource professionals, focusing on how to promote and train employees with incarceration histories.

CSS had the first of four staff retreats with the next one scheduled in October. CSS has been conducting a live poll at the retreats since 2017. The poll focuses on categories such as support and resources, leadership, management, organizational climate, training and development, etc. This poll has been conducted and tracked since 2017. This last poll had a few drops in scores, that is to be expected since the organization went through significant changes with twelve fewer staff compared to the retreat in December. There were some scores that increased and were the highest ever received.

### *Robin Dawson, V.P./Chief Financial and Administrative Officer*

CSS has begun the annual CPA audit for PY 2021-2022 with James Moore & Co.

The DEO financial and programmatic monitoring for this year is scheduled for March 2023.

Anthony Gagliano, V.P./Chief Operating Officer

CSS has launched a new cohort of the CEO Platform for Success classes with thirty individuals attending between the day and evening classes.

More videos have been added to the CSS website, including short videos from the State of Talent, State of Jobs and e-rising conferences.

James Disbro and the Regional Alignment team are working on the Community Impact Dashboard to be displayed on the website for the general public and a more detailed report for the Board members. Manuel on the team is working on pulling data for the report card. The first internal monitoring conducted by Deborah lee was completed in July for the Wagner-Peyser program. There were three findings on that internal review.

CSS has spent more than \$135,000 on clients for scholarships to our state colleges and technical schools.

CSS had several successful hiring events. Dunkin' Donuts made 10 offers to clients, including two persons with disabilities. Graham packaging had 136 individuals interview with them. The Department of Children and Family made 12 on the spot offers to clients who interviewed with them.

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

Dr. Novak thanked the staff for all their hard work through these difficult times and thanked his fellow Board members for their engagement.

Jim Bos commented that more Board members should be present (in-person) verses virtual attendance.

**X. Adjournment – Eric Troyer, Chair**

Meeting was adjourned at 9:30am

***Next Board of Directors Meeting is November 10, 2022\****

***\*Note: Board meeting will be combined with the Executive Committee Meeting.  
Location 3660 N. Washington Blvd, Sarasota, FL***

*\*continued on next page\**

**CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE**

Absent Present	Board Member
P	Jim Bos, President, MJB Group
P*	Ashley Brown, President, Women's Resource Center
P*	Christy Cardillo, CPA Tax Manager/Partner, Carr, Riggs & Ingram, LLC.
A	Christine Clyne, HR Director, Lifestar Living LLC
A	Jackie Dezeliski, President, Manatee Chamber of Commerce
P	Ron DiPillo, Executive Director, Sarasota County Schools
P*	Lisa Eding, Teak Decking Systems
A	Luis Font, LIUNA, Laborers International Union
P*	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	Peter Hayes, President, Tandem Construction
A	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
A	William Zack Holland, Local 123 Plumbers and Pipefitters Union
P*	Allison Imre, Grapevine Communications
A	Jamie Kahns, Marketing Manager, Bank of America
P*	Heather Kasten, President, Sarasota Chamber of Commerce
A	Pranav Mayor
A	David Kraft, Founder, Vision Consulting Group
P*	Tim Novak, Dean, LECOM
A	Ericka Randall, Supervisor, Vocational Rehabilitation
P	Ronald Serpliss, State College of Florida
A	Walter Spikes, Realtor, Bright Realty
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
	Staff Present; Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity*, Linda Benedict, Michael Meerman*, Christina Witt, Cody Soler, Chet Filanowski*, Michelle Snyder, James Disbro
P*	Commissioner George Kruse
A	Commissioner Christian Zeigler

24 Board Members – 13 present, 11 absent

**Respectfully submitted,**

  
 Joshua Matlock (Oct 19, 2022 13:26 EDT)

Josh Matlock  
 President & CEO



**CareerSource Suncoast**  
**Executive Committee Meeting Minutes**  
 3660 North Washington Blvd  
 Sarasota, FL  
 Thursday, October 13, 2022  
 8:00 a.m.

Absent Present	<u>Committee Members</u>
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*	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
A	Lisa Eding, Coldwell Banker Realty
A	Peter Hayes, President, Tandem Construction
*	Virtual
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Christina Witt, Linda Benedict, Michael Meerman, Cody Soler, Michelle Snyder, Karima Habity, James Disbro, Chet Filanowski
	Additional Attendees: Lisa Krouse and Erin Silk, Sarasota Economic Development Corporation

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 8:00 a.m., roll call and attendance was recorded.

**II. CEO Report – Joshua Matlock**

Michelle Dennard, Career Source Florida President & CEO was introduced as a guest. In conjunction with Joshua Matlock, Dennard spoke on the statewide efforts of the Hurricane recovery and response, the state of the workforce post hurricane, the REACH Act implementation in regard to local board realignment and local board letter grades.

Joshua Matlock reported on the impact and response Hurricane Ian. CSS has been working at the disaster recovery center (DRC). CSS staff members have been working at the DRC working to assist people with applying for disaster unemployment assistance. CSS has been working with DEO to apply for a \$1.5 million National Emergency Dislocated Worker grant to assist those who have been impacted by or dislocated from their work.

On Tuesday, the Florida Workforce Development Association met to discuss Phase Two of the REACH Act realignment initiative. On Friday, October 14<sup>th</sup>, CSS will be meeting with Ernst and Young consulting to have a roundtable discussion on the alignment process.

The preliminary letter grades have been released. CSS is a little higher than projected at a C+. A large part of the grade was impacted by a previous decision three years ago to not negotiate the performance measures down. CSS had some of the highest negotiated rates in the state and exceeded the states average in some areas.

Update on the Bradenton office location, working with the landlord on staying in the current location with less square footage on the lease and not absorbing the entire building. Other locations and partner co-locations are being reviewed for potential new space.

**III. Action Items**

**Approval of September 8, 2022 Executive Committee Meeting minutes.**

Eric Troyer asked for a motion to approve the September 08, 2022 meeting minutes.

Motion: David Kraft            Second: Sharon Hillstrom

The motion passed unanimously.

### **Approval of CSS Policy # 16-22 Sector Strategies**

Christina Witt presented the action item for the CSS Sector Strategies Policy # 16-22.

A motion was made to approve the CSS Policy # 16-22 Sector Strategies

Motion: David Kraft            Second: Sharon Hillstrom

The motion passed unanimously.

#### **IV. Other Board Business**

None

#### **V. Staff Reports**

##### **Kathy Bouchard, V.P./Chief Talent Officer**

All CSS staff were safe from the storm, with some being without power, internet, and cell service. There was some home damage reported from staff such as pool cages, trees down, etc.

The staff retreat scheduled for Friday was cancelled due to the hurricane and having everyone available to assist clients.

The DRC was staffed over the weekend. The traffic was low, most people coming to the DRC were in search for housing assistance. CSS has applied for \$1.5 million for a National Emergency Dislocated Worker grant (NEDWG) to provide humanitarian aid and recovery. Agencies such as the YMCA have already been reaching out for assistance.

Next week in the Sarasota office, a free training is being offered by the Institute for Justice and Research Development through Florida State University. This training is for businesses and human resource professionals, focusing on retention and development of employees with incarceration histories.

##### **Robin Dawson, V.P./Chief Financial and Administrative Officer**

A budget mod will be presented to the Board in November with additional funding received, to include the Apprenticeship Navigator and Rapid Response (\$150,000), the CDL Training NFA pending(\$200,000) and NEDWG grant (\$1.5 million) when awarded.

The annual financial audit with James Moore is wrapping up and going well and on schedule to provide the audit report to the Board next month.

##### **Anthony Gagliano, V.P./Chief Operating Officer**

The second annual entrepreneur conference, E-Rising, is taking place at USF on November 17, 2022. The event will be hybrid. Videos from last years conference can viewed on the CSS website at [Home - CareerSource Suncoast](#). Ted Abernathy will be speaking at the event about the small business study.

The first internal monitoring completed by our Quality Assurance Coordinator, Deborah Lee in July for the Wagner-Peyser program report was shared.

James and Chet continue to work on the development of the Crosswalk referral system for community partners to make agency to agency referrals. Employer access is in development to allow employers to make referrals in the system for their employees who have needs.

CSS is partnering with the Patterson Foundation on their Digital Access for All initiative. Four CSS staff are going through a Digital Navigator training for the initiative.

**VI. Public Comment/Closing Remarks – Eric Troyer, Chair**  
None

**VII. Adjournment – Eric Troyer, Chair**

The next meeting is scheduled for November 10, 2022. There being no further business, Chair Troyer adjourned the meeting at 9:03a.m.

**Respectfully submitted,**

  
Joshua Matlock (Oct 13, 2022 08:27 EDT)

Josh Matlock  
President & CEO



# Financial Audit Report

**SUNCOAST WORKFORCE BOARD, INC. D/B/A  
CAREERSOURCE SUNCOAST**

**FINANCIAL STATEMENTS**

**JUNE 30, 2022 WITH SUMMARIZED  
INFORMATION AS OF JUNE 30, 2021**

DRAFT

**SUNCOAST WORKFORCE BOARD, INC.  
D/B/A CAREERSOURCE SUNCOAST  
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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors,  
Suncoast Workforce Board, Inc.  
d/b/a CareerSource Suncoast

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Suncoast Workforce Board, Inc., d/b/a CareerSource Suncoast (the Organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

The Organization's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for one year after the date that the financial statements are issued.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Report on Summarized Comparative Information**

We have previously audited Suncoast Workforce Board, Inc. d/b/a CareerSource Suncoast's financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 27, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.



## Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements as a whole.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_/\_\_/\_\_, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, Florida

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**SUNCOAST WORKFORCE BOARD, INC.  
D/B/A CAREERSOURCE SUNCOAST  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2022 WITH SUMMARIZED  
INFORMATION AS OF JUNE 30, 2021**

	<b>2022</b>	<b>2021</b>
<b><u>ASSETS</u></b>		
<b>Current assets</b>		
Cash and cash equivalents	\$ 932,769	\$ 970,324
Certificate of deposit	174,503	173,748
Accounts receivable	1,264	17,996
Grants receivable	35,335	50,486
Prepaid expenses	1,491	1,756
Total current assets	1,145,362	1,214,310
<b>Noncurrent assets</b>		
Fixed assets		
Furniture and equipment	407,481	420,908
Accumulated depreciation	(404,891)	(415,728)
Net fixed assets	2,590	5,180
<b>Total Assets</b>	<b>\$ 1,147,952</b>	<b>\$ 1,219,490</b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current liabilities</b>		
Accounts payable	\$ 135,719	\$ 94,685
Accrued expenses	62,039	195,996
Accrued leave	188,244	203,947
Deferred revenue	217,392	298,568
Total current liabilities	603,394	793,196
<b>Total Liabilities</b>	603,394	793,196
<b>Net assets</b>		
Without donor restrictions:		
Undesignated	544,558	426,294
Total Net Assets	544,558	426,294
<b>Total Liabilities and Net Assets</b>	<b>\$ 1,147,952</b>	<b>\$ 1,219,490</b>

The accompanying notes to the financial statements  
are an integral part of this statement.

**SUNCOAST WORKFORCE BOARD, INC.  
D/B/A CAREERSOURCE SUNCOAST  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2022 WITH SUMMARIZED  
INFORMATION FOR THE YEAR ENDED JUNE 30, 2021**

	<u>2022</u>	<u>2021</u>
	<u>Without Donor Restrictions</u>	<u>Without Donor Restrictions</u>
<b>Support and Revenue</b>		
Contract and grant revenue	\$ 6,897,972	\$ 6,730,876
Interest	1,635	2,739
Rental revenue	92,982	89,397
Other revenue	155,609	245,579
Total support and revenue	<u>7,148,198</u>	<u>7,068,591</u>
<b>Expenses</b>		
Program services	6,346,186	6,359,236
General and Administrative	683,748	624,953
Total expenses	<u>7,029,934</u>	<u>6,984,189</u>
<b>Change in net assets without donor restrictions</b>	<u>118,264</u>	<u>84,402</u>
<b>Net assets without donor restrictions, beginning of year</b>	426,294	341,892
<b>Net assets without donor restrictions, end of year</b>	<u>\$ 544,558</u>	<u>\$ 426,294</u>

The accompanying notes to the financial statements  
are an integral part of this statement.

**SUNCOAST WORKFORCE BOARD, INC.  
D/B/A CAREERSOURCE SUNCOAST  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2022 WITH SUMMARIZED  
INFORMATION FOR THE YEAR ENDED JUNE 30, 2021**

	2022					2021	
	WIOA Programs	Welfare Transition	Wagner Peyser and Veterans	Other Employment Related Programs	General and Administrative	Total	Total
Salaries and wages	\$ 1,546,835	\$ 682,684	\$ 181,822	\$ 418,970	\$ 383,509	\$ 3,213,820	\$ 3,093,191
Payroll taxes and benefits	491,599	215,279	50,507	119,522	87,930	964,837	908,148
Client training	652,601	-	-	166,481	-	819,082	665,561
Rent	275,808	118,462	106,100	35,931	105,053	641,354	623,055
Other client-related services	73,444	81,153	89,432	342,690	-	586,719	782,300
Repairs and maintenance	112,480	45,430	45,129	16,050	10,041	229,130	305,076
Meetings and seminars	46,849	13,819	21,152	15,939	24,448	122,207	88,844
Professional services	26,562	17,473	10,087	10,695	55,483	120,300	109,630
Telephone and communications	52,263	21,716	19,880	6,487	3,221	103,567	105,493
Outreach and recruitment	85,919	131	12,225	2,305	-	100,580	98,644
Insurance	25,677	10,516	9,440	2,883	7,551	56,067	48,984
Materials and supplies	8,390	3,925	32,912	5,576	927	51,730	138,106
Dues and subscriptions	2,378	993	6,491	3,892	2,695	16,449	13,216
Depreciation	-	-	-	-	2,590	2,590	2,590
Postage	627	267	235	73	43	1,245	1,145
Interest	-	-	-	-	257	257	206
Total Expenses	<u>\$ 3,401,432</u>	<u>\$ 1,211,848</u>	<u>\$ 585,412</u>	<u>\$ 1,147,494</u>	<u>\$ 683,748</u>	<u>\$ 7,029,934</u>	<u>\$ 6,984,189</u>

The accompanying notes to the financial statements  
are an integral part of this statement.

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2022 WITH SUMMARIZED**  
**INFORMATION FOR THE YEAR ENDED JUNE 30, 2021**

	<u>2022</u>	<u>2021</u>
<b>Cash flows from operating activities</b>		
Cash received from grantors, contractors and contributors	\$ 7,098,025	\$ 7,107,022
Cash paid to employees and vendors	(7,135,705)	(6,844,220)
Interest received	880	713
Net cash provided by (used in) operating activities	<u>(36,800)</u>	<u>263,515</u>
<b>Cash flows from investing activities</b>		
Purchases of investments	(755)	(2,026)
Net cash used in investing activities	<u>(755)</u>	<u>(2,026)</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	<u>(37,555)</u>	<u>261,489</u>
<b>Cash and cash equivalents, beginning of year</b>	970,324	708,835
<b>Cash and cash equivalents, end of year</b>	<u>\$ 932,769</u>	<u>\$ 970,324</u>
<b>Reconciliation of change in net assets</b>		
<b>to net cash provided by (used in) operating activities</b>		
Change in net assets	<u>\$ 118,264</u>	<u>\$ 84,402</u>
Adjustments to reconcile change in net assets		
to net cash provided by (used in) operating activities:		
Depreciation	2,590	2,590
(Increase) decrease in grants receivable	15,151	7,765
(Increase) decrease in accounts receivable	16,732	(6,516)
(Increase) decrease in prepaid expenses	265	129
Increase (decrease) in accounts payable	41,034	65,788
Increase (decrease) in accrued expenses	(133,957)	60,318
Increase (decrease) in deferred revenue	(81,176)	37,895
Increase (decrease) in accrued leave	(15,703)	11,144
Total adjustments	<u>(155,064)</u>	<u>179,113</u>
<b>Net cash provided by (used in) operating activities</b>	<u>\$ (36,800)</u>	<u>\$ 263,515</u>

The accompanying notes to the financial statements  
are an integral part of this statement.

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies of the Suncoast Workforce Board, Inc. d/b/a CareerSource Suncoast (the Organization), which affect significant elements of the financial statements:

(a) **Reporting entity**—The Organization is a nonprofit organization under the state of Florida Not-for-Profit Corporation Act and is exempt from income taxes according to the provisions of Section 501(c)(3) of the Internal Revenue Code (IRC). In addition, the Organization qualifies for the charitable contribution deduction and has been classified as an organization that is not a private foundation.

The Organization was incorporated under the laws of the State of Florida on September 2, 1983, as Manasota Industry Council, Inc. (the Council), a not-for-profit corporation organized to serve as the administrative entity and grant recipient with the State of Florida Department of Labor and Employment Security for the Job Training Partnership Act (JTPA) Program. Effective October 1, 1996, the Council was restructured under the Workforce Florida Act and changed its legal name to the Suncoast Workforce Development Board, Inc. The name was subsequently changed to the Suncoast Workforce Board, Inc., effective April 16, 2001. Effective February, 2014 Suncoast Workforce Board, Inc. changed to d/b/a CareerSource Suncoast as part of a statewide rebranding initiative for all 24 regional workforce boards to align as a single universal brand identity.

On August 7, 1998, the Federal Workforce Investment Act of 1998 (WIA) was signed into law. It replaced the JTPA, which was repealed effective July 1, 2000. This act combined many of the services supported by the JTPA using a "One-Stop" approach providing universal access to core services for both job seekers and employers. The State of Florida enacted legislation, the Workforce Innovation Act of 2000, which implemented provisions of the WIA. On July 22, 2014 the Workforce Innovation and Opportunity Act (WIOA) was signed into law and took effect on July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

The Organization, a 26-member public-private partnership, serves as the Administrative entity and Grant Recipient for Florida Region 18, comprising Sarasota and Manatee Counties, for various funding streams including WIOA Adult, Youth and Dislocated Worker programs, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and Reemployment Services and Eligibility Assessments (RESEA). In addition, the Organization administers jointly managed programs with the Florida Department of Economic Opportunity (DEO) including Wagner Peyser Labor Exchange and Reemployment Services and Veterans' programs. Career and training services are offered in three One-Stop Career Centers located in Sarasota, Bradenton, and North Port, Florida; at public schools in the Manatee and Sarasota County School Districts (including Pre-Apprenticeship, Career Counseling, After School and Out-of-School programs within the school system), and within the local community. The Organization also serves as Administrative Entity and/or Fiscal Agent for workforce related programs that complement and further the goals and mission of the Organization.

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

(1) **Summary of Significant Accounting Policies:** (Continued)

The Organization develops, plans, monitors, and administrates the following grants and programs:

- Wagner Peyser
- Disabled Veterans' Outreach Program
- Local Veterans' Outreach Program
- Trade Adjustment Assistance
- Unemployment Insurance
- Workforce Innovation and Opportunity Act – Adult, Youth, and Dislocated Worker
- Supplemental Nutrition Assistance Program
- Temporary Assistance for Needy Families

(b) **Basis of accounting**—The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with the generally accepted in the United States of America.

(c) **Basis of financial statement presentation and accounting for contributions**—The accompanying financial statements include all funds and activities over which the board of directors of the Organization has oversight and financial responsibility.

The Organization prepares its financial statements in accordance to the Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 958, Not-for-Profit Entities*.

(d) **Net assets**—Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions

*Net assets with donor restrictions*—Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Restricted contributions by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. There are no net assets with donor restrictions as of June 30, 2022.

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

(1) **Summary of Significant Accounting Policies:** (Continued)

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

A significant portion of the Organization’s revenue is derived from cost-reimbursable federal, state, and local contracts and grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when we have incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the statement of financial position. At June 30, 2022, \$217,392 have been received in advance and/or have not been recognized because qualifying expenditures have not yet been incurred under our federal, state, and local contracts and grants.

(e) **Use of estimates**—The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

(f) **Functional allocation of expenses**—The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

(g) **Fixed assets and depreciation**—Fixed Assets are defined by the Board as assets with an initial, individual cost of \$5,000 or more and an estimated useful life of more than one year. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated acquisition value at the date of the donation. The Federal Government has a reversionary interest in those assets purchased with its funds which have a cost of \$5,000 or more and an estimated useful life of at least one year. Depreciation of capital assets is computed using the straight-line method over estimated useful lives as follows:

Assets	Years
Computer Equipment	5
Furniture	7

(h) **Federal income taxes**— Income taxes are not provided for in the financial statements since the Organization is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state provisions. Management is not aware of any activities that would jeopardize the Organization’s tax exempt status. The Organization is not aware of any tax positions it has taken that are subject to a significant degree of uncertainty. Tax years for the past three years remain subject to examination by taxing authorities.



**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

(1) **Summary of Significant Accounting Policies:** (Continued)

(i) **Accrued leave**—It is the Organization’s policy to allow employees upon separation of employment, other than for cause, to be compensated up to 200 hours of accrued leave at their regular hourly rate of pay, conditional upon availability of funding. The Organization’s liability for compensated absences of their employees was \$188,244, as of June 30, 2022.

(j) **Cash and Cash Equivalents**— For the purpose of reporting cash flows, cash and cash equivalents include cash on hand, demand deposits due from banks, and short-term investments with an original maturity of 90 days or less.

(k) **Certificate of Deposit**—The Organization maintains a certificate of deposit with a federally insured bank. It is valued at fair value on the last day of the fiscal year and matures in May 2023.

(l) **Prepaid Expenses**— Prepaid expenses consist of participant transportation cards used by the Organization’s clients. These expenses are recognized as they are incurred.

(m) **Revenue Recognition**—Generally revenue is received from the State of Florida Department of Economic Opportunity and is earned on a cost reimbursement basis. Funds received in excess of expenses during the year are recognized as deferred revenues until the period in which they are earned.

(n) **Recent accounting pronouncements**—The FASB and other entities issued new or modifications to, or interpretations of, existing accounting guidance during 2022 and 2021. The Organization has considered the new pronouncements that altered accounting principles generally accepted in the United States of America, and other than as disclosed in the notes to the financial statements, does not believe that any other new or modified principles will have a material impact on the Organization’s reported financial position or operations in the near term.

In February 2016, the FASB issued Accounting Standards Update 2016-02: *Leases (Topic 842)*, to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the statement of financial position and disclosing key information about leasing arrangements. The new standard is effective for fiscal years beginning after December 15, 2021, and may be adopted early. The Organization is currently evaluating the effect that implementation of the new standard will have on its financial position, results of operations, and cash flows.

(2) **Subsequent Events:**

Management has performed an analysis of the activities and transactions subsequent to June 30, 2022 to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended June 30, 2022. Management has performed their analysis through \_\_/\_\_/\_\_\_\_, the date the financial statements were available to be issued.

Subsequent to June 30, 2022, Hurricane Ian impacted the Organization’s North Port satellite location. This location contained contents valued at an estimated \$50,000 that was damaged as a result of the hurricane. The Organization is unable to determine the outcome of any insurance proceeds to be received as a result of this damage as those proceedings are still in process with the insurance adjuster.

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

(3) **Employee Benefits:**

The Organization offers a tax-deferred savings plan, which qualifies as a voluntary contribution savings plan under Internal Revenue Code Section 401(k). Employees may provide tax-deferred contributions to fully-vested individual retirement accounts up to the Internal Revenue Code limit. The plan covers all employees over age twenty and one-half and after six months of continuous employment. The Organization makes discretionary contributions based on eligible employee wages. Employees are immediately vested in salary deferral contributions and become vested in employer matching and discretionary profit-sharing contributions in accordance with a schedule of years of service. Total expense recorded for the Organization's match was \$187,728 for the year ended June 30, 2022.

(4) **Concentration of Credit Risk and Significant Funding Source:**

(a) **Cash and cash equivalents**—As of June 30, 2022, the Organization had demand and time deposits with multiple financial institutions of \$932,769. The bank balance of these demand and time deposits was \$1,146,900 as of June 30, 2022. The Organization has no policy requiring collateral or other security to support its deposits, although all demand and time deposits with banks are federally insured up to FDIC limitations. The demand and time deposits with the financial institutions are insured up to \$250,000.

(b) **Grants receivable**—The Organization's receivables are for amounts due under contracts with the State of Florida and Federal government agencies. The Board has no policy requiring collateral or other security to support its receivables.

(c) **Significant funding source**—During the year ended June 30, 2022, the Organization received approximately 96% of its funding from the United States Department of Labor, the United States Department of Health and Human Services, and the United States Department of Agriculture passed through the Department of Economic Opportunity. If a significant reduction in the level of this funding were to occur, it could have an adverse effect on the Organization's program and activities.

(5) **Operating Leases:**

The Board has entered into various operating leases for office space expiring in June 2023. Future minimum rental payments on these existing lease commitments are as follows:

**Year ending June 30,**

2023	<u>\$ 420,651</u>
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For the year ended June 30, 2022, rent expense was \$641,354.

**SUNCOAST WORKFORCE BOARD, INC.  
D/B/A CAREERSOURCE SUNCOAST  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**(6) Indirect Costs:**

The Organization records costs that can be directly identified as benefiting a specific WIOA, TANF, or DEO Joint Managed Programs funding stream as direct expenses of the related program. Certain costs which are directly shared, have been allocated to programs based upon the relative benefit received. The Organization allocates indirect costs that cannot be identified as benefiting a specific program. Indirect costs are allocated to benefiting programs based upon an indirect cost rate approved by the Florida Department of Economic Opportunity. The following is a table of cost allocation methodologies for expenditures which are allocated:

<b>Expense</b>	<b>Method of Allocation</b>
Salaries and benefits	Time and effort
Facilities costs and rent	Full time employees located in the facilities
Staff training, dues, subscriptions, insurance, consultants, travel, and supplies	Allocated directly to the benefiting program or the appropriate indirect cost pool
Equipment	Charged directly or directly allocated to benefiting programs
Accounting, advertising, legal	Charged to the appropriate indirect pool unless the service can be directly tied to a grant
Auditing and monitoring	Allocated based upon relative expenditures of the grants audited and monitored
Service provider contracts	Directly allocated to programs or by the relative time the provider spent on the programs

**(7) Property Leased to Others:**

During the year ended June 30, 2022, The Organization recognized rental income from properties leased to others in the amount of \$92,982. The following is a schedule of future rentals under non-cancellable operating leases as of June 30, 2022. Leases have an annual non-cancellable term and will be on a month to month basis upon expiration unless renewed. The amounts reflected below may differ from actual future rental income due to new leases entered into, the expiration of existing leases, or the recognition of rental income resulting from escalators, if any:

<b>Year Ending June 30,</b>	<b>Rental Revenue</b>
2023	\$ 84,941

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

(8) **Related Parties Transactions:**

In accordance with applicable regulations, the Organization's board of directors includes representatives of private and public sector industries. During the fiscal year ended June 30, 2022, the Organization entered into contracts with certain private and public sector industries, with which certain board members associated, for the purpose of providing services to participants. During the year ended June 30, 2022, total payments for providing training to participants were \$256,838 and total payments for dues and outreach payments were \$50,275. Accounts payable to related parties were \$3,485 at June 30, 2022.

(9) **Liquidity and Availability:**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of the statement of financial position date, comprise the following:

Cash and cash equivalents	\$ 932,769
Certificates of deposit	174,503
Accounts receivable	1,264
Grants receivable	35,335
Total	<u>\$ 1,143,871</u>

The Organization has \$1,143,871 of financial assets available within one year of the statement of financial position date. None of these assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The Department of Economic Opportunity allows the Organization to request cash draws approximate to amounts necessary for pending disbursements for two weeks of cash needs.

(10) **Contingencies:**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the Federal government and the State of Florida. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Organization expects such amounts, if any, to be immaterial.

(11) **2021 Presentation:**

The accompanying financial statements include certain prior year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2021 from which the summarized information was derived.

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A CAREERSOURCE SUNCOAST**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Federal Grantor/Pass-Through Entity/ Federal Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identification Number	Federal Expenditures	Amount to Subrecipients
<b>United States Department of Labor:</b>				
Passed through the State of Florida, Department of Economic Opportunity:				
Employment Service Cluster:				
Wagner Peysler	17.207	WPA21	\$ 200,924	\$ -
Wagner Peysler	17.207	WPA22	355,181	-
Disabled Veterans Outreach Program	17.207	DVP21	13,568	-
Disabled Veterans Outreach Program	17.801	DVP22	7,847	-
Local Veterans Employment Representative	17.801	LVR21	48,723	-
Local Veterans Employment Representative	17.801	LVR22	22,790	-
Total Employment Service Cluster			649,033	-
Trade Adjustment Assistance	17.245	TAC19	72	-
Trade Adjustment Assistance	17.245	TAT19	95	-
Trade Adjustment Assistance	17.245	TAC20	986	-
Trade Adjustment Assistance	17.245	TAT20	19,515	-
Total Trade Adjustment Assistance			20,668	-
Unemployment Insurance	17.225	UCR20	66,382	-
Unemployment Insurance	17.225	UCR21	152,794	-
Total Unemployment Insurance			219,176	-
National Emergency Grants	17.277	WNO19	106,203	-
National Emergency Grants	17.277	WNC20	411,440	-
National Emergency Grants	17.277	WNO20	190,870	-
Total National Emergency Grants			708,513	-
Workforce Innovation and Opportunity Act Cluster:				
WIOA - Adult	17.258	WIA21	1,159,302	923
WIOA - Adult	17.258	WIS20	10,396	6,027
WIOA - Adult	17.258	WIS21	31,047	-
WIOA - Youth	17.259	WIY21	596,140	178
WIOA - Youth	17.259	WIY22	241,309	-
WIOA - Youth	17.259	WIS20	10,396	2,042
WIOA - Youth	17.259	WIS21	31,047	-
WIOA Dislocated Worker Formula Grants	17.278	WID21	731,153	8,506
WIOA Dislocated Worker Formula Grants	17.278	WRS20	41,448	-
WIOA Dislocated Worker Formula Grants	17.278	WID22	797,144	-
WIOA Dislocated Worker Formula Grants	17.278	WIR22	119,928	-
WIOA Dislocated Worker Formula Grants	17.278	WIS20	11,695	-
WIOA Dislocated Worker Formula Grants	17.278	WIS21	38,058	-
Total Workforce Innovation and Opportunity Act Cluster			3,819,063	17,676
<b>U.S. Department of Agriculture</b>				
Passed through the State of Florida, Department of Economic Opportunity:				
Supplemental Nutrition Assistance Program Cluster:				
Supplemental Nutrition Assistance Program	10.561	FSH21	32,800	3,508
Supplemental Nutrition Assistance Program	10.561	FSH22	59,658	-
Total Supplemental Nutrition Assistance Program Cluster			92,458	3,508
Passed through the State of Florida, Department of Economic Opportunity:				
Temporary Assistance for Needy Families	93.558	WTS21	525,469	13,816
Temporary Assistance for Needy Families	93.558	WTS22	795,908	-
Total Temporary Assistance for Needy Families			1,321,377	13,816
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<b>\$ 6,830,288</b>	<b>\$ 35,000</b>

The accompanying notes to schedule of expenditures of federal awards are an integral part of this schedule.

**SUNCOAST WORKFORCE BOARD, INC.**  
**D/B/A: CAREERSOURCE SUNCOAST**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**YEAR ENDED JUNE 30, 2022**

(1) **Basis of Presentation:**

The accompanying Schedule of Expenditures of Federal Awards includes the Federal award activity of Suncoast Workforce Board, Inc. (the Organization) and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

(2) **Summary of Significant Accounting Policies:**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement.

(3) **De Minimis Indirect Cost Rate Election:**

The Organization has elected not to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

(4) **Subrecipients:**

For the year ended June 30, 2022, the organization had one subrecipient. See the Schedule of Expenditures of Federal Awards for the amount passed through to this subrecipient.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors,  
Suncoast Workforce Board, Inc.  
d/b/a CareerSource Suncoast

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Suncoast Workforce Board, Inc., (the Organization) which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated \_\_\_/\_\_\_/\_\_\_.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Tallahassee, Florida

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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Board of Directors,  
Suncoast Workforce Board, Inc.  
d/b/a CareerSource Suncoast

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Suncoast Workforce Board, Inc. d/b/a CareerSource Suncoast (“the Organization”)’s compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Organization’s major federal programs for the year ended June 30, 2022. The Organization’s major federal programs are identified in the summary of auditors’ results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); the special audit guidance provided by the State of Florida Department of Economic Opportunity and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors’ Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization’s compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization’s federal programs.

## ***Auditors' Responsibility***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards* and Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*James Moore & Co., P.L.*

Tallahassee, Florida

  /  /  

DRAFT

**SUNCOAST WORKFORCE BOARD, INC.  
D/B/A CAREERSOURCE SUNCOAST  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**I. Summary of Auditors' Results:**

***Financial Statements:***

Type of audit report issued on the financial statements: *Unmodified*

Internal control over financial reporting:

Material weakness(es) identified?  yes  no

Significant deficiency(ies) identified?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

***Federal Awards:***

Internal control over major Federal programs:

Material weakness(es) identified?  yes  no

Significant deficiency(ies) identified?  yes  none reported

Type of auditor's report issued on compliance for major Federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?  yes  no

Identification of major Federal programs:

Assistance Listing Number(s)	Program Name
17.258, 17.259, 17.278	WIOA Cluster
Dollar threshold used to distinguish between type A and type B Federal programs:	\$750,000
Auditee qualified as low-risk auditee?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> No

**II. Financial Statement Findings:** None.

**III. Federal Awards Findings and Questioned Costs:** None.

**IV. State of Florida, Department of Economic Opportunity (DEO) Reporting Requirements:** The Organization performed timely reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application maintained by DEO. Also, based on the DEO reporting requirements, there were no additional findings required to be reported in FY2022.

**V. Federal Award Summary Schedule of Prior Year Findings:** There were no audit findings for the year ended June 30, 2021.



# Budget Modification

**CareerSource Suncoast**  
**Summary of Funds Available - All Programs Modification #2**  
**Program Year 2022-2023**  
**July 1, 2022 - June 30, 2023**

Funding Streams	Mod #1 Funding Avail PY 22-23	Increase or (Decrease) in Funding	Adjusted Funding Avail PY 22-23	Less Reserve for PY 23-24	Mod #2 Funding Budgeted For PY 22-23	Notes
Temporary Assistance for Needy Families (TANF) exp 6/30/23	\$1,319,933	\$40,000	\$1,359,933	\$0	\$1,359,933	Addtl TANF rec'd for Summer 2023 Youth Employment Prog
Temporary Assistance for Needy Families (TANF) exp 8/31/22	\$153,814	\$0	\$153,814	\$0	\$153,814	
<b>Total Temporary Assistance for Needy Families</b>	<b>\$1,473,747</b>	<b>\$40,000</b>	<b>\$1,513,747</b>	<b>\$0</b>	<b>\$1,513,747</b>	
WIOA-Adult & Dislocated Worker expires 6/30/2024	\$1,892,962	\$250,144	\$2,143,106	\$227,909	\$1,915,197	\$200,000 for CDL training & Rap Resp Coord \$50,144
WIOA-Adult & Dislocated Worker Carry Fwd expires 6/30/2023	\$149,178	\$0	\$149,178	\$0	\$149,178	
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$2,042,140</b>	<b>\$250,144</b>	<b>\$2,292,284</b>	<b>\$227,909</b>	<b>\$2,064,375</b>	
WIOA-Youth expires 6/30/2024	\$747,202	\$0	\$747,202	\$0	\$747,202	
WIOA-Youth Carry Fwd expires 6/30/2023	\$604,445	\$0	\$604,445	\$0	\$604,445	
<b>Total WIOA Youth</b>	<b>\$1,351,647</b>	<b>\$0</b>	<b>\$1,351,647</b>	<b>\$0</b>	<b>\$1,351,647</b>	
<b>NEG Dislocated Worker COVID-19 expires 3/31/2023</b>	<b>\$362,895</b>	<b>\$0</b>	<b>\$362,895</b>	<b>\$0</b>	<b>\$362,895</b>	
<b>NEG Dislocated Wkr Opioid-3 Fostering Recovery expires 8/31/2024</b>	<b>\$470,820</b>	<b>\$0</b>	<b>\$470,820</b>	<b>\$206,128</b>	<b>\$264,692</b>	
<b>NEG Dislocated Worker- Hurricane Ian expires 9/30/2024</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$250,000</b>	<b>\$1,750,000</b>	Disaster clean up and humanitarian temp jobs/client trng
Wagner Peyser (WP) expires 9/30/2023	\$553,142	\$96,033	\$649,175	\$33,533	\$615,642	WP App Navigator \$62,500 & WP \$33,533
Wagner Peyser (WP) Carry Fwd expires 9/30/2022	\$158,044	\$0	\$158,044	\$0	\$158,044	
<b>Total Wagner Peyser</b>	<b>\$711,186</b>	<b>\$96,033</b>	<b>\$807,219</b>	<b>\$33,533</b>	<b>\$773,686</b>	
<b>Veteran's Programs (DVOP &amp; LVER) estimate</b>	<b>\$164,844</b>	<b>\$0</b>	<b>\$164,844</b>	<b>\$0</b>	<b>\$164,844</b>	
<b>Reemployment Svcs &amp; Eligibility Assess (RESEA) estimate</b>	<b>\$213,000</b>	<b>\$0</b>	<b>\$213,000</b>	<b>\$0</b>	<b>\$213,000</b>	
<b>Supple Nutrition Asst Prog Emplmnt &amp; Trng (SNAP) estimate</b>	<b>\$122,000</b>	<b>\$0</b>	<b>\$122,000</b>	<b>\$0</b>	<b>\$122,000</b>	
<b>Trade Adjustment Assistance (TAA) Carry Fwd estimate</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>	
<b>Total</b>	<b>\$6,937,279</b>	<b>\$2,386,177</b>	<b>\$9,323,456</b>	<b>\$717,570</b>	<b>\$8,605,886</b>	Mod #2 Funding Budgeted for PY 22-23 is an increase of \$2,102,644. Mod #1 Budget Funded at \$6,503,242. Reserve for PY 23-24 increased by \$283,533

\$9,323,456

\$8,605,886 ck fig

Reserve Mod #1 bal \$434,037  
 Reserve Mod 2 inc \$283,533  
 Total Reserve Mod 2 \$717,570

\$2,102,644 budget increase fr mod 1 to mod 2

**CareerSource Suncoast  
Budget Mod #2  
Program Year 2022-2023**

	<b>Mod #1 Funding Budgeted PY 22-23</b>	<b>Increase or (Decrease)</b>	<b>Mod #2 Funding Budgeted PY 22-23</b>	<b>Notes</b>
<b>Funding Available Less Reserves</b>	<b>\$6,503,242</b>	<b>\$2,102,644</b>	<b>\$8,605,886</b>	For details of increase see Summary of Funds Available Mod #2 worksheet
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	\$3,891,374	\$381,824	\$4,273,198	App Nav, Rap Rep, lan positions, 2% COL one time pay staff, & FB
<b>Staff Training &amp; Education</b>	35,000	0	35,000	
<b>Total Personnel Costs</b>	<b>\$3,926,374</b>	<b>\$381,824</b>	<b>\$4,308,198</b>	
<b>Facility Costs</b>	<b>\$952,213</b>	<b>\$0</b>	<b>\$952,213</b>	
<b>Office Furniture &amp; Equipment</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$45,000</b>	
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
<b>Accounting &amp; Audit</b>	\$63,973	\$18,898	\$82,871	increase costs from new grants
<b>Consultants &amp; Legal</b>	40,000	0	40,000	
<b>General Insurance</b>	57,624	1,500	59,124	increase due to higher rates than expected
<b>Office Supplies &amp; Expense</b>	40,000	0	40,000	
<b>Travel &amp; Meetings</b>	60,000	5,000	65,000	increase costs from new grants
<b>Total Operating Costs</b>	<b>\$261,597</b>	<b>\$25,398</b>	<b>\$286,995</b>	
<b>Program Services:</b>				
<b>Client Training &amp; Support Employer &amp; Client Services</b>	\$1,122,060	\$1,690,422	\$2,812,482	SYEP June 2023 \$40,000 / lan disaster jobs, supp, trng \$1,474,320 / CDL trng \$176,102
<b>Outreach</b>	94,000	5,000	99,000	outreach programs
<b>Total Program Services</b>	<b>\$1,318,060</b>	<b>\$1,695,422</b>	<b>\$3,013,482</b>	
<b>Totals</b>	<b>\$6,503,242</b>	<b>\$2,102,644</b>	<b>\$8,605,886</b>	

**CAREERSOURCE SUNCOAST**  
**Policy Approval**  
**Board of Directors Summary**  
**November 10, 2022**

**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. Earlier this year DEO released a memorandum requiring local boards to present all local policies to the Board of Directors for review and approval. Outlined below are six (6) CSS Board Policies for your review and approval.

**Summary of Policy Additions/Changes:**

Beginning Program Year 2022/23, CSS made the decision to move from a third-party programmatic monitoring conducted one-time annually, to an ongoing internal programmatic monitoring process conducted throughout the year. This change resulted in the need of policy updates to reflect the current programmatic monitoring process.

The previous language stated:

“Programmatic monitoring will be conducted throughout the program year by our internal Program Monitors under the direction of the CSS Director, Regional Alignment & Programs Development. This will include a formal review **conducted by a third-party programmatic monitoring vendor** of client records that include supportive service issuance, activities and case noting for all programmatic funding to comply with federal, state, and local policies and procedures.”

The new language states:

“Programmatic monitoring will be conducted throughout the program year by CSS’s quality assurance team member. This includes the specific review of client records (local & state MIS) while using the current applicable state program monitoring tools. In addition, federal and state guidance and CSS policies and operating procedures will be utilized.”

The following Policies have been update with the new language:

- CSS Policy 01-21 Support Services
- CSS Policy 04- 21 Client Incentive
- CSS Policy 05-21 Individual Training Accounts
- CSS Policy 10-21 WIOA Youth Eligibility
- CSS Policy 13-21 National Emergency Dislocated Worker
- CSS Policy 14-21 Priority of Service



**CAREERSOURCE SUNCOAST  
Policy Approval  
Board of Directors Summary  
November 10, 2022**

**Requested Action:**

**A motion for the Board to approve the CSS Policy language change for programmatic monitoring for:**

- **CSS Policy 01-21 Support Services.**
- **CSS Policy 04- 21 Client Incentive**
- **CSS Policy 05-21 Individual Training Accounts**
- **CSS Policy 10-21 WIOA Youth Eligibility**
- **CSS Policy 13-21 National Emergency Dislocated Worker**
- **CSS Policy 14-21 Priority of Service**

Respectfully submitted,

Christina Witt,  
Organizational Support Services Director



# CEO Report



FINANCE  
AND  
PERFORMANCE  
COMMITTEE  
REPORT

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Board of Directors Summary**  
**November 10, 2022**

The Finance & Performance Committee met on November 7, 2022.

**Financial Audit PY Ending 6-30-2022:**

Ben Clark, Manager with James Moore & Company presented the audit report to the Committee. Mr. Clark stated there were no findings and the audit is clean with an unmodified opinion. The Committee approved the report to go before the Executive Committee and Board on November 10, 2022. A copy of the audit report is included in the meeting materials.

**Review of Budget to Expenditure Report PY 22-23 as of 9-30-2022:**

A copy of the report was included in the meeting materials. This report covers the period July 1, 2022 – September 30, 2022 for PY 22-23. Overall burn rate as of 9-30-2022 was 25%. A new report was shared with the committee reporting on Budget to Expenditures by fund source. This report will be shared quarterly with the committee.

State and federal expenditure requirements reported as of 9-30-2022:

- Admin expenditure rate – 9.45%; max allowed 10%
- Individual training accounts (ITAs) – 42.01%; min requirement 30%
- Youth paid internships – PY21 26.34%; min requirement 20%
- Youth out of school expenditures – PY21 97.63%; min requirement 75%

**Review of Summary of Non-Federal Funds as of 9-30-2022:**

Balance of funds \$684,936.

**Budget Modification #2 PY 22-23:**

A request for a Budget Modification #2 PY 22-23 was approved by the Finance & Performance Committee to be presented to the Executive Committee and Board for approval during the November 10<sup>th</sup> meeting. A copy of the Budget Modification #2 request and notes were included in the meeting materials.

Mod #1 Funding Available:	\$6,937,279
Increase in Funding:	\$2,386,177
Adjusted Funding Available:	\$9,323,456
Less Reserve for PY 23-24:	\$ 717,570
Mod #2 Funding Budgeted:	\$8,605,886

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Board of Directors Summary**  
**November 10, 2022**

Funding Budgeted for PY 22-23 Mod #2 was an increase of \$ 2,102,644 over Mod #1. Line items requested for an increase for PY 22-23 Budget:

- Add \$381,824 salary and fringe benefits
- Add \$18,898 accounting and audit
- Add \$1,500 general insurance
- Add \$5,000 travel and meetings
- Add \$1,690,422 client training and support
- Add \$5,000 outreach

**Performance Update:**

Anthony Gagliano reviewed the CSS performance dashboard posted on the CSS Website at [Dashboard - CareerSource Suncoast](#) . The performance dashboard is broken down by quarters for the fiscal year. The dashboard provides information on services provided to career Seekers and employers.

The REACH act letter grades were released from CareerSource Florida in October, 2022 and are located on their website at [Analytics: Letter Grades: Grades \(careersourceflorida.com\)](#). The Dashboard displays the letter grades for the regions, with CSS currently having a C+ grade. The scorecard metrics for the letter grades were reviewed, focusing on the major areas of improvement needed to include, but not limited to: WIOA performance metrics, repeat business, and participants in work related training.

**General Updates:**

A survey to committee members will be sent out regarding the scheduling of the next committee meeting in January, 2023

Respectfully Submitted,

Lisa Eding  
CSS Treasurer

CareerSource Suncoast  
 Expenditure To Budget Report - Summary  
 Program Year July 1, 2022 thru June 30, 2023  
 As Of 9/30/2022 (with accruals)

MOD 1

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	UNRESTRICTED EXPENSES YTD	NOTES
<b>PERSONNEL COSTS</b>						
SALARIESFRINGE BENEFITS	\$3,891,371	\$936,415	\$2,954,956	24%		
STAFF TRAINING & EDU	\$35,000	\$11,706	\$23,294	33%		oblig: \$23,121
<b>TOTAL PERSONNEL COSTS</b>	<b>\$3,926,371</b>	<b>\$948,121</b>	<b>\$2,978,250</b>	<b>24%</b>	<b>\$0</b>	
<b>FACILITY COSTS</b>	<b>\$952,213</b>	<b>\$264,463</b>	<b>\$687,750</b>	<b>28%</b>	<b>\$0</b>	
<b>OFFICE FURNITURE &amp; EQUIP</b>	<b>\$45,000</b>	<b>\$6,172</b>	<b>\$38,828</b>	<b>14%</b>	<b>\$0</b>	
<b>OPERATING COSTS:</b>						
ACCOUNTING/AUDIT	\$63,973	\$12,611	\$51,362	20%	\$1,465	
CONSULTANTS/LEGAL	\$40,000	\$5,833	\$34,167	15%		OSO contract oblig bal \$29,167
GENERAL INSURANCE	\$57,624	\$59,104	(\$1,480)	103%		Policies began July 1
OFFICE EXP & SUPP	\$40,000	\$6,645	\$33,355	17%	\$5,700	
TRAVEL & MEETINGS	\$60,000	\$10,406	\$49,594	17%	\$3,407	
<b>TOTAL OPERATING COSTS</b>	<b>\$261,597</b>	<b>\$94,599</b>	<b>\$166,998</b>	<b>36%</b>	<b>\$10,572</b>	
<b>PROGRAM SERVICES:</b>						
CLIENT TRAINING/SUPPORT	\$1,122,060	\$254,438	\$867,622	23%		Expenditures and oblig @ 56%
CLIENT & EMPLOYER SERVICES	\$102,000	\$42,362	\$59,638	42%		Oblig: \$3,000
OUTREACH	\$94,000	\$7,370	\$86,630	8%		Contract oblig bal: \$74,848
<b>TOTAL PROGRAM SERVICES</b>	<b>\$1,318,060</b>	<b>\$304,170</b>	<b>\$1,013,890</b>	<b>23%</b>	<b>\$0</b>	
<b>TOTALS</b>	<b>\$6,503,241</b>	<b>\$1,617,524</b>	<b>\$4,885,717</b>	<b>25%</b>	<b>\$10,572</b>	<b>Rates below as of 09/30/22:</b> Admin 9.45 % Max 10% ITA 42.01%. Min Req 30% Paid Internships Exp: PY21 26.34%. Min Req 20% Out of Sch Exp: PY21 97.63% Min Req 75%. Yth
expected burn rate as of 09/30/22				25%		
actual burn rate as of 09/30/22				25%	<b>\$684,936</b>	<b>Unrestricted Fund Balance as of 9/30/2022 (MM &amp; CD \$337,246 included in total balance)</b>



# STAFF REPORTS