

# **CareerSource Suncoast**

## **COMBINED EXECUTIVE AND FINANCE/PERFORMANCE COMMITTEE MEETING**

Thursday, June 10, 2021 - 8:00 a.m. to 9:00 a.m.

Location: 1112 Manatee Ave E, Bradenton, FL

### **AGENDA**

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

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

- Approval of May 13, 2021 Executive Committee Meeting Minutes
- Approval of 2021-2022 Budget – Robin Dawson, CFAO
- Approval of RFP – One Stop Operator – Robin Dawson, CFAO

#### **Committee Report**

Finance & Performance Committee Report – Walter Spikes, Coldwell Banker Realty

#### **Staff Reports**

- **Kathy Bouchard**
- **Robin Dawson**
- **Anthony Gagliano**
- **Josh Matlock**
- **Ted Ehrlichman**

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

**Adjournment**

**Next Executive Committee Meeting is July 8, 2021**

*Location TBD*

**CAREERSOURCE SUNCOAST  
EXECUTIVE COMMITTEE MEETING**  
1112 Manatee Ave East, Bradenton, FL  
Thursday, May 13, 2021  
TEAMS Meeting

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

**I. Call to Order**

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

**II. Action Items**

**Approval of April 8, 2021 Executive Meeting minutes**

Mr. Troyer asked for a motion to approve the April 8, 2021 meeting minutes.

**Motion: Rick Mosholder**

**Second: Christy Cardillo**

The motion to approve the minutes passed unanimously.

**Approval of Audit Request for Proposals**

Robin Dawson presented the summary of the Audit and Tax Services from the RFP review committee. The Committee met on April 22, 2021 at the Sarasota Career Center. The committee members were Board members Eric Troyer, Kerkering Barberio & Co. CPA's, and Christy Cardillo Carr, Riggs and Ingram, CPA's.

Seven proposals were received, and the committee reviewed and ranked each proposal submitted. The score for each proposal was as follows:

<b><u>Firm</u></b>	<b><u>Ranking</u></b>	<b><u>Points</u></b>
James Moore & Co, CPAs	1	191
Grau & Associates, CPAs	2	184
Warren Averett, CPAs	3	181
Anthony Brunson, P.A.	4	177
Powell & Jones CPAs	5	174
Mauldin & Jenkins CPAs	6	173
Thomas Howell Ferguson, P.A.	7	172

Based on the results the committee recommends James and Moore be chosen as the next Audit and Tax Services provider. The contract is for one year with the option to continue for four additional one-year periods. James Moore & Co. provided a statement of no knowledge of reports or records of substandard work and no disciplinary actions taken or pending.

A motion was made that the Executive Committee make a recommendation to the Board to approve the audit and tax services procurement and begin negotiations with James Moore & Co.

**Motion: Sharon Hillstrom**

**Second: Rick Mosholder**

The motion passed unanimously.

### **New Board Member Application**

Robin Dawson presented the application for new board member William Zack Holland. Mr. Holland is a training coordinator with the Plumbers and Pipefitters Local 123 Union. This is a mandated position currently held by Mr. Tom Bedwell, who has resigned due to health reasons. The next step is a meeting with the Commission Coordinating Council, which consists of the two chief local elected officials. The application will then be presented at the next board meeting.

### **Committee Reports**

There were no committee reports

### **III. Staff Reports**

Kathy Bouchard updated the committee on 2021-2022 benefits. This is one of the biggest budget items and we have had a high utilization over the past year. The original increase in the cost of benefits was 12.8 percent, but we may be able to get it down to 8.8 percent. A survey was sent to staff regarding different coverage options.

Robin Dawson discussed the planning allocations for PY 21-22. There is a 9.29% increase in adult, a 10.18% decrease in dislocated worker, a 10.17% increase in youth, a 0.97% increase in TANF and a 3.04% decrease in Wagner Peyser funding. We have also received \$1,838,631 funding from various grants. A copy of the report was provided in the meeting materials. We expect to have the budget presented to the executive and finance & performance committee and the board at the June meetings. Ms. Dawson also reported that the Board Governance Training provided by USDOL has been sent to all board members and staff leadership team. Ms. Dawson reported that the one stop operator RFP closed on May 7, 2021. We received two proposals, and they will be reviewed by staff and presented at the June executive and board meetings.

Anthony Gagliano reported on DEO's "[Return to Work](#)" initiative. We will open on a full schedule in June. Job search requirement and participations waivers will be lifted June 1<sup>st</sup>, so we expect an uptick in clients coming into the office. We have reviewed our office space to accommodate the 6-foot distance requirement and appointments are no longer required. We will allow 10 clients at a time into the resource room. The career lab will accommodate 12 people. We will also have a full presence at STC and will reopen the North Port site in June. Mr. Gagliano also reported on our fifth annual State of Talent Conference held on May 12, 2021. The conference was virtual for a second straight year and [the conference is still available to view](#). There were more 500 registrants, 319 people at peak attendance and the total never dropped below 200 for the entire day. Mr. Gagliano reported that Jen Zak, the Communications Director, has resigned and the communications team will report to Workforce Education Director Michael Meerman.

James Disbro reported that we have received the regional demand occupation list (RDOL). The RDOL has been [public noticed](#) and emailed to our training providers with instructions on adding occupations to the list. There are 25 occupations added to this year's list and 12 removed. The deadline for submitting additions to the RDOL is May 21, 2021. The information will then be reviewed by the reviewing committee. The final local targeted occupation list will go before the executive committee and the board for approval in June.

Josh Matlock and Ted Ehrlichman reported on the latest legislation that has passed and how we will respond to the changes. There are significant changes, including level two background screening and e-verify requirements were removed, removal of restrictions on funds to FWDA and changes in related party voting at board meetings. These changes are a result of the issues with other regions. Mr. Matlock reported that the grantee subgrantee has been signed by the chief local elected officials. Mr. Matlock also mentioned that there is a manufacturing fair and there were only eight attendees signed up.

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

There were no public comments

### **V. Adjournment**

The next meeting is June 10, 2021 and will be a combined Executive and Finance & Performance committee meeting. There being no further business, Chair Troyer adjourned the meeting at 8:56 a.m.

**Respectfully submitted,**

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

Ted Ehrlichman  
President & CEO

PROGRAM BUDGET

2021

2022

JULY 1 2021 - JUNE 30 2022



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**CareerSource Suncoast  
Budget for Program Year 2021-2022**

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**Introduction Letter**  
**to be inserted prior to meeting**

# **CareerSource Suncoast Program Year 2021-2022 Budget Narrative**

The Board CFAO and staff have prepared the budget for CareerSource Suncoast. This narrative will be divided into sections describing our various programs, as follows:

## **Temporary Assistance for Needy Families (TANF)**

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income persons in danger of entering welfare dependency. The goal of this program is to assist these persons in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

## **Workforce Innovation and Opportunity Act (WIOA)**

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015 supersedes the Workforce Investment Act (WIA) of 1998. 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. Three funding sources fall under WIOA – Adult, Dislocated Worker, and Youth. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internship, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs. The law also allows for a regional workforce board to request a waiver from CareerSource Florida based on sliding scale due to reduced funding levels in WIOA, Wagner Peyser, and TANF. CSS will be under a 30% waiver vs the 50% requirement.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out of school youth 16-24 years of age. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Suncoast has two full-service high-tech career centers in Bradenton and Sarasota. In South Sarasota County we partner and co-locate with Goodwill in North Port. These locations will provide a broad range of services to the citizens and businesses in Sarasota and Manatee Counties.

## **Apprenticeship Navigator**

This one-year grant issued in December 2020 created a support staff position engaged in apprenticeship navigator functions that are intended to develop and/or expand viable apprenticeship programs to meet local talent needs of employers in targeted industries. The grant does not allow for client training or support.

## **National Emergency Dislocated Worker-Opioid Crisis**

While partnering with community partners this grant will help combat the opioid crisis in our local area. Targets dislocated workers, long-term unemployed, and self-employed individuals who are underemployed and affected by the opioid crisis. The funds will assist with training, career readiness, soft skills, and on-the-job training. This is the second year of a two-year grant.



# **CareerSource Suncoast Program Year 2021-2022 Budget Narrative**

## **National Emergency Dislocated Worker-COVID-19**

Released in May, 2020 during the COVID pandemic the dislocated worker funds will be focusing on assisting individuals unemployed due to COVID-19 layoffs with temporary employment, on the job training or individual training accounts for classroom scholarships.

## **National Emergency Dislocated Worker – Opioid Fostering Recovery**

The 46-month grant will create and maintain local partnerships to develop strategies that foster recovery from opioid and addiction issues affecting the workforce. This will be further accomplished by providing training and career services to individuals affected by the opioid crisis, as well as individuals seeking employment in medical, mental health, and addiction-related fields. CSS will participate in local opioid/addiction task forces or other forms of community efforts. The grant will also provide technical assistance to human resource professionals on how to deal with issues related to addition in the workplace.

## **Department of Economic Opportunity (DEO) – Joint Managed Programs**

Programs under DEO – Joint Managed Programs are for services delivered by DEO state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for DEO Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.
2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

## **Reemployment Services and Eligibility Assessment (RESEA)**

A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting in shorter claims durations and fewer erroneous payments.

# **CareerSource Suncoast Program Year 2021-2022 Budget Narrative**

## **Supplemental Nutrition Assistance Program – Employment and Training (SNAP)**

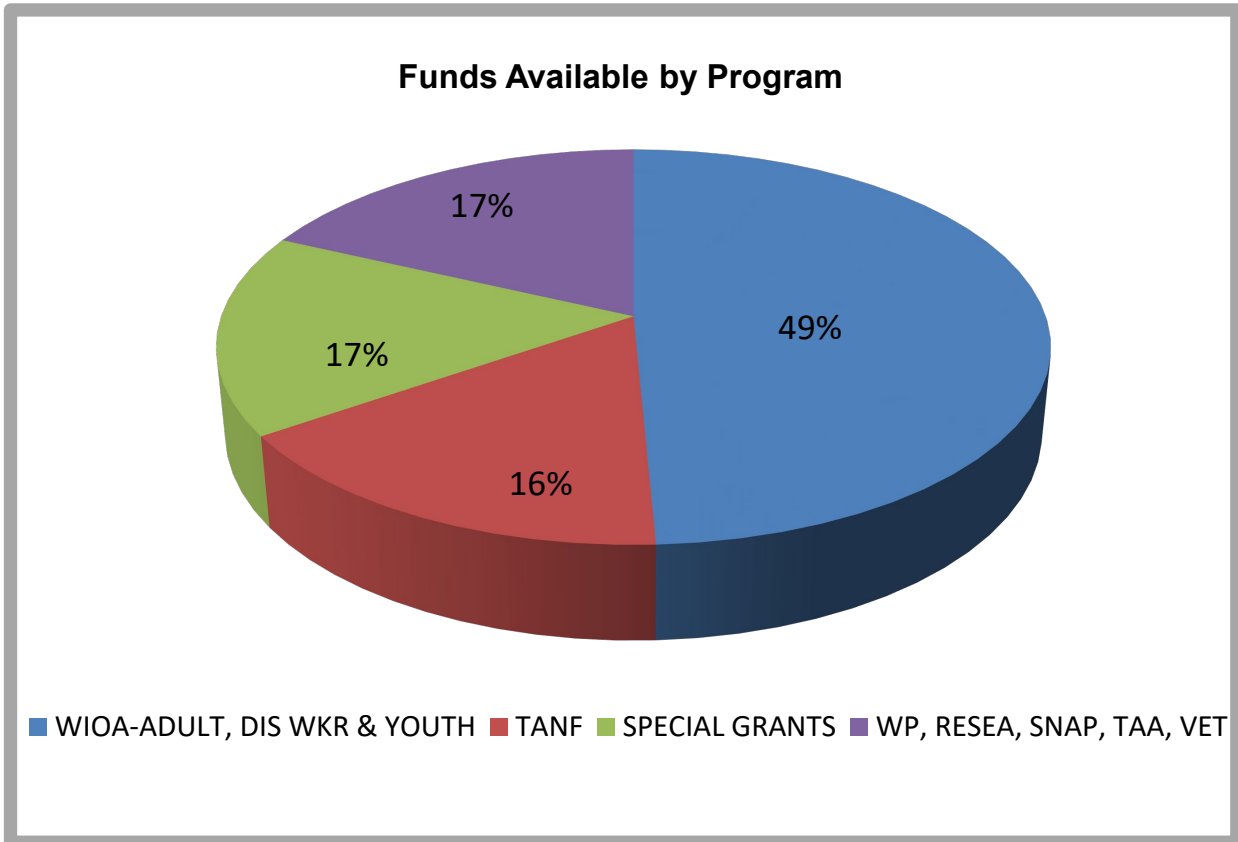
SNAP recipients without dependents receive assistance from CareerSource Suncoast with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016 the State of Florida began mandatory participation for SNAP recipients.

## **Trade Adjustment Assistance Program (TAA)**

The program assists workers who have been laid off or whose jobs have been threatened because of foreign trade or competition. Trade-affected workers who are covered under a certified Trade Act Petition may be eligible to receive an array of services and benefits.

**CareerSource Suncoast  
Funds Available by Program  
Program Year 2021-2022**

PROGRAM	FUNDS AVAILABLE	% OF TOTAL	WIOA ALLOCATION BREAKDOWN	FUNDS AVAILABLE	% OF TOTAL
WIOA-ADULT, DIS WKR & YOUTH	\$4,083,321	49%	ADULT/DIS WKR	\$2,702,797	66%
TANF	\$1,336,764	16%	YOUTH	\$1,380,524	34%
SPECIAL GRANTS	\$1,368,483	17%	TOTAL	\$4,083,321	100%
WP, RESEA, SNAP, TAA, VET	\$1,500,091	17%			
TOTAL	\$8,288,659	100%			



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

Funding Streams	Funding Available PY 21-22	Reserve for PY 22-23	Funding Budgeted For PY 21-22
<b>Temporary Assistance for Needy Families (TANF) exp 6/30/22</b>	<b>\$1,336,764</b>	<b>\$0</b>	<b>\$1,336,764</b>
WIOA-Adult & Dislocated Worker expires 6/30/2023	\$1,797,722	\$232,021	\$1,565,701
WIOA-Adult & Dislocated Worker Carry Fwd estimate expires 6/30/2022	\$905,075	\$0	\$905,075
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$2,702,797</b>	<b>\$232,021</b>	<b>\$2,470,776</b>
WIOA-Youth expires 6/30/2023	\$840,533	\$201,000	\$639,533
WIOA-Youth Carry Fwd estimate expires 6/30/2022	\$539,991	\$0	\$539,991
<b>Total WIOA Youth</b>	<b>\$1,380,524</b>	<b>\$201,000</b>	<b>\$1,179,524</b>
<b>Apprenticeship Navigator expires 12/31/21</b>	<b>\$41,181</b>	<b>\$0</b>	<b>\$41,181</b>
<b>National Emergency Dislocated Worker Opioid-Orig estimate-expires 3/31/2022</b>	<b>\$186,127</b>	<b>\$0</b>	<b>\$186,127</b>
<b>National Emergency Dislocated Worker COVID-19 estimate-expires 3/31/2022</b>	<b>\$480,349</b>	<b>\$0</b>	<b>\$480,349</b>
<b>National Emergency Dislocated Worker Opioid-3 Fostering Recovery estimate-expires 8/31/2024</b>	<b>\$660,826</b>	<b>\$414,120</b>	<b>\$246,706</b>
Wagner Peyser (WP) expires 9/30/2022	\$744,870	\$54,800	\$690,070
Wagner Peyser (WP) Carry Fwd estimate expires 9/30/2021	\$231,645	\$0	\$231,645
<b>Total Wagner Peyser</b>	<b>\$976,515</b>	<b>\$54,800</b>	<b>\$921,715</b>
<b>Veteran's Programs (DVOP &amp; LVER) estimate-expires 6/30/2022</b>	<b>\$111,672</b>	<b>\$0</b>	<b>\$111,672</b>
<b>Reemployment Svcs &amp; Eligibility Assess (RESEA) estimate-expires 6/30/2022</b>	<b>\$250,656</b>	<b>\$0</b>	<b>\$250,656</b>
<b>Supplemental Nutrition Assist Prog Employment &amp; Training (SNAP) estimate-expires 6/30/2022</b>	<b>\$122,748</b>	<b>\$0</b>	<b>\$122,748</b>
<b>Trade Adjustment Assistance (TAA) Carry Fwd estimate-expires 6/30/2022</b>	<b>\$38,500</b>	<b>\$0</b>	<b>\$38,500</b>
<b>Total</b>	<b>\$8,288,659</b>	<b>\$901,941</b>	<b>\$7,386,718</b>

**CareerSource Suncoast  
Budget Comparison & Information  
Program Year 2021-2022 to 2020-2021**

	Note Ref	PY 21-22 Budget	PY 20-21 Budget Mod #2	Expenditures PY 20-21*
<b>Funding Available Less Reserves</b>		\$7,386,718	\$7,491,417	
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	1	\$4,403,041	\$4,072,305	\$3,967,156
<b>Staff Training &amp; Education</b>	2	60,000	\$71,000	\$69,840
<b>Total Personnel Costs</b>		\$4,463,041	\$4,143,305	\$4,036,996
<b>Facility Costs</b>	3	\$980,358	\$1,077,198	\$959,159
<b>Office Furniture &amp; Equipment</b>	4	\$40,000	\$110,570	\$108,329
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
<b>Accounting</b>	5	\$27,500	\$30,000	\$22,530
<b>Audit &amp; Monitoring</b>	6	58,960	60,000	\$58,617
<b>Consultants &amp; Legal</b>	7	45,000	33,250	\$24,517
<b>General Insurance</b>	8	50,470	49,000	\$48,636
<b>Office Supplies &amp; Expense</b>	9	50,000	55,000	\$30,052
<b>Travel &amp; Meetings</b>	10	50,000	50,000	\$15,615
<b>Total Operating Costs</b>		\$281,930	\$277,250	\$199,967
<b>Program Services:</b>				
<b>Client Training &amp; Support</b>	11	\$1,340,389	\$1,480,124	\$1,120,928
<b>Employer &amp; Client Services</b>	12	171,000	292,970	\$215,527
<b>Outreach</b>	13	110,000	110,000	\$105,338
<b>Total Program Services</b>		\$1,621,389	\$1,883,094	\$1,441,793
<b>Totals</b>		\$7,386,718	\$7,491,417	\$6,746,244

\*Expenditures for June are estimated

**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years PY 2021-2022 & PY 2020-2021**

Note 1 Salaries – Includes positions for Career Services and Board Administration with a performance merit increase up to 3% or level up through staff-development options and a one time cost of living payment 2%.

	<u>PY 21-22</u>	<u>PY 20-21</u>
CSS F/T Positions	61	62
CSS P/T Positions	0	2
State Merit Positions*	10	10
<u>State OPS/PT Positions*</u>	1	1
Total CSS & State Positions	72	75

*\*State merit and OPS positions are not included in CSS budgeted salary/fringe benefit line item. They are paid through the State of Florida as employees of Department of Economic Opportunity (DEO). We provide supervision and oversight in our career centers for these employees.*

Fringe Benefits - Includes mandatory taxes: social security, medicare, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSS for a base health plan. Buy-up options will be available with employee contributions. Dental, life, and long-term disability benefits for employees are paid by CSS. A discretionary retirement contribution is paid for eligible employees at 7.5%. The average fringe benefit rate for PY 21-22 is 32%.

Note 2 Staff Training & Education – Training for staff to include on-site training, opportunities offered by Florida Department of Economic Opportunity, and outside sources to be determined.

Note 3 Facility costs are derived from rent, utilities, equipment maintenance, IT maintenance, IT communications, telephone lines, long distance charges, and building maintenance for 2 career centers and satellite offices.

Note 4 Equipment & Furniture - This line item is budgeted for replacement of equipment/furniture needs.

Note 5 Accounting – Fees for payroll processing services, 401k admin fees, and our maintenance renewal on our accounting software.

Note 6 Audit/Monitoring - This line item includes costs for our financial audit, 990 return, and programmatic monitoring - both are outsourced.

Note 7 Consultants & Legal – Includes costs for one stop operator and legal services.

Note 8 General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.

Note 9 Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies (for staff and customers), and postage.

**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years PY 2021-2022 & 2020-2021**

- Note 10      Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal requirements.
- Note 11      Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT), employed worker training (EWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocations (pg 10) in the packet.
- Adult & Dislocated Worker Funds are required to expend 50% on ITAs. CSS will continue with a reduced ITA percentage based on CareerSource Florida's sliding scale policy issued when funding levels began decreasing. This budget will exceed the 30% ITA sliding scale rate requirement.
- The Youth budget will meet the minimum 75% requirement for out of school youth activities, as we will focus only on out of school enrollments. The training budget for youth also includes an amount for paid internships and on-the-job training to exceed the 20% WIOA work experience requirement.
- Client Support – Support services are on an individual basis and need. Possible costs may include childcare, housing, and transportation costs.
- Note 12      Employer and Client Services – Employer and client assessment activities and career services.
- Note 13      Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSS. This line item includes \$40,000 in outreach services partnering with the Bradenton Area Economic Development Corporation and Economic Development Corporation of Sarasota County. Additional outreach services include \$40,000 to partner with College Access Networks in both counties.

**CareerSource Suncoast  
Budget by Allocation  
Program Year 2021 - 2022  
July 1, 2021 - June 30, 2022**

	BUDGET	TANF	WIOA ADULT & DIS WKR	WIOA YOUTH	APPRENT NAVIGATOR	NEG OPIOID DIS WKR	NEG COVID-19 DIS WKR	NEG OPIOID FOSTERING RECOVERY	WAGNER PEYSER	VETS	RESEA	SNAP	TAA
Funding Available Less Reserve	\$7,386,718	\$1,336,764	\$2,470,776	\$1,179,524	\$41,181	\$186,127	\$480,349	\$246,706	\$921,715	\$111,672	\$250,656	\$122,748	\$38,500
Personnel Costs:													
Salaries & Fringe Benefits	\$4,403,041	\$1,049,343	\$1,609,904	\$768,365	\$40,420	\$83,508	\$166,289	\$87,966	\$231,974	\$47,516	\$204,787	\$100,493	\$12,476
Staff Training & Education	60,000	11,122	27,557	9,581	0	0	0	0	7,487	907	2,036	997	313
<b>Total Personnel Costs</b>	<b>\$4,463,041</b>	<b>\$1,060,465</b>	<b>\$1,637,461</b>	<b>\$777,946</b>	<b>\$40,420</b>	<b>\$83,508</b>	<b>\$166,289</b>	<b>\$87,966</b>	<b>\$239,461</b>	<b>\$48,423</b>	<b>\$206,823</b>	<b>\$101,490</b>	<b>\$12,789</b>
Facility Costs	\$980,358	\$177,414	\$0	\$136,903	\$0	\$0	\$0	\$0	\$566,183	\$50,300	\$33,267	\$16,291	\$0
Office Furn & Equip	\$40,000	\$11,280	\$13,140	\$6,052	\$0	\$0	\$0	\$0	\$4,964	\$3,204	\$1,052	\$308	\$0
Operating Costs-Career Ctrs & Adm:													
Accounting	\$27,500	\$4,977	\$9,198	\$4,391	\$153	\$693	\$1,788	\$918	\$3,431	\$416	\$933	\$457	\$143
Audit & Monitoring	58,960	10,670	19,721	9,415	329	1,486	3,834	1,969	7,357	891	2,001	980	307
Consultants & Legal	45,000	8,326	21,599	7,186	0	0	0	0	5,615	0	1,527	748	0
General Insurance	50,470	9,133	22,663	8,059	0	0	0	0	7,306	757	1,713	839	0
Office Supplies & Expense	50,000	9,048	16,274	7,984	0	450	3,251	1,607	7,841	756	1,697	831	261
Travel & Meetings	50,000	8,771	16,210	7,738	279	1,260	3,228	1,670	6,470	1,925	1,644	805	0
<b>Total Operating Costs</b>	<b>\$281,930</b>	<b>\$50,925</b>	<b>\$105,667</b>	<b>\$44,773</b>	<b>\$761</b>	<b>\$3,888</b>	<b>\$12,102</b>	<b>\$6,165</b>	<b>\$38,020</b>	<b>\$4,745</b>	<b>\$9,514</b>	<b>\$4,659</b>	<b>\$711</b>
Program Services:													
Client Training & Support	\$1,340,389	\$0	\$616,000	\$150,000	\$0	\$98,231	\$301,958	\$149,200	\$0	\$0	\$0	\$0	\$25,000
Employer & Client Svcs	171,000	36,680	45,310	44,300	0	0	0	0	44,710	0	0	0	0
Outreach	110,000	0	53,198	19,550	0	500	0	3,375	28,377	5,000	0	0	0
<b>Total Program Services</b>	<b>\$1,621,389</b>	<b>\$36,680</b>	<b>\$714,508</b>	<b>\$213,850</b>	<b>\$0</b>	<b>\$98,731</b>	<b>\$301,958</b>	<b>\$152,575</b>	<b>\$73,087</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
<b>Totals</b>	<b>\$7,386,718</b>	<b>\$1,336,764</b>	<b>\$2,470,776</b>	<b>\$1,179,524</b>	<b>\$41,181</b>	<b>\$186,127</b>	<b>\$480,349</b>	<b>\$246,706</b>	<b>\$921,715</b>	<b>\$111,672</b>	<b>\$250,656</b>	<b>\$122,748</b>	<b>\$38,500</b>



**CareerSource Suncoast**  
**Budget Allocated to Program & Administrative Costs**  
**Program Year 2021-2022**  
**July 1, 2021 Thru June 30, 2022**

	Total	Program	Administrative
<b>Funding Budgeted</b>	<b>\$7,386,718</b>	<b>\$6,658,916</b>	<b>\$727,802</b>
<b>Personnel Cost:</b>			
Salaries & Fringe Benefits	\$4,403,041	\$3,833,739	\$569,302
Staff Training & Education	60,000	54,000	6,000
<b>Total Personnel Costs</b>	<b>\$4,463,041</b>	<b>\$3,887,739</b>	<b>\$575,302</b>
<b>Facility Costs</b>	<b>\$980,358</b>	<b>\$945,358</b>	<b>\$35,000</b>
<b>Office Furniture &amp; Equipment</b>	<b>\$40,000</b>	<b>\$34,000</b>	<b>\$6,000</b>
<b>Operating Costs Career Ctrs &amp; Admin:</b>			
Accounting	\$27,500	\$0	\$27,500
Audit & Monitoring	58,960	31,960	27,000
Consultants & Legal	45,000	25,000	20,000
General Insurance	50,470	40,470	10,000
Office Expense & Supplies	50,000	38,000	12,000
Travel & Meetings	50,000	35,000	15,000
<b>Total Operating Costs</b>	<b>\$281,930</b>	<b>\$170,430</b>	<b>\$111,500</b>
<b>Program Services:</b>			
Client Training & Support	\$1,340,389	\$1,340,389	\$0
Employer & Client Services	\$171,000	171,000	0
Outreach	\$110,000	110,000	0
<b>Total Program Services</b>	<b>\$1,621,389</b>	<b>\$1,621,389</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$7,386,718</b>	<b>\$6,658,916</b>	<b>\$727,802</b>

**Percentage of Administrative Costs** **9.85%**

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Executive Committee Summary Report**  
**June 10, 2021**

The Finance & Performance Committee is being combined with Executive Committee for today's meeting Thursday, June 10, 2021.

**Review of Budget to Expenditure Report as of 3-31-2021:**

A copy of the report is included in the meeting materials. This report covers the period July 1, 2020 – March 31, 2021 for PY 20-21. Overall burn rate at this point was 67% with an expected burn rate of 75%. 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 3-31-2021:

- Admin expenditure rate – 6.39%; maximum allowed 10%
- Indirect rate avg - 13.38%; approved rate 13.57%
- Individual training accounts (ITA) – 25.76% minimum requirement 30%
- Youth paid internships – 35.07% minimum requirement 20%
- Youth out of school expenditures – 97.41% minimum requirement 75%

**Review of Summary of Non-Federal Funds as of 3-31-2021:**

A copy of the report is included in the meeting materials. Balance of funds \$586,921.

**Budget for PY 21-22:**

Budget for PY 21-22 presented during the combined Finance/Performance & Executive Committee meeting. A copy of the budget is included in the meeting materials.

Respectfully Submitted,

Walter Spikes, CSS Treasurer  
Robin Dawson, CSS Staff Support

CareerSource Suncoast  
 Expenditure To Budget Report - Summary  
 Program Year July 1, 2020 thru June 30, 2021  
 As Of 3/31/2021

MOD 2						
	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	UNRESTRICTED EXPENSES YTD	NOTES
<b>PERSONNEL COSTS</b>						
SALARIESFRINGE BENEFITS	\$4,072,305	\$2,988,256	\$1,084,049	73%	\$14,106	
STAFF TRAINING & EDU	\$71,000	\$69,542	\$1,458	98%	\$700	
<b>TOTAL PERSONNEL COSTS</b>	<b>\$4,143,305</b>	<b>\$3,057,798</b>	<b>\$1,085,507</b>	<b>74%</b>	<b>\$14,806</b>	
<b>FACILITY COSTS</b>	<b>\$1,077,198</b>	<b>\$772,998</b>	<b>\$304,200</b>	<b>72%</b>	<b>\$511</b>	
<b>OFFICE FURNITURE &amp; EQUIP</b>	<b>\$110,570</b>	<b>(\$3,042)</b>	<b>\$113,612</b>	<b>-3%</b>	<b>\$3,494</b>	Encumbrances/POs approved for updating and replacing equipment and furniture for balance of line item. Some delays in receiving equipment. <span style="float: right; font-size: small;">Actual exp: \$32,328 Enc in MIP: \$58,881</span>
<b>OPERATING COSTS:</b>						
ACCOUNTING	\$30,000	\$18,666	\$11,334	62%	\$7,909	
AUDIT/MONITORING	\$60,000	\$58,617	\$1,383	98%		Monitoring & Auditing complete
CONSULTANTS/LEGAL	\$33,250	\$17,183	\$16,067	52%		Legal as needed / OS Operator contract bal \$5,500
GENERAL INSURANCE	\$49,000	\$48,636	\$364	99%		Policies begin July 1
OFFICE EXP & SUPP	\$55,000	\$21,866	\$33,134	40%	\$9,064	Low usage with clients in centers and staff pivoting digital
TRAVEL & MEETINGS	\$50,000	\$10,770	\$39,230	22%	\$190	Travel and meetings have been restricted this year due to COVID
<b>TOTAL OPERATING COSTS</b>	<b>\$277,250</b>	<b>\$175,739</b>	<b>\$101,511</b>	<b>63%</b>	<b>\$17,163</b>	
<b>PROGRAM SERVICES:</b>						
CLIENT TRAINING/SUPPORT	\$1,480,124	\$766,143	\$713,981	52%	\$35,720	Expended and Obligated 61%
CLIENT & EMPLOYER SERVICES	\$292,970	\$169,206	\$123,764	58%	\$4,448	Costs have come in lower than anticipated for conferences and SOJC pushed to fall 2021
OUTREACH	\$110,000	\$65,463	\$44,537	60%	\$500	Bal: Bton EDC \$5,000, Sara EDC \$6,667, Sara Ed Found & UnidosNow \$10,000 ea
<b>TOTAL PROGRAM SERVICES</b>	<b>\$1,883,094</b>	<b>\$1,000,813</b>	<b>\$882,281</b>	<b>53%</b>	<b>\$40,668</b>	
<b>TOTALS</b>	<b>\$7,491,417</b>	<b>\$5,004,305</b>	<b>\$2,487,112</b>	<b>67%</b>	<b>\$76,642</b>	Rates below as of 03/31/21: Overall Admin 6.39% Max 10% Indirect Avg 13.38% - Approved Rate 13.57% ITA 25.76% Min Req 30% Yth Paid Internships Exp 35.07% Min Req 20% Yth Out of Sch Exp 97.41% Min Req 75%
expected burn rate				75%	<b>\$586,921</b>	<b>Unrestricted Fund Balance as of 3/31/2021 (MM &amp; CD \$336,075 included in total balance)</b>

CareerSource Suncoast  
 Summary of Non-Federal Funds  
 as of 3/31/2021

	Business Support - 707	Tobacco Free - 719	Consolidated Workforce ED - 720	Consolidated Background Checks - 722	Ticket to Work - 724	MC Job Readiness - 726	GCCF COVID Res - 727	UW COVID Res & Rec - 728	UW - Training - 729	Wells Fargo Covid Supp - 730	SCF GEER - 731	Manatee Cty Retraining - 734	Manatee Cty CARES - 735	Manatee Cty UC Verf - 736
<b>Wells Fargo Unrestricted Funds</b>														
Cash Balance as of 7/1/2020	\$24,620	\$38,650	\$25,130	\$15,055	\$16,798	\$17,500	\$20,000	\$108	\$0	\$0	\$0	\$0	\$0	\$0
Revenue														
Current Year	\$3,847	(\$638)	\$53,091	\$7,940	\$38,340	\$17,500	\$0	\$0	\$37,500	\$5,000	\$6,000	\$3,784	\$0	\$0
Bank Interest Income	<u>\$0</u>	<u>\$387</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	\$3,847	(\$251)	\$53,091	\$7,940	\$38,340	\$17,500	\$0	\$0	\$37,500	\$5,000	\$6,000	\$3,784	\$0	\$0
Expenditures - Current Year	<u>\$1</u>	<u>\$5,234</u>	<u>\$8,924</u>	<u>\$5,786</u>	<u>\$95</u>	<u>\$0</u>	<u>\$17,197</u> *	<u>(\$240)</u>	<u>\$22,747</u>	<u>\$1,074</u>	<u>\$0</u>	<u>\$18,555</u>	<u>\$124</u>	<u>\$270</u>
Increase/(Decrease) in Cash - Current Year	<u>\$3,846</u>	<u>(\$5,484)</u>	<u>\$44,167</u>	<u>\$2,154</u>	<u>\$38,245</u>	<u>\$17,500</u>	<u>(\$17,197)</u>	<u>\$240</u>	<u>\$14,753</u>	<u>\$3,926</u>	<u>\$6,000</u>	<u>(\$14,771)</u>	<u>(\$124)</u>	<u>(\$270)</u>
<b>Wells Fargo Cash Balance as of 4/2/2021</b>	<u>\$28,466</u>	<u>\$33,166</u>	<u>\$69,297</u>	<u>\$17,210</u>	<u>\$55,043</u>	<u>\$35,000</u>	<u>\$2,803</u>	<u>\$348</u>	<u>\$14,753</u>	<u>\$3,926</u>	<u>\$6,000</u>	<u>(\$14,771)</u>	<u>(\$124)</u>	<u>(\$270)</u>

<b>SunTrust Bank - MM Unrestricted Funds</b>	SWB Misc - 901
Cash Balance as of 7/1/2020	\$162,760
Revenue	
Current Year	\$0
Bank Interest Income	<u>\$11.74</u>
	\$12
Expenditures-Current year	\$50
Increase/(Decrease) in Cash - Current Year	<u>(\$38)</u>
<b>SunTrust Cash Balance as of 03/31/2021</b>	<b>\$162,721</b>

<b>Bank of the Ozarks - CD Unrestricted Funds</b>	SWB Misc - 901
CD Balance as of 7/1/2020	\$171,722
Revenue	
Current Year	\$0
Bank Interest Income	<u>\$1,631</u>
	\$1,631
<b>Bank of the Ozarks CD Balance as of 03/31/2021</b>	<b>\$173,354</b>

\$336,075  
cash bal

**Total Unrestricted Funds as of 3/31/2021 \$586,921**