



**Finance and Performance Committee Meeting**

Tuesday, April 25, 2023 - 8:00 a.m. to 9:00 a.m.

**Location: Virtual or Call-in Capabilities**

[Join Meeting Here](#)

1-786-600-3104 Conference ID: 881 342 684#

**AGENDA**

- |  |                  |
|--|------------------|
| 1. Welcome & Introductions   | Lisa Eding       |
| 2. Approval of Finance & Performance Committee Meeting Minutes from January 31, 2023 | Lisa Eding       |
| 3. Budget to Expenditure Report PY 22-23 as of 3/31/2023                             | Robin Dawson     |
| 4. Summary of Non-Federal Funds as of 3/31/2023                                      | Robin Dawson     |
| 5. Budget Modification #3 for PY 22-23<br>Approved by Executive Committee 4/13/23    | Robin Dawson     |
| 6. Revenue Diversification and Non-Federal Funds Policy                              | Robin Dawson     |
| 7. Performance Update  | Anthony Gagliano |
| 8. DEO Preliminary Programmatic Monitoring Report                                    | Anthony Gagliano |
| 9. DEO Equal Opportunity Monitoring for PY 21/22                                     | Anthony Gagliano |
| 10. Schedule Next Meeting Date and Time: TBD   | Lisa Eding       |
| 11. Final Comments and Adjournment   | Lisa Eding       |

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



**Finance/Performance Committee Meeting Minutes**  
Virtual TEAMS Meeting  
Tuesday, January 31, 2023  
8:00 a.m.

**I. Call to Order- Lisa Eding**

Lisa Eding, Chair, called the meeting to order at 8:04 a.m.

Attendees: Lisa Eding, Peter Hayes, Christy Cardillo, and CareerSource Suncoast (CSS) staff - Robin Dawson, Joshua Matlock, Anthony Gagliano, Kathy Bouchard and Christina Witt.

**II. Approval of November 07, 2022 Finance & Performance Committee Meeting Minutes**

Lisa Eding asked for a motion to approve the November 7, 2022 meeting minutes.

Motion: Peter Hayes

Second: Lisa Eding

Motion passed.

**III. Budget to Expenditure Review – Robin Dawson**

Robin Dawson, VP/CFAO, reviewed the following reports.

1. Review of Budget to Expenditure Report as of December 31, 2022
  - a) Overall burn rate of 38%
  - b) YTD Federal and State requirements:
    - Admin: 9.9%; max allowed 10%
    - ITAs: 40.3%; minimum requirement 30%
    - Youth Paid Internships/Work Experience: PY21 is 25.1%; minimum requirement 20%
    - Youth Out of School: PY21 is 98.3%; minimum requirement 75%
2. Budget to Expenditure Report by Fundsource as of December 31, 2022
3. Summary of Non-Federal Funds as of December 31, 2022

**IV. Review of Revenue Diversification and Non-Federal Funds Policy – Robin Dawson**

The Committee discussed the Revenue Diversification and Non-Federal Funds Policy presented. A recommendation was made to conduct additional research from other local non-profits' policies regarding fund reserves and add language regarding funding reserves.

**V. Performance Update- Anthony Gagliano**

Anthony Gagliano reviewed the CSS WIOA performance indicators for the first quarter of PY 2022-23. CSS currently has a B grade of 86.1, going up nearly six (6) points from original publication.

DEO will be updating the WIOA performance measures and the letter grades on a quarterly basis, being available approximately 45 days from the end of the quarter.

The CSS Performance Dashboard, located on the [CSS website](#) was reviewed, showing the PY 2022-23 Quarter 2 performance metrics. The dashboard shows metrics on Career Services, Occupational Skills and On-the-Job Training Services, Apprenticeships and Employer services.

The monthly internal monitoring report was provided in the meeting agenda packet. The full report was provided for review. There were fourteen (14) findings. The responses provided in the report will show that most of the findings were corrected, or they did not result in any eligibility issues. The most recent monitoring conducted was on the Summer Youth Employment Program, of the twenty-four files reviewed there were several observations but there were no findings. The final report will be shared at the next meeting.

**VI. Next Meeting Date – Lisa Eding**

April 25<sup>th</sup> at 8:00 a.m.

**VII. General Updates – Robin Dawson**

CSS received Notice of Funding Availability (NFAs) for the following programs: Temporary Assistance for Needy Families (TANF) – \$250,000, WIOA State set-aside funds – \$400,000 and Non-Custodial Parent Employment Program (NCPEP) Grant – \$338,177. A budget modification will be completed for the upcoming meeting.

**VIII. Final Comments and Adjournment – Lisa Eding**

No final comments. Meeting adjourned at 9:04 a.m.

CareerSource Suncoast  
 Expenditure To Budget Report - Summary  
 Program Year July 1, 2022 thru June 30, 2023

As Of 03/31/2023 (with accruals)

MOD #3						
	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NON-FEDERAL EXPENSES YTD	NOTES
<b>PERSONNEL COSTS</b>						
SALARIESFRINGE BENEFITS	\$4,315,154	\$2,866,268	\$1,448,886	66%	\$17	
STAFF TRAINING & EDU	\$42,000	\$35,440	\$6,560	84%	\$147	
<b>TOTAL PERSONNEL COSTS</b>	<b>\$4,357,154</b>	<b>\$2,901,708</b>	<b>\$1,455,446</b>	<b>67%</b>	<b>\$164</b>	
<b>FACILITY COSTS</b>	<b>\$976,671</b>	<b>\$765,121</b>	<b>\$211,550</b>	<b>78%</b>	<b>\$1,058</b>	
<b>OFFICE FURNITURE &amp; EQUIP</b>	<b>\$45,000</b>	<b>(\$21,449)</b>	<b>\$66,449</b>	<b>(\$0)</b>	<b>\$0</b>	Insurance proceeds from North Port location
<b>OPERATING COSTS:</b>						
ACCOUNTING/AUDIT	\$82,871	\$49,740	\$33,131	60%	\$4,271	
CONSULTANTS/LEGAL	\$40,000	\$23,333	\$16,667	58%	\$0	OSO Oblig bal \$11,667
GENERAL INSURANCE	\$59,124	\$59,164	(\$40)	100%	\$0	Policies begin July 1
OFFICE EXP & SUPP	\$43,862	\$20,663	\$23,199	47%	\$7,591	
TRAVEL & MEETINGS	\$69,000	\$42,431	\$26,569	61%	\$8,052	
<b>TOTAL OPERATING COSTS</b>	<b>\$294,857</b>	<b>\$195,333</b>	<b>\$99,524</b>	<b>66%</b>	<b>\$19,914</b>	
<b>PROGRAM SERVICES:</b>						
CLIENT TRAINING/SUPPORT	\$3,167,170	\$829,867	\$2,337,303	26%	\$966	Oblig + exp 45%
CLIENT & EMPLOYER SERVICES	\$117,000	\$87,807	\$29,193	75%	\$8,225	Fees for svc - \$3,490
OUTREACH	\$107,000	\$55,027	\$51,973	51%	\$6,906	Oblig + exp 88%
<b>TOTAL PROGRAM SERVICES</b>	<b>\$3,391,170</b>	<b>\$972,701</b>	<b>\$2,418,469</b>	<b>29%</b>	<b>\$16,097</b>	
<b>TOTALS</b>	<b>\$9,064,852</b>	<b>\$4,813,414</b>	<b>\$4,251,438</b>	<b>53%</b>	<b>\$37,234</b>	<b>Rates below as of 03/31/23: Admin 9.89 % Max 10% ITA 35.8%. Min Req 30% Paid Internships Exp: PY21 24.2% / PY22 9.8%, Min Req 20% Yth Out of Sch Exp: PY21 98.5% PY22 100%, Min Req 75%.</b>
			Expected burn rate as of 03/31/23	75%		
			Actual burn rate as of 03/31/23	53%	<b>\$699,058</b>	<b>Non-Federal Funds Balance as of 03/31/2023</b>



**Budget to Expenditure Report  
By Fundsource  
PY 22-23  
7/1/2022 - 03/31/2023**

	Annual Budget Mod #3	TANF	WIOA Adult	WIOA Dis Wkr	WIOA Youth	WIOA Rap Resp	WIOA CDL Trng	NEG COVID	NEG Opioid Foster Rec	NEG Hurr Ian	Wag Pey	Wag Pey App Nav	SNAP	RESEA	NCPEP	RR Cred	Others	
Revenue:																		
Carry Forward Funds from PY 21-22	\$1,974,820	\$193,912	\$0	\$111,717	\$604,445	\$12,461	\$0	\$362,895	\$470,820	\$0	\$158,044	\$0		\$60,526			\$0	
Allocation Awards PY 22-23	\$8,306,378	\$1,616,933	\$929,003	\$963,959	\$747,202	\$75,144	\$200,000	-\$75,000	\$0	\$2,000,000	\$553,142	\$62,500	\$122,000	\$183,474	\$338,177	\$400,000	\$189,844	
Total Available Funding	\$10,281,198	\$1,810,845	\$929,003	\$1,075,676	\$1,351,647	\$87,605	\$200,000	\$287,895	\$470,820	\$2,000,000	\$711,186	\$62,500	\$122,000	\$244,000	\$338,177	\$400,000	\$189,844	
LESS: Planned Carry Forward (Reserve) for PY 23-24	\$1,216,348	\$180,178	\$0	\$227,909	\$0	\$0	\$0	\$0	\$206,128	\$250,000	\$33,533	\$0	\$0	\$0	\$0	\$318,600	\$0	
<b>Total Revenue Budgeted PY 22-23</b>	<b>\$9,064,850</b>	<b>\$1,630,667</b>	<b>\$929,003</b>	<b>\$847,767</b>	<b>\$1,351,647</b>	<b>\$87,605</b>	<b>\$200,000</b>	<b>\$287,895</b>	<b>\$264,692</b>	<b>\$1,750,000</b>	<b>\$677,653</b>	<b>\$62,500</b>	<b>\$122,000</b>	<b>\$244,000</b>	<b>\$338,177</b>	<b>\$81,400</b>	<b>\$189,844</b>	\$9,064,850

Budgeted Expenditures:		Expenditures To Date:																Total Expenditures	% of Budget
Salaries & Benefits	\$4,315,154	\$736,319	\$569,124	\$263,185	\$534,116	\$63,909	\$5,318	\$74,324	\$66,465	\$78,784	\$245,943	\$39,507	\$59,191	\$73,009	\$16,585	\$1	\$40,453	\$2,866,232	66.4%
Staff Training & Education	\$42,000	\$8,841	\$6,920	\$3,885	\$5,785	\$19	\$9	\$99	\$426	\$42	\$5,761	\$37	\$485	\$710	\$45	\$0	\$2,375	\$35,440	84.4%
Facility Costs	\$976,671	\$171,863	\$77,674	\$85,070	\$110,546	\$1,350	\$130	\$672	\$484	\$3,925	\$231,109	\$70	\$9,598	\$17,544	\$3,882	\$0	\$51,134	\$765,049	78.3%
Furniture & Equipment	\$45,000	-\$6,407	-\$6,087	-\$2,840	-\$4,706	\$0	\$0	\$0	\$0	\$0	-\$3,504	\$0	-\$391	-\$590	\$72	\$0	\$3,004	-\$21,449	-47.7%
Operating Costs	\$294,857	\$51,161	\$38,625	\$16,380	\$25,415	\$1,687	\$647	\$3,283	\$3,103	\$2,450	\$29,369	\$2,020	\$5,807	\$3,535	\$135	\$43	\$11,673	\$195,332	66.2%
Program Services	\$3,391,170	\$70,347	\$242,747	\$42,604	\$99,212	\$0	\$162,098	\$174,306	\$85,905	\$54,546	\$35,349	\$0	\$460	\$674	\$20	\$0	\$4,505	\$972,773	28.7%
<b>Total Expenditures</b>	<b>\$9,064,852</b>	<b>\$1,032,124</b>	<b>\$929,003</b>	<b>\$408,284</b>	<b>\$770,368</b>	<b>\$66,965</b>	<b>\$168,201</b>	<b>\$252,684</b>	<b>\$156,383</b>	<b>\$139,747</b>	<b>\$544,028</b>	<b>\$41,634</b>	<b>\$75,150</b>	<b>\$94,881</b>	<b>\$20,739</b>	<b>\$43</b>	<b>\$113,143</b>	<b>\$4,813,378</b>	<b>53.1%</b>

Remaining Available Funds	\$598,543	\$0	\$439,483	\$581,279	\$20,640	\$31,799	\$35,211	\$108,309	\$1,610,253	\$133,625	\$20,866	\$46,850	\$149,119	\$317,438	\$81,357	\$76,701	\$4,251,474
% of Funds Expended by Grant	63.3%	100.0%	48.2%	57.0%	76.4%	84.1%	87.8%	59.1%	8.0%	80.3%	66.6%	61.6%	38.9%	6.1%	0.1%	59.6%	53.1%

Federal & State Requirements as of 03/31/23:	Actual %
ITA % - 30% Min Expenditure Rate	35.8%
Youth Out of Sch Expend Rate-Min 75%	98.5% & 100%
Youth Paid WE/Internships Expend Rate-Min 20%	24.2% & 9.8%
Administrative Cost %-Max 10%	9.9%
NFA -DW Funding Used for Adult Activities	\$93,138

CareerSource Suncoast  
 Summary of Non-Federal Funds  
 as of 03/31/2023 (with accruals)

	Business Support - 707	Unrestricted Tobacco Free - 719	Consolidated Workforce ED - 720	Unrestricted Ticket to Work - 724	Misc Client Supp - 730	Totals
<b>Wells Fargo Non-Federal Funds</b>						
Fund Balance as of 7/1/2022	\$39,677	\$9,020	\$124,361	\$159,101	\$1,515	\$343,417.57
Revenue						
Current Year	\$100	\$0	\$21,775	\$29,689	\$0	
Bank Interest Income	\$0	\$1,391	\$0	\$0	\$0	
Inter Transfer	<u>\$9,744</u>	<u>\$0</u>	<u>\$0</u>	<u>\$508</u>	<u>\$0</u>	
	\$9,844	\$1,391	\$21,775	\$30,197	\$0	\$53,463
Expenditures - Current Year	<u>\$1,112</u>	<u>\$10,410</u>	<u>\$14,935</u>	<u>\$9,881</u>	<u>\$896</u>	\$37,234
Increase/(Decrease) in Cash - Current Year	<u>\$8,732</u>	<u>(\$9,020)</u>	<u>\$6,840</u>	<u>\$20,316</u>	<u>(\$896)</u>	\$16,229
<b>Wells Fargo Cash Balance as of 03/31/2023</b>	<u>\$48,409</u>	<u>\$0</u>	<u>\$131,201</u>	<u>\$179,417</u>	<u>\$619</u>	\$359,646

**Deposits After 3/31/23:**

\$113,330	wk 4/2-8/23
<u>\$11,950</u>	wk 4/9-15/23
\$125,280	
<u>\$304,697</u>	Bal 4/15

<b>Truist Bank - MM Unrestricted Funds</b>	SWB Misc - 901
Fund Balance as of 7/1/2022	\$162,741
Revenue	
Current Year	\$0
Bank Interest Income	<u>\$12</u>
	\$12
Expenditures-Current year	\$0
Increase/(Decrease) in Cash - Current Year	<u>\$12</u>
<b>Truist Cash Balance as of 03/31/2023</b>	<u>\$162,753</u>

<b>Baroda Bank - Unrestricted Funds</b>	
CD Fund Balance (increments \$1k)	\$174,000
Savings Account Balance (under \$1k)	<u>\$302</u>
	\$174,302
Revenue	
Current Year	\$0
Bank Interest Income	<u>\$2,357</u>
	\$2,357
Expenditures-Current year	\$0
Increase/(Decrease) in Cash - Current Year	\$2,357
<b>Baroda Bank Balance as of 03/31/2023</b>	<u>\$176,659</u>

<b>Total Non-Federal Funds Restricted</b>	<b>\$180,229</b>
<b>Total Non-Federal Funds Unrestricted</b>	<b>\$518,829</b>
<b>Total Non-Federal Funds as of 03/31/2023</b>	<b>\$699,058</b>

**CareerSource Suncoast**  
**Summary of Funds Available - All Programs Modification #3**  
**Program Year 2022-2023**  
**July 1, 2022 - June 30, 2023**

Funding Streams	Mod #2 Funding Avail PY 22-23	Increase or (Decrease) in Funding	Adjusted Funding Avail PY 22-23	Less Reserve for PY 23-24	Mod #3 Funding Budgeted For PY 22-23	Notes
Temporary Assistance for Needy Families (TANF) exp 8/31/23	\$1,359,933	\$297,099	\$1,657,032	\$180,178	\$1,476,854	Addtl TANF rec'd for Summer 2023 Youth Employment Prog. Reserve for 23-24 to be used for SYEP in July 2023
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>\$1,513,747</b>	<b>\$297,099</b>	<b>\$1,810,846</b>	<b>\$180,178</b>	<b>\$1,630,668</b>	
WIOA-Adult & Dislocated Worker expires 6/30/2024	\$2,143,106	\$0	\$2,143,106	\$227,909	\$1,915,197	
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>\$2,292,284</b>	<b>\$0</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>	
WIOA State Rapid Credentialing expires 6/30/2024	\$0	\$400,000	\$400,000	\$318,600	\$81,400	For rapid credentialing training
Non-Custodial Parent Employment Program expires 6/30/2023	\$0	\$338,176	\$338,176	\$0	\$338,176	Assist non-custodial parents unemployed or under-employed become self-sufficient. Probability to extend PY 23-24
NEG Dislocated Worker COVID-19 expires 3/31/2023	\$362,895	(\$75,000)	\$287,895	\$0	\$287,895	
NEG Dislocated Wkr Opioid-3 Fostering Recovery expires 8/31/2024	\$470,820	\$0	\$470,820	\$206,128	\$264,692	
NEG Dislocated Worker- Hurricane Ian expires 9/30/2024	\$2,000,000	\$0	\$2,000,000	\$250,000	\$1,750,000	
Wagner Peyser (WP) expires 9/30/2023	\$649,175	(\$33,533)	\$615,642	\$33,533	\$582,109	
Wagner Peyser (WP) Carry Fwd expires 9/30/2022	\$158,044	\$0	\$158,044	\$0	\$158,044	
<b>Total Wagner Peyser</b>	<b>\$807,219</b>	<b>(\$33,533)</b>	<b>\$773,686</b>	<b>\$33,533</b>	<b>\$740,153</b>	
Veteran's Programs (DVOP & LVER) estimate	\$164,844	\$0	\$164,844	\$0	\$164,844	
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$213,000	\$31,000	\$244,000	\$0	\$244,000	Increase in funding
Supple Nutrition Asst Prog Emplmnt & Trng (SNAP) estimate	\$122,000	\$0	\$122,000	\$0	\$122,000	
Trade Adjustment Assistance (TAA) Carry Fwd estimate	\$25,000	\$0	\$25,000	\$0	\$25,000	
<b>Total</b>	<b>\$9,323,456</b>	<b>\$957,742</b>	<b>\$10,281,198</b>	<b>\$1,216,348</b>	<b>\$9,064,850</b>	<b>Increase of Funding Budgeted from Mod 2 to Mod 3 \$458,964</b>

\$10,281,198

\$9,064,850 ck fig

Reserve Mod 1 bal	\$434,037
Reserve Mod 2 inc	\$283,533
Reserve Mod 3 inc	\$498,778
<b>Total Reserve Mod 3</b>	<b>\$1,216,348</b>

**CareerSource Suncoast**  
**Budget Mod #3**  
**Program Year 2022-2023**

	<b>Mod #2 Funding Budgeted PY 22-23</b>	<b>Increase or (Decrease)</b>	<b>Mod #3 Funding Budgeted PY 22-23</b>	<b>Notes</b>
<b>Funding Available Less Reserves</b>	<b>\$8,605,886</b>	<b>\$458,964</b>	<b>\$9,064,850</b>	For details of increase see Summary of Funds Available Mod #3 worksheet
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	\$4,273,198	\$41,956	\$4,315,154	Addtl FTE
<b>Staff Training &amp; Education</b>	35,000	7,000	42,000	New Staff
<b>Total Personnel Costs</b>	<b>\$4,308,198</b>	<b>\$48,956</b>	<b>\$4,357,154</b>	
<b>Facility Costs</b>	<b>\$952,213</b>	<b>\$24,458</b>	<b>\$976,671</b>	Relocation costs for Manatee County
<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>	\$82,871	\$0	\$82,871	
<b>Consultants &amp; Legal</b>	40,000	0	40,000	
<b>General Insurance</b>	59,124	0	59,124	
<b>Office Supplies &amp; Expense</b>	40,000	3,862	43,862	Increase costs from new grants
<b>Travel &amp; Meetings</b>	65,000	4,000	69,000	Increase costs from new grants
<b>Total Operating Costs</b>	<b>\$286,995</b>	<b>\$7,862</b>	<b>\$294,857</b>	
<b>Program Services:</b>				
<b>Client Training &amp; Support</b>	\$2,812,482	\$354,688	\$3,167,170	SYEP PWE \$116,921 / Rapid Credential Trng \$81,400 / NCPEP Trng \$216,000 / COVID Trng/Jobs \$75,000
<b>Employer &amp; Client Services</b>	102,000	15,000	117,000	Employer services
<b>Outreach</b>	99,000	8,000	107,000	Increase costs from new grants
<b>Total Program Services</b>	<b>\$3,013,482</b>	<b>\$377,688</b>	<b>\$3,391,170</b>	
<b>Totals</b>	<b>\$8,605,886</b>	<b>\$458,964</b>	<b>\$9,064,850</b>	





**POLICY# 20-23**

<b>Policy: Revenue Diversification and Non-Federal Funds</b>	<b>Page 1 of 4</b>
<b>Program:</b> Workforce Innovation and Opportunity Act (WIOA)	
<b>Section:</b> Operations	
<b>Date of Issuance:</b>	<b>Revision Date:</b>
<b>Distribution:</b> CareerSource Suncoast (CSS) Team Members and Board of Directors	

**Background**

The Workforce Innovation and Opportunity Act allows local workforce development boards to customize employer-related services to provide on a fee-for-service basis. In accordance with the Code of Federal Regulations (CFR) [20 CFR 678.440](#). A fee may be charged for services provided under [20 CFR 678.435\(b\)](#) and [20 CFR 678.435\(c\)](#). Services provided under [20 CFR 678.435\(c\)](#) may be provided through effective business intermediaries working in conjunction with the Local Workforce Development Board (LWDB) and may also be provided on a fee-for-service basis or through the leveraging of economic development, philanthropic, and other public and private resources in a manner determined appropriate by the LWDB. The LWDB may examine the services provided compared with the assets and resources available within the local one-stop delivery system and through its partners to determine an appropriate cost structure for services, if any. Any fees earned are recognized as program income and must be expended by the partner in accordance with the partner program's authorizing statute, implementing regulations, and Federal cost principles identified in Uniform Guidance.

The program income generated from fee-for-service activities must be used in accordance with the WIOA guidelines.

DEO has determined Social Security Administration's Ticket to Work Program and FL Department of Health – Tobacco Free Funds are examples of Federal & State incentives deemed as unrestricted funds. These funds will be accounted for separately as unrestricted revenue in the accounting system. Funds received from local community-based organizations will be considered unrestricted funds. Based on the CSS indirect rate methodology each fund source will absorb their fair share of indirect costs based on the cost allocation method.

**Purpose**

To provide guidance on revenue diversification for fee-based services for program income and the generation and management of non-federal funding sources.

**Policy**

Program income is the gross income received that is directly generated by a grant-supported activity, earned only as a result of the grant agreement during the grant period, or given a service agreement on a fee for service basis.

Revenue generation is important to diversifying and increasing system resources. A critical element in the development of a fee for service program is to identify those services that are provided at no charge and to identify additional services that can be provided on a fee for service basis.

Fee-based services allow CSS to respond to service gaps in the local community when federal dollars are insufficient to meet the demand for services beyond basic services offered to employers. The primary motivation of developing a fee for service program is to:

- Offer specialized services,
- Serve more customers, and
- Enhance service levels in the face of declining federal dollars.

**Revenue Diversification Guidelines:**

In order to maintain the integrity of the workforce system the following guidelines on revenue diversification must be followed:

1. Basic and Individualized Career services must be maintained and provided at no cost to the public at all times.
2. Fee-based services will be clearly identified as to how they differ from those provided at no cost to the business customer.
3. The fee for services can be packaged into a proposal meeting customer need. Fee for service examples might include:
  - Customized screening and referral of qualified participants in training services to employers;
  - Customized services to employers, employer associations, or other such organizations, on employment-related issues;
  - Customized recruitment events and related services for employers including targeted job fairs;
  - Human resource consultation services, including but not limited to assistance with:
    - Writing/reviewing job descriptions and employee handbooks;
    - Developing performance evaluation and personnel policies;
    - Creating orientation sessions for new workers;
    - Honing job interview techniques for efficiency and compliance;
    - Analyzing employee turnover;
    - Creating job accommodations and using assistive technologies; or
    - Explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations;
  - Customized labor market information for specific employers, sectors, industries, or clusters; and
  - Other similar customized services
4. The employer agreement will define which fee-based services will be offered with consideration for the examples provided.
5. Conflict of interest shall be avoided, and the program income rules will be adhered to for tracking revenue, expenses, and reporting accordingly.

## **Non-Federal Funds:**

CareerSource Suncoast may generate non-federal income through participation in State or Federal incentive initiatives, private grants, etc. The non-federal funds generated are not reported as program income. Non-federal funds can be received as restricted or unrestricted.

Examples of restricted non-federal funds include but are not limited to:

- Application and receipt of private grants
- Application and receipt of local government grants

Examples of unrestricted non-federal funds include but are not limited to:

- Ticket-To-Work Program Participation
- Tobacco-Free Florida Program Participation
- Event Sponsorship

Non-federal funds generated may be used for, but not limited to, CSS operations, employee engagement, client support services, client program expansion, facility costs, and expenses not allowable with Federal funds.

### *Non-Federal Funds Budget*

Each year CSS completes and submits an annual operating budget to the CSS Board of Directors and the Manatee and Sarasota County Board of Commissioners for approval. The annual operation budget is based on the Notice of Funding Awards (NFAs) received by the Florida Department of Economic Opportunity (DEO). Beginning Fiscal Year 2023/2024, CSS will include a non-federal funds budget for planned expenditures each fiscal year.

### **Non-Federal Unrestricted Fund Reserves:**

The purpose of non-federal unrestricted fund reserves for CSS is to ensure the long-term ability of the organization to meet its mission. Reserve funds are defined as funds set aside to enable CSS to sustain operations through delays in payments from committed fund sources.

Reserve funds are not intended to replace permanent loss of funds or eliminate an ongoing budget gap.

### *Minimum Amount*

The minimum amount to be designated for the reserve will be established as an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months.

The Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes annually.

The target minimum reserve fund is equal to three (3) months of operating expenses for the program year. The calculation of monthly operating expenses includes all recurring, predictable expenses such as salaries, benefits, facility costs, travel, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation.

In the event CSS has not reached the three (3) month non-federal reserve amount, an annual goal of added reserve funding may be recommended by the CSS Finance and Performance Committee and approved by the CSS Executive Committee or CSS Board of Directors. The amount of the unrestricted Reserve target minimum will be calculated each year as part of the annual budgeting process.

### Using Non-Federal Unrestricted Reserves

CSS Executive Leadership will identify purposes for accessing the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. As a part of this process, the Executive Leadership will do the following:

- Analyze the reason for the needed funds;
- Assess the availability of any other sources of funds before using reserves;
- Evaluate the time period that the funds will be required, and then replenished;
- Present the request to CSS Finance and Performance Committee for review and recommendation;
- Obtain CSS Board of Directors Approval.

### **Attachments:**

- None

### **Authority:**

- CareerSource Suncoast Administration
- [20 Code of Federal Regulation 678.440](#)
- [20 Code of Federal Regulation 678.435\(b\)](#)
- [20 Code of Federal Regulation 678.435\(c\)](#)

### **Supersession:**

This Policy supersedes and replaces CSS Policy #14-02 Revenue Diversification, dated 08/21/2014.

### **Inquiries:**

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



# PERFORMANCE REPORT

**LWDB 18**

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 Performance Goals
<b>Adults:</b>								
Employed 2nd Qtr After Exit	90.00	94.74	95.00	88.00	97.13	84.30	93.05	90.60
Median Wage 2nd Quarter After Exit	\$12,636	127.64	\$9,900	\$11,996.00	128.29	\$11,066	118.34	\$9,351
Employed 4th Qtr After Exit	90.30	95.05	95.00	91.70	105.40	88.30	101.49	87.00
Credential Attainment Rate	71.40	85.00	84.00	84.50	108.33	67.30	86.28	78.00
Measurable Skill Gains	71.10	129.27	55.00	76.00	103.54	78.30	106.68	73.40
<b>Dislocated Workers:</b>								
Employed 2nd Qtr After Exit	71.60	75.37	95.00	71.70	92.40	71.30	91.88	77.60
Median Wage 2nd Quarter After Exit	\$9,615	114.46	\$8,400	\$9,692.00	96.17	\$10,025	99.47	\$10,078
Employed 4th Qtr After Exit	85.70	95.22	90.00	100.00	149.25	68.70	102.54	67.00
Credential Attainment Rate	18.80	26.86	70.00	25.00	42.81	25.90	44.35	58.40
Measurable Skill Gains	80.60	164.49	49.00	76.90	108.16	56.50	79.47	71.10
<b>Youth:</b>								
Employed 2nd Qtr After Exit	62.50	69.44	90.00	57.50	69.28	54.10	65.18	83.00
Median Wage 2nd Quarter After Exit	\$7,625	125.00	\$6,100	\$7,065.00	159.48	\$7,001	158.04	\$4,430
Employed 4th Qtr After Exit	75.00	78.95	95.00	75.00	108.70	70.00	101.45	69.00
Credential Attainment Rate	77.80	101.70	76.50	87.50	108.43	87.00	107.81	80.70
Measurable Skill Gains	66.70	121.27	55.00	61.90	91.03	66.70	98.09	68.00
<b>Wagner Peyser:</b>								
Employed 2nd Qtr After Exit	62.50	83.33	75.00	64.50	99.23	63.60	97.85	65.00
Median Wage 2nd Quarter After Exit	\$6,930	126.00	\$5,500	\$7,079.00	118.97	\$6,768.00	113.75	\$5,950
Employed 4th Qtr After Exit	62.60	86.94	72.00	64.50	101.57	61.00	96.06	63.50

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



## Local Board Performance

### CareerSource Suncoast | Program Year 2022-2023

Letter grades are assigned to local workforce development boards on an annual basis once the program year has ended and all program year data is finalized. The information displayed on this page is preliminary until all program data is complete and deemed final for the program year.

CareerSource Florida, in collaboration with the REACH Office and the Florida Department of Economic Opportunity, updates this website on a quarterly basis as the data is made available.

### Metrics Data

The table below shows the preliminary data on a rolling four-quarter basis. Visit the [Methodology](#) page of this website for more information on each metric including numerator and denominator definitions. Visit the [Resources](#) page to view or download methodology desk reference documents, a metric cohort timeline spreadsheet and lists of the Employ Florida service codes included in the metrics.

Data as of: 12/31/2022

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met <sup>1</sup> (%)	Weighted Performance <sup>2</sup> (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	1,146	2,607	43.96	-	45.00	97.69	<b>24.42</b>
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	580	1,299	44.65	-	35.00	100.00	<b>25.00</b>
3. Employment and Training Outcomes	Employment and Training Services	0.20	14	18	77.78	-	100.00	77.78	<b>15.56</b>
4. Participants in Work-Related Training	Training Services	0.10	326	2,313	14.09	-	25.00	56.36	<b>5.64</b>
5. Continued Repeat Business	Business Services	0.05	521	3,603	14.46	-	35.00	41.31	<b>2.07</b>
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	-2.94	100.00	60.00	<b>3.00</b>
PY 2021-2022 Business Penetration		-	1,370	13,196	10.38	-	-	-	-
PY 2022-2023 Business Penetration		-	1,025	13,777	7.44	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	2.36	2.71	87.08	-	100.00	87.08	<b>8.71</b>
Exiters: Local Board (N) / Statewide (D)		-	1,980	83,798	2.36	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$4,262,617	\$157,402,477	2.71	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	981	2,455	39.96	-	-	-	<b>0.00</b>
<b>TOTAL</b>									<b>84.39</b>

<sup>1</sup> Percentage of Target Met for the Business Penetration metric is based on year-over-year percentage point difference as follows:

- $\geq 4 = 100\%$
- $2 \text{ to } < 4 = 90\%$
- $0 \text{ to } < 2 = 80\%$
- $-2 \text{ to } < 0 = 70\%$
- $-4 \text{ to } < -2 = 60\%$
- $-6 \text{ to } < -4 = 40\%$
- $-8 \text{ to } < -6 = 20\%$
- $< -8 = 0\%$



<sup>2</sup> Weighted Performance for the Extra Credit Metric are extra credit points awarded based on the rate as follows:

- $\geq 50\%$  = 5 points
- 46% to  $< 50\%$  = 4 points
- 44% to  $< 46\%$  = 3 points
- 42% to  $< 44\%$  = 2 points
- 40% to  $< 42\%$  = 1 point