



**Combined Executive Committee  
and  
Finance & Performance Committee Meeting**  
Thursday, June 08, 2023 - 8:00 a.m. to 9:30 a.m.  
Location: Microsoft Teams  
**This is a virtual or call-in meeting only**  
[Join Microsoft Teams Meeting](#)  
1-786-600-3104 Conference ID: 819 592 380#

### **AGENDA**

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

**Action Items – Eric Troyer, Chair**

- Approval of May 11, 2023, Executive Committee Meeting Minutes - Eric Troyer
- Approval of May 4, 2023, Finance & Performance Committee Meeting Minutes - Eric Troyer
- Approval of PY2023-2024 Budget – Robin Dawson

**CEO Report – Joshua Matlock**

**Staff Reports**

- Anthony Gagliano

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

**Adjournment – Eric Troyer, Chair**

**Next Executive Committee Meeting is July 13, 2023**

***Location: Virtual Teams meeting Only***

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



# ACTION ITEMS

**CareerSource Suncoast  
Executive Committee Meeting Minutes**  
Teams Virtual Meeting  
Thursday, May 11, 2023  
8:00 a.m.

<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*	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P*	Lisa Eding, HR Director, Teakdecking Systems
P*	Peter Hayes, President, Tandem Construction
*	Virtual
	Staff Present: Josh Matlock*, Robin Dawson*, Anthony Gagliano*, Christina Witt*, Linda Benedict*, James Disbro*, Michelle Snyder*, Michael Meerman*, Karima Habity*, Chet Filanowski*

**I. Call to Order**

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

**II. Action Items**

**Approval of March 9, 2023, Executive Committee Meeting Minutes**

Eric Troyer asked for a motion to approve the April 13, 2023 Executive Committee meeting minutes.

Motion: David Kraft    Second: Peter Hayes

The motion passed unanimously.

**Approval of Board Policy # 20-23, Revenue Diversification and Non-Federal Funds**

Robin Dawson presented the policy and provided an overview of the additions to the policy to include the Non-Federal funds restricted and unrestricted definitions, non-federal funds reserves, and non-federal funds surplus.

Eric Troyer asked for a motion to approve Policy #20-23, Revenue Diversification and Non-Federal Funds policy.

Motion: Sharon Hillstrom    Second: David Kraft

The motion passed unanimously.

**III. CEO Report – Joshua Matlock**

This month, CSS will be focusing on the budget and planning allocations for next program year. Preliminary allocations have been provided verbally, but no official allocations have been given.

A legislative update was provided on House Bill 5, House Bill 1507, Senate Bill 102 and Senate Bill 240.

House Bill 5 renamed the Department of Economic Opportunity (DEO) to Department of Commerce (DOC). The Director of DEO will become the Secretary of Commerce. Enterprise Florida and Visit Florida will fall underneath the newly established DOC.

An update on the REACH act's next steps in realignment and consolidation was provided.

There will be a requirement for regional planning, requiring multiple boards to engage in regional planning together.

The CareerSource Florida board meeting is the first week of June.

CSS is pending final approval from our County Commissioners for three new Board members: Brian Gurucharri - Manatee Memorial Hospital; Craig Warzecha - Pittsburgh Pirates; Cintia Elenstar - UnidosNow.

#### **IV. Other Board Business - Finance and Performance Committee Report**

Lisa Eding provided an overview of the meeting, to include the policy that was approved earlier this meeting by the Executive Committee.

Robin Dawson reviewed the following reports:

1. Review of Budget to Expenditure Report as of March 31, 2023
  - a) Overall burn rate of 53%
  - b) YTD Federal and State requirements:
    - Admin: 9.89%; max allowed 10%
    - ITAs: 35.8%; minimum requirement 30%
    - Youth Paid Internships/Work Experience: PY21 is 24.2%; PY22 9.8%; minimum requirement 20%,
    - Youth Out of School: PY21 is 98.5%; PY22 is 100%; minimum requirement 75%
2. Budget to Expenditure Report by Fund source as of March 31, 2023
3. Summary of Non-Federal Funds as of March 31, 2023

Anthony Gagliano reviewed the CSS WIOA performance indicators for the second quarter of PY 2022-23. A copy of the performance results was provided in the agenda packet. The Data shared two different program years, PY2021/22 and PY2022/23.

CSS currently has a CareerSource Florida (CSF) letter grade "B" with a score of 84.39. A copy of the current letter grade was provided in the agenda packet. CSF updates the letter grade on a quarterly basis, being available approximately 45 days from the end of the quarter. CSS anticipates the next quarter to be available sometime in May.

The DEO 2022-2023 Preliminary Review Exit Summary from the recent program monitoring visit in March was shared with the committee. CSS responded within the 10-day response window to several of the findings and provided supporting documentation to remove the issue from the final review summary.

The Equal Opportunity monitoring report from 2022 was reviewed. Christina Witt has now assumed the role of the Equal Employment Officer role, as noted in the summary shared with the committee.

## V. Staff Reports

### **Kathy Bouchard**

CSS received the renewal information for staff health insurance coming back with a 58% increase in premiums. The lowest the broker could get was a 39.2% increase. The increase will result in CSS changing providers, leaving Florida Blue and switching to United Health. United Health came in with a 6% increase over last year. Their rates may allow CSS to offer two no-cost options to staff, including a co-pay and high deductible plan.

CSS is updating salary ranges to maintain competitiveness in workforce attraction.

### **Robin Dawson**

Robin reviewed the preliminary formula funding allocations provided for PY23-24.

- Adult - Decrease of \$138,123 or 14.87% from PY 22-23
- Dislocated worker – Decrease of \$28,716 or 13.9%
  - This does not include the additional DW supplemental funding of \$227,909 received. With the additional supplemental funding CSS is at a 12.4% decrease in funding.
- Youth – Decrease of \$102,250 or 13.76%
- TANF - Decrease of \$141,250 or 10.57%
- Wagner Peyser – Increase of \$24,008 or 2.51%
  - Note: State employees will receive a 5% salary increase and benefits increase. Total increase in salary and benefits is estimated at \$28,000.

The following Special Grants will extend through PY23-24:

- NEG IAN - \$1,300,088
  - Expires 9/30/2024
  - 2 FTEs
- Opioid #3 Fostering Opioid Recovery - \$222,336
  - Expires 8/31/2024
  - 1 FTE
- WIOA State Rapid Credentialling - \$359,743
  - Expires 6/30/2024
  - 1 FTE

The following Special Grants will be ending in PY22/23:

- Apprenticeship Navigator
  - Expires 6/30/2023
- NEG COVID
  - Expired 3/31/2023

The interlocal agreement was approved by both counties as of Tuesday May 9, 2023

The DEO financial monitoring has started their remote desk review this week for PY 22-23 a delay from March of 2023.

### **Anthony Gagliano**

Hurricane Ian still continues to enroll clients who are currently collecting unemployment, exhausted unemployment, or long term unemployed to put them mostly into temporary employment. CSS has funds set aside to provide training. There are twenty-three (23) clients enrolled in the grant, with seventeen (17) currently in temporary jobs at nonprofits providing humanitarian relief. CSS has seven (7) worksites the clients are currently placed at: United Way South Sarasota County, Mothers Helping Mothers, Turning Points, CSS, etc. There are four who are making at least \$20 per hour, three clients making \$25 per hour and the rest are at \$16 per hour or more. Two (2) other clients just started yesterday and there are two (2) more in process. This is a total of \$409,000 in temporary employment contracts.

Denisse Miranda has been going to the campus at State College of Florida to enroll clients attending FleetForce under the CDL training grant. Several success stories of clients who participated in the CDL training funded by the grant were shared. Clients have been placed in employment earning \$17-\$20 per hour.

There is an upcoming Apprenticeship Accelerator event at State College of Florida. CSS has submitted updated standards to the CSS sponsored program and has assisted Teakdecking Systems to join under updated standards.

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

None

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

The next meeting is scheduled for June 08, 2023 and is combined with the Finance and Performance Committee meeting.

There being no further business, Eric Troyer adjourned the meeting at 9:13 a.m.

**Respectfully submitted,**

*Joshua Matlock*

[Joshua Matlock \(May 31, 2023 08:48 EDT\)](#)

Josh Matlock  
President & CEO



## **Finance/Performance Committee Meeting Minutes**

Virtual TEAMS Meeting

Thursday, May 04, 2023

8:00 a.m.

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

Robin Dawson, CFAO, called the meeting to order at 8:01 a.m.

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

### **II. Approval of April 25, 2023, Finance & Performance Committee Meeting Minutes**

Robin Dawson asked for a motion to approve the April 25, 2023, meeting minutes.

Motion: Jim Bos

Second: Christy Cardillo

Motion passed unanimously.

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

Robin Dawson reviewed a summary of non-federal funds and provided clarification on the difference between restricted and unrestricted non-federal funds. The Committee discussed the revisions made on Revenue Diversification and Non-Federal Funds Policy presented to the committee. The Committee made a recommendation to remove the non-federal funds surplus budgeting requirement and added a quarterly expenditure report requirement to be presented to the Board of Directors. This requirement is currently being done quarterly but will now be included in the policy.

Lisa Eding made a motion to approve the policy recommendation for the Executive Committee and Board of Directors with the modifications noted above.

Motion: Jim Bos

Second: Christy Cardillo

Motion passed unanimously.

### **IV. Final Comments and Adjournment – Lisa Eding**

No final comments. Meeting adjourned at 8:28 a.m.



CareerSource  
SUNCOAST



Sarasota Bay

## Our Regional Investment

Services from 04/21/22 to 04/30/23

1,139

Businesses Served

6,221

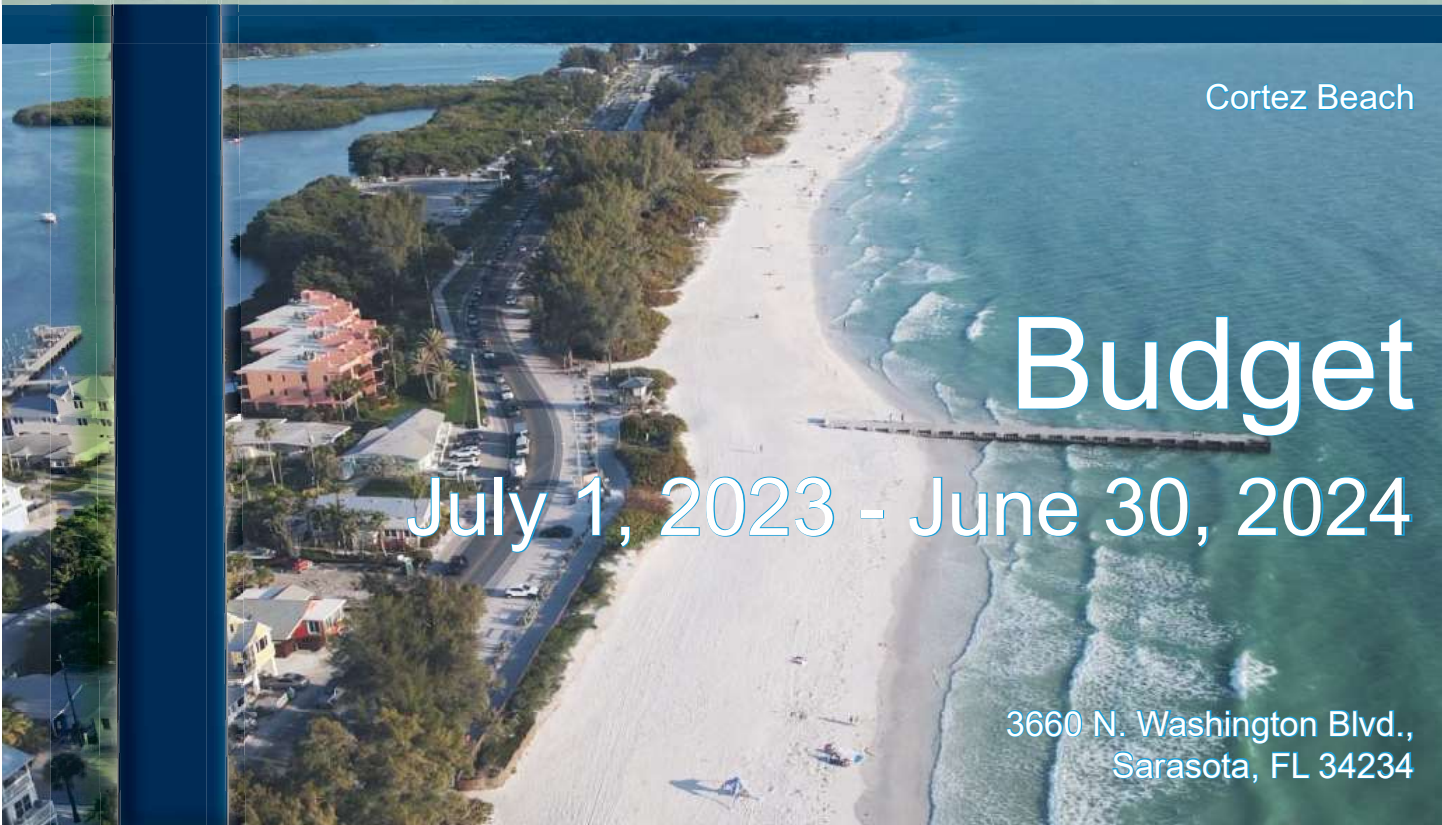
People Served

431

Veterans Served

129

Training Enrollment



Cortez Beach

# Budget

## July 1, 2023 - June 30, 2024

3660 N. Washington Blvd.,  
Sarasota, FL 34234



**CareerSource Suncoast  
Budget for Program Year 2023-2024**

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Eric Troyer  
*Chairman*

David Kraft  
*Vice Chair*

Lisa Eding  
*Treasurer*

Joshua Matlock  
*President & CEO*

May 22, 2023

CareerSource Suncoast Board of Directors:

We are pleased to present the CareerSource Suncoast Budget for Program Year 2023-2024. Funds available are \$7.2 million, an increase from \$6.6 million compared to the beginning of last year. However, later in the year we received additional funding pushing our total available funding to \$9 million. This mid-year increase in non-formula funding has helped to mitigate a 9.4% reduction in formula funding allocated for Program Year 2023-2024. The reduction is a continued decline in annual formula funds consistent with the counter-cyclical nature of the funding. Our thriving local economy as measured by employment statistics reduces our share of funds compared to other areas experiencing less economic success. Presently, the regional unemployment rate is dipping to a remarkably low 2.3%.

A tight labor market coupled with high housing costs are two significant challenges businesses must navigate to remain competitive. In the new program year, we continue focusing on employers by helping them build talent development infrastructure and capabilities. Examples include pre-apprenticeship and apprenticeship expansion, as well as developing and strengthening systematic linkages between employers and secondary and post-secondary institutions. With fewer experienced skilled adults available in the labor market, creating systems to better develop and link young adults and other non-traditional labor sources with employers is crucial for the competitiveness of our regional businesses.

To ensure our own market competitiveness we continue investing in our staff by raising wage ranges to address a rising cost of living, maintaining our attractive benefits structure with only minor adjustments, and continuing our commitment to providing opportunities for professional development and upward mobility.

On behalf of the staff, I want to express sincere thanks for the ongoing support and hard work of our Board Members. We look forward to another successful year.

Sincerely,

*Joshua Matlock*

[Joshua Matlock \(May 22, 2023 12:42 EDT\)](#)

Joshua Matlock  
President/CEO

# **CareerSource Suncoast Program Year 2023-2024 Budget Narrative**

The Board Leadership team 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. 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. DEO received a waiver from USDOL for a 50% minimum for out of school youth. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Suncoast has a full-service high-tech career center in Sarasota. Other locations staffed to serve are in Manatee County and South Sarasota County. These locations will provide a broad range of services to the citizens and businesses in Manatee and Sarasota Counties.

## **National Emergency Dislocated Worker – Hurricane Ian**

The grant is for two years to provide temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by Hurricane Ian.

# **CareerSource Suncoast Program Year 2023-2024 Budget Narrative**

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

This will be year three of a 46-month grant which will continue to 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 addiction in the workplace.

## **WIOA State Rapid Credentialing**

A one year grant to provide WIOA eligible clients with training and support for training activities with rapid credentialing in our region.

## **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)**

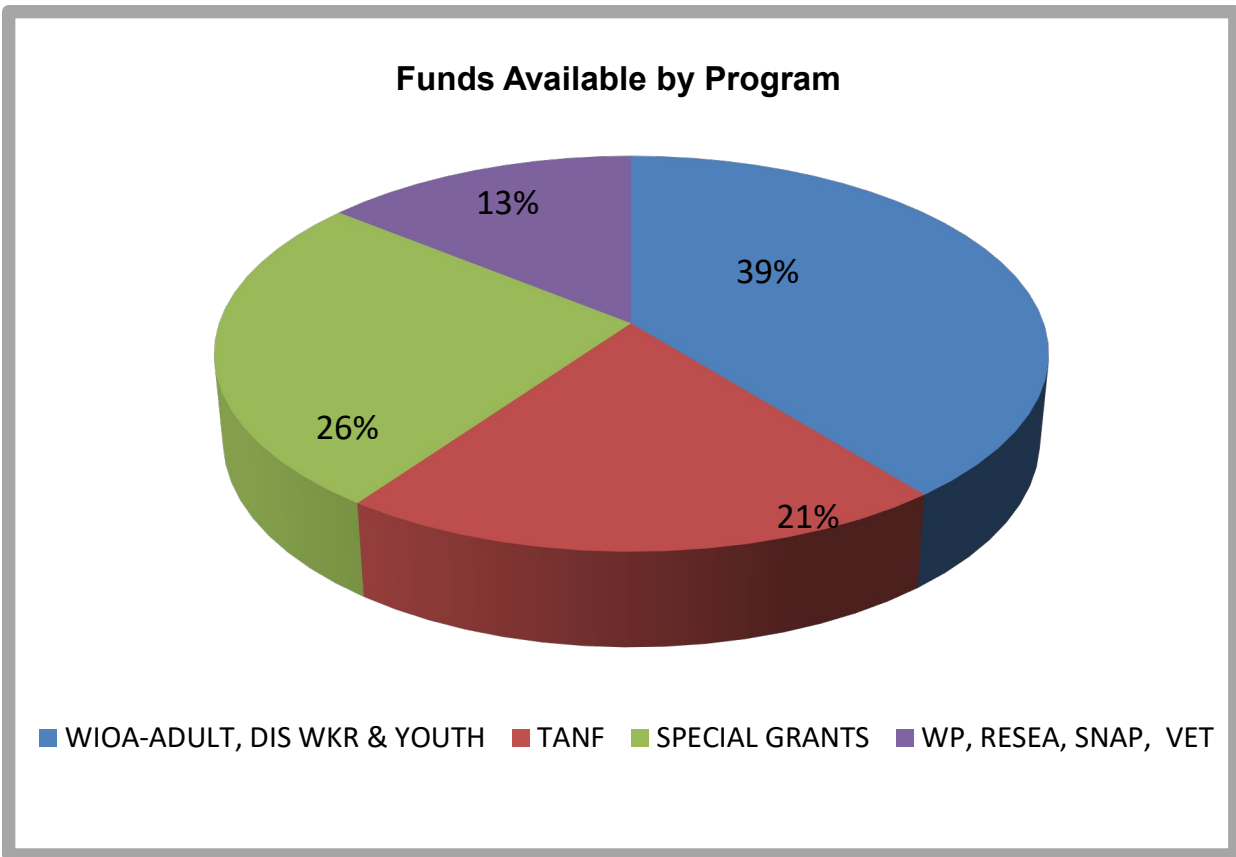
A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting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

## **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 returned to mandatory participation for SNAP recipients.

**CareerSource Suncoast  
Funds Available by Program  
Program Year 2023-2024**

PROGRAM	FUNDS AVAILABLE	% OF TOTAL	WIOA ALLOCATION BREAKDOWN	FUNDS AVAILABLE	% OF TOTAL
WIOA-ADULT, DIS WKR & YOUTH	\$2,846,432	39%	ADULT/DIS WKR	\$1,876,440	66%
TANF	\$1,494,654	21%	YOUTH	\$969,992	34%
SPECIAL GRANTS	\$1,882,167	26%	TOTAL	\$2,846,432	100%
WP, RESEA, SNAP, VET	\$1,028,718	13%			
<b>TOTAL</b>	<b>\$7,251,971</b>	<b>100%</b>			



**CareerSource Suncoast  
Summary of Funds Available - All Programs  
Program Year 2023-2024  
July 1, 2023 - June 30, 2024**

Funding Streams	Funding Available PY 23-24	Reserve for PY 24-25	Funding Budgeted For PY 23-24
Temporary Assistance for Needy Families (TANF) exp 6/30/24	\$1,195,514	\$0	\$1,195,514
Temporary Assistance for Needy Families (TANF) Carry Fwd estimate exp 8/31/23	\$299,140	\$0	\$299,140
<b>Total Temporary Assistance for Needy Families</b>	<b>\$1,494,654</b>	<b>\$0</b>	<b>\$1,494,654</b>
WIOA-Adult & Dislocated Worker exp 6/30/25	\$1,649,440	\$247,416	\$1,402,024
WIOA-Adult & Dislocated Worker Carry Fwd estimate exp 6/30/24	\$227,000	\$0	\$227,000
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$1,876,440</b>	<b>\$247,416</b>	<b>\$1,629,024</b>
WIOA-Youth exp 6/30/25	\$644,356	\$64,436	\$579,920
WIOA-Youth Carry Fwd estimate exp 6/30/24	\$325,636	\$0	\$325,636
<b>Total WIOA Youth</b>	<b>\$969,992</b>	<b>\$64,436</b>	<b>\$905,556</b>
<b>WIOA State Rapid Credentialing Carry Fwd estimate exp 6/30/24</b>	<b>\$359,743</b>	<b>\$0</b>	<b>\$359,743</b>
<b>NEG Dislocated Worker lan Carry Fwd estimate exp 9/30/24</b>	<b>\$1,300,088</b>	<b>\$0</b>	<b>\$1,300,088</b>
<b>NEG Dislocated Worker Opioid-3 Fostering RecoveryCarry Fwd estimate exp 8/31/24</b>	<b>\$222,336</b>	<b>\$0</b>	<b>\$222,336</b>
Wagner Peyser (WP) exp 9/30/24	\$545,616	\$20,000	\$525,616
Wagner Peyser (WP) Carry Fwd estimate exp 9/30/23	\$33,533	\$0	\$33,533
<b>Total Wagner Peyser</b>	<b>\$579,149</b>	<b>\$20,000</b>	<b>\$559,149</b>
<b>Veteran's Programs (DVOP &amp; LVER) estimate</b>	<b>\$116,868</b>	<b>\$0</b>	<b>\$116,868</b>
<b>Reemployment Svcs &amp; Eligibility Assess (RESEA) estimate</b>	<b>\$261,695</b>	<b>\$0</b>	<b>\$261,695</b>
<b>Supplemental Nutrition Assist Prog Employment &amp; Training (SNAP) estimate</b>	<b>\$71,006</b>	<b>\$0</b>	<b>\$71,006</b>
<b>Total</b>	<b>\$7,251,971</b>	<b>\$331,852</b>	<b>\$6,920,119</b>

**CareerSource Suncoast  
Budget Comparison & Information  
Program Year 2023-2024 to 2022-2023**

	Note Ref	PY 23-24 Budget	PY 22-23 Budget Mod #3	Expenditures PY 22-23*
<b>Funding Available Less Reserves</b>		\$6,920,119	\$9,064,850	
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	1	\$3,856,207	\$4,315,154	\$3,786,459
<b>Staff Training &amp; Education</b>	2	35,000	\$42,000	\$38,076
<b>Total Personnel Costs</b>		\$3,891,207	\$4,357,154	\$3,824,535
<b>Facility Costs</b>	3	\$507,903	\$976,671	\$929,782
<b>Office Furniture &amp; Equipment</b>	4	\$11,502	\$45,000	(\$7,859)
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
<b>Accounting/Audit</b>	5	\$60,740	\$82,871	\$56,918
<b>Consultants &amp; Legal</b>	6	60,000	40,000	\$35,000
<b>General Insurance</b>	7	61,550	59,124	\$59,349
<b>Office Supplies &amp; Expense</b>	8	38,459	43,862	\$27,071
<b>Travel &amp; Meetings</b>	9	60,000	69,000	\$54,988
<b>Total Operating Costs</b>		\$280,749	\$294,857	\$233,326
<b>Program Services:</b>				
<b>Client Training &amp; Support</b>	10	\$2,057,194	\$3,167,170	\$1,487,886
<b>Employer &amp; Client Services</b>	11	71,696	117,000	\$101,224
<b>Outreach</b>	12	99,868	107,000	\$99,199
<b>Total Program Services</b>		\$2,228,758	\$3,391,170	\$1,688,309
<b>Totals</b>		\$6,920,119	\$9,064,852	\$6,668,093

\*Expenditures for May/June are estimated

**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years 2023-2024 & PY 2022-2023**

Note 1 Salaries – Includes positions for Career Services and Board Administration with salary range adjustments due to salary compression and inflation. Included in this line item is a one-time 2% incentive payment to CSS staff based on CSS achieving local board performance for PY 22-23 of a letter grade of B or better. The State of Florida approved a 5% increase for state merit staff.

	<u>PY 23-24</u>	<u>PY 22-23</u>
CSS F/T Positions	47	49
State Merit Positions*	<u>10</u>	<u>10</u>
Total CSS & State Positions	57	59

*\*State merit 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, medi-care, 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 23-24 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 1 comprehensive career center, 2 smaller career centers and 2 satellite offices.

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

Note 5 Accounting/Audit – Fees for payroll processing services, 401k admin fees, and our maintenance renewal on our accounting software, along with costs for our independent CPA audit and IRS 990 return.



**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years 2023-2024 & 2022-2023**

- Note 6      Consultants & Legal – Includes costs for one stop operator, strategic planning and legal services.
- Note 7      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 8      Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies (for staff and customers), and postage.
- Note 9      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 allowances.
- Note 10     Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT), customized worker training (CWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocations (pg. 9) 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 waiver 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 50% requirement for out of school youth activities. 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 11     Employer and Client Services – Employer and client assessment activities and career services.
- Note 12     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 Allocations  
Program Year 2023 - 2024  
July 1, 2023 - June 30, 2024**

	BUDGET	TANF	WIOA ADULT & DIS WKR	WIOA YOUTH	NEG IAN	NEG OPIOID FOSTERING RECOVERY	RAPID CREDENT	WAGNER PEYSER	VETS	RESEA	SNAP
Funding Available Less Reserve	\$6,920,119	\$1,494,654	\$1,629,024	\$905,556	\$1,300,088	\$222,336	\$359,743	\$559,149	\$116,868	\$261,695	\$71,006
Personnel Costs:											
Salaries & Fringe Benefits	\$3,856,207	\$1,110,226	\$1,117,610	\$612,231	\$279,380	\$103,837	\$87,627	\$190,805	\$63,966	\$235,268	\$55,257
Staff Training & Education	35,000	7,560	8,225	4,585	6,580	1,120	1,820	2,835	595	1,330	350
<b>Total Personnel Costs</b>	<b>\$3,891,207</b>	<b>\$1,117,786</b>	<b>\$1,125,835</b>	<b>\$616,816</b>	<b>\$285,960</b>	<b>\$104,957</b>	<b>\$89,447</b>	<b>\$193,640</b>	<b>\$64,561</b>	<b>\$236,598</b>	<b>\$55,607</b>
Facility Costs	\$507,903	\$109,445	\$0	\$70,155	\$12,915	\$0	\$0	\$247,633	\$42,054	\$13,409	\$12,291
Office Furn & Equip	\$11,502	\$0	\$0	\$0	\$0	\$0	\$0	\$11,502	\$0	\$0	\$0
Operating Costs-Career Ctrs & Adm:											
Accounting & Audit	\$60,740	\$13,119	\$14,266	\$7,957	\$11,419	\$1,952	\$3,158	\$4,920	\$1,033	\$2,308	\$607
Consultants & Legal	60,000	15,120	0	11,460	0	0	0	27,720	1,500	3,300	900
General Insurance	61,550	15,794	0	8,209	11,571	0	0	21,975	1,046	2,339	616
Office Supplies & Expense	38,459	8,307	9,033	5,038	7,230	1,236	2,000	3,115	654	1,461	385
Travel & Meetings	60,000	12,959	14,093	7,860	11,280	1,928	3,120	4,860	1,020	2,280	600
<b>Total Operating Costs</b>	<b>\$280,749</b>	<b>\$65,299</b>	<b>\$37,393</b>	<b>\$40,524</b>	<b>\$41,501</b>	<b>\$5,115</b>	<b>\$8,278</b>	<b>\$62,590</b>	<b>\$5,253</b>	<b>\$11,688</b>	<b>\$3,107</b>
Program Services:											
Client Training & Support	\$2,057,194	\$173,865	\$401,210	\$150,000	\$959,712	\$110,389	\$262,018	\$0	\$0	\$0	\$0
Employer & Client Svcs	71,696	28,260	7,260	7,260	0	0	0	28,916	0	0	0
Outreach	99,868	0	57,325	20,800	0	1,875	0	14,868	5,000	0	0
<b>Total Program Services</b>	<b>\$2,228,758</b>	<b>\$202,125</b>	<b>\$465,795</b>	<b>\$178,060</b>	<b>\$959,712</b>	<b>\$112,264</b>	<b>\$262,018</b>	<b>\$43,784</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Totals</b>	<b>\$6,920,119</b>	<b>\$1,494,654</b>	<b>\$1,629,023</b>	<b>\$905,556</b>	<b>\$1,300,088</b>	<b>\$222,336</b>	<b>\$359,743</b>	<b>\$559,149</b>	<b>\$116,868</b>	<b>\$261,695</b>	<b>\$71,006</b>

**CareerSource Suncoast**  
**Budget Allocated to Program & Administrative Costs**  
**Program Year 2023-24**  
**July 1, 2023 - June 30, 2024**

	Total	Program	Administrative
<b>Funding Budgeted</b>	<b>\$6,920,119</b>	<b>\$6,287,762</b>	<b>\$632,357</b>
<b>Personnel Cost:</b>			
Salaries & Fringe Benefits	\$3,856,207	\$3,330,216	\$525,991
Staff Training & Education	35,000	30,000	5,000
<b>Total Personnel Costs</b>	<b>\$3,891,207</b>	<b>\$3,360,216</b>	<b>\$530,991</b>
<b>Facility Costs</b>	<b>\$507,903</b>	<b>\$501,481</b>	<b>\$6,422</b>
<b>Office Furniture &amp; Equipment</b>	<b>\$11,502</b>	<b>\$9,502</b>	<b>\$2,000</b>
<b>Operating Costs Career Ctrs &amp; Admin:</b>			
Accounting/Audit	\$60,740	\$0	\$60,740
Consultants & Legal	60,000	55,000	5,000
General Insurance	61,550	56,345	5,205
Office Expense & Supplies	38,459	32,459	6,000
Travel & Meetings	60,000	44,000	16,000
<b>Total Operating Costs</b>	<b>\$280,749</b>	<b>\$187,804</b>	<b>\$92,945</b>
<b>Program Services:</b>			
Client Training & Support	\$2,057,194	\$2,057,194	\$0
Employer & Client Services	\$71,696	71,696	0
Outreach	\$99,868	99,868	0
<b>Total Program Services</b>	<b>\$2,228,758</b>	<b>\$2,228,758</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$6,920,119</b>	<b>\$6,287,762</b>	<b>\$632,357</b>
<b>Percentage of Administrative Costs</b>			<b>9.14%</b>



# CEO Report



# STAFF REPORTS



Kathy Bouchard  
VP/CTO



Robin Dawson  
VP/CFAO



Anthony Gagliano  
VP/COO