



Board of Directors Meeting

Thursday, June 22, 2023 - 8:00 a.m. to 9:30 a.m.

Location: 3660 N. Washington Blvd, Sarasota, FL

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

[Join Microsoft Teams Meeting](#)

Phone 1-786-600-3104

Conference ID: 260 745 260 260 #

AGENDA

Call to Order– Eric Troyer, Chair - Partner, Kerkering Barberio

Action Items – Eric Troyer

- Approval of Consent Agenda – Eric Troyer
 - Approval of May 25, 2023, Board Meeting Minutes
 - Approval of PY2023-2024 Schedule of Operations
 - Approval of PY2023-2024 Local Targeted Occupations List
 - Approval of PY2023-2024 Eligible Training Providers List
 - Approval of PY2023-2024 VI-PER Resolution – Grant Renewal
- Approval of PY2023-2024 Budget – Robin Dawson
- Approval of Related Party Agreements – Christina Witt

CEO Report – Joshua Matlock

Other Board Business

- One-Stop Operator Annual Report – Dr. Ron Natale

Staff Reports

- Kathy Bouchard, CTO
- Robin Dawson, CFAO
- Anthony Gagliano, COO

Public Comments/Closing Remarks – Eric Troyer

Adjournment - Eric Troyer

Next Board of Directors Meeting is September 28, 2023

Location: 3660 N. Washington Blvd, Sarasota, FL



ACTION ITEMS



Consent
Agenda

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting and in person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday May 25, 2023
8:00 A.M.

Call to Order

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

New Board Member Introductions – Eric Troyer, Chair

New Board members introduced:

- Cintia Elenstar - Unidos Now
- Brian Gurucharri – Manatee Memorial Hospital
- Craig Warzecha – Bradenton Marauders/Pittsburgh Pirates

Action Items – Eric Troyer, Chair

• **Approval of Consent Agenda**

Eric Troyer asked for a motion to approve the Consent Agenda Items

- Approval of March 23, 2023 Board Meeting Minutes
- Approval of CSS Board Policy # 20-23 Revenue Diversification and Non-Federal Funds

Motion: Jim Bos

Second: Shaun Polasky

Motion passed unanimously.

• **Approval of Related Party Agreements: Christina Witt**

Christina Witt presented the following five (5) related party agreements and made the following motions.

1. A motion for the Board of Directors to approve the Related Party agreements for PY 2023/2024 with Sarasota County School Board-Suncoast Technical College for a maximum of \$175,000 for client training, staff development and worksite host agreements.

Motion: David Kraft

Second: Lisa Eding

Abstain: Dr. Ron DiPillo, Peter Hayes, Jim Bos

Motion passed unanimously.

2. A motion for the Board of Directors to approve the Related Party agreements for PY 2023/2024 with Manatee County School Board-Manatee Technical College for a maximum of \$175,000 for client training, staff development and worksite host agreements.

Motion: Jim Bos

Second: David Kraft

Abstain: Doug Wagner, Christy Cardillo, Peter Hayes

Motion passed unanimously.

3. A motion for the Board of Directors to approve the Related Party agreements for PY 2023/2024 with State College of Florida for a maximum of \$175,000 for client training, staff development and worksite host agreements.

Motion: Doug Wagner **Second:** Dr. Deborah Hawkes
Abstain: Ron Serpliss, Peter Hayes, Allison Imre

Motion passed unanimously

4. A motion for the Board of Directors to approve the Related Party agreement for PY 2022/2023 with the Manatee Chamber Foundation for a maximum of \$20,000 for outreach and workforce services.

Motion: Lisa Eding **Second:** Walter Spikes
Abstain: Doug Wagner, Peter Hayes

Motion passed unanimously

5. A motion for the Board of Directors to approve the Related Party agreement for PY 2023/2024 with the Bradenton Area Economic Development Corporation for a maximum of \$20,000 for outreach and workforce services.

Motion: Dr. Deborah Hawkes **Second:** Dr. Ron DiPillo
Abstain: Doug Wagner, Allison Imre, Peter Hayes

Motion passed unanimously

Other Board Business:

- **DEO Performance Presentation**

The annual performance presentation was presented by:

- Daniel Harper, Senior Management Analyst Supervisor
- Valerie Peacock, Chief Financial Monitoring & Accountability
- Yvette McCullough, Revenue Program Administrator
- Chadwick Myrick, Revenue Program Administrator.

The performance presentation information was included in the meeting agenda materials.

- **Finance and Performance Committee Report**

Lisa Eding provided an overview of the meetings, to include the Policy that was approved 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.

Information was provided in the packet on CSS's current CareerSource Florida (CSF) letter grade "B" with a score of 84.39.

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.

CEO Report – Joshua Matlock

Report was given on the Partners Council Meeting held in Jacksonville on May 24, 2023. Attendees included DEO staff, REACH office staff, CareerSource Florida staff, and colleagues from the local boards across the state. Specific individuals in attendance included: Lindsey Volpe – Secretary of workforce Services, Katie Crofoot – Director of the REACH office, Adrienne Johnston – President & CEO of CareerSource Florida.

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

Senate Bill 240 requires the local boards to develop an education and industry consortium. A policy will be developed to provide guidance to the boards on requirements and implementation.

[House Bill 5](#) renamed the Department of Economic Opportunity (DEO) to Department of Commerce (DOC). The head of the department will be 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. Ernst and Young were selected as the agency contracted to assist with implementation over the next three years.

There will be a requirement for regional planning, requiring multiple boards to engage in regional planning together and have joint performance goals for the regional planning area. The local boards will not be held accountable for these performance goals.

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

This upcoming program year, CSS will start the strategic planning process.

Staff Reports

Kathy Bouchard - CTO

CSS has updated salary ranges for all of the CSS positions. The last update occurred in 2020. The salary ranges increased base salaries and provided a salary range from 15%- 60% depending on the salary level range for exempt and non-exempt positions. Salary ranges were shared with the Board at the meeting.

Report was provided on the current increase of the medical insurance renewal, the increase started at 47% but with a change in insurance providers came to 1% increase. The provider is now United Health Care, switching from Florida Blue. With the change, CSS was able to offer a co-pay option for staff at no cost.

Linda Benedict was able to enroll CSS in an automatic payment system for the Ticket-to-Work (TTW) program. This generated approximately \$160,000 in unrestricted funds. The TTW program has forty-seven (47) working under the program.

Michelle Snyder is currently providing staff WIOA training. She and Josh were included in the Ernst and Young interviews around service delivery of the programs.

Robin Dawson - CFAO

A preview of the PY2023-2024 budget was provided to the Board of Directors. The final budget will be presented at the June Board meeting for approval.

The board members were reminded that the Florida Commission on Ethics - Form 1 has been emailed to them and each member is required to submit them prior to July 1st of each year.

Anthony Gagliano- COO

Updates on special grants were provided.

Denisse Miranda has been going to the campus at State College of Florida to enroll clients attending Fleet Force under the CDL training grant. The CDL grant has provided twenty-five (25) scholarships to Fleet Force. Twenty-three of those clients have already completed and placed in employment earning \$19 - \$20 per hour.

Hurricane Ian still continues to enroll clients who are currently collecting unemployment, exhausted unemployment, or long term unemployed for placement in temporary employment. CSS has funds set aside to provide training. There are twenty (20) 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. This is a total of \$444,000 in temporary employment contracts obligated in wages.

The marketing department are highlighting several of our client success stories.

The Summer Youth Employment Program (SYEP) has enrolled one hundred and four (104) youth this year, an increase from sixty-six (66) last year. The SYEP job fair will be held on June 1st at State College of Florida (SCF). At the end of the summer, on Thursday July 27th the SYEP graduation ceremony will be held in partnership with SCF as well.

Public Comments: There were no public comments.

Next Meeting and Adjournment

Eric Troyer, Chair, informed the Board that the next Board meeting will be on June 22, 2023. The meeting was adjourned at 9:26 a.m.

Respectfully submitted,

Joshua Matlock

[Joshua Matlock \(Jun 5, 2023 14:04 EDT\)](#)

Josh Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
P*	Ashley Brown, Women’s Resource Center
P*	Christy Cardillo
A	Jackie Dezelski, Manatee Chamber of Commerce
P	Dr. Ron DiPillo, Sarasota County Schools
P	Lisa Eding, Teak Decking Systems
P*	Luis Font, LIUNA, Laborers International Union
P*	Cintia Elenstar, UnidosNow
P	Brian Gurucharri, Manatee Memorial Hospital
A	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P	Dr. Deborah Hawkes, CAN Community Health
P*	Peter Hayes, Tandem Construction
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
A	William Zack Holland, Local 123 Plumbers and Pipefitters Union
P*	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P	David Kraft, Vision Consulting Group
A	Dr. Tim Novak, LECOM
P	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Ronald Serpliss, State College of Florida
P*	Walter Spikes, Coldwell Banker Realty
P	Eric Troyer, Kerkering Barberio & Company
P	Doug Wagner, Manatee County School Board
P	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity*, Linda Benedict*, Michael Meerman, Christina Witt, Michelle Snyder*, James Disbro
P*	Commissioner George Kruse - Manatee County
A	Commissioner Joe Neunder – Sarasota County

26 Board Members – 21 present, 5 absent

**CareerSource Suncoast
Schedule of Operations PY 2023-2024
Board of Directors Approval Summary
June 22, 2023**

Background Information:

An agreement has been entered into between CareerSource Suncoast (CSS) and Florida Department of Economic Opportunity (DEO) effective May 15, 2021 - May 15, 2024, as the Board is a subrecipient of federal funds. The agreement was executed by DEO on May 18, 2021. A provision in the agreement states CSS shall adopt a schedule of operations for the upcoming state fiscal year. The schedule shall include daily hours of operation of career centers and a holiday closure schedule which adopts either federal, state, or county holiday schedule. The schedule must be approved by the Board and posted on the Board's website. The holiday schedule listed below is following the two local county government closures.

Locations:

Palmetto Career Center

600 8th Ave. West, Suite 100
Palmetto, FL 34221
Phone: (941) 358-4200
Fax: (941) 315-2675
Hours of Operation
Monday – Thursday
8:00 a.m. - 5:00 p.m.
Friday
By Appointment

Sarasota Career Center

3660 North Washington Boulevard
Sarasota, FL 34234
Phone: (941) 358-4200
Fax: (941) 315-2675
Hours of Operation
Monday - Friday
8:30 a.m. - 5:00 p.m.

Career Center Holiday Closure Schedule for July 1, 2023 – June 30, 2024:

<u>Date</u>	<u>Day of Week</u>	<u>Holiday</u>
July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
November 10	Friday	Veteran's Day(Observed)
November 23	Thursday	Thanksgiving Day
November 24	Friday	Day After Thanksgiving
December 25	Monday	Christmas Eve (Observed)
December 26	Tuesday	Christmas Day (Observed)
January 1	Monday	New Year's Day
January 15	Monday	Martin Luther King, Jr Day
February 19	Monday	President's Day
May 27	Monday	Memorial Day
June 19	Wednesday	Juneteenth

Career Center Closure - Staff Development Training for July 1, 2023 – June 30, 2024:

July 28, 2023	Fall 2023
Dates to be Determined	Winter 2023, Spring 2024 & Summer 2024

Requested Action: A motion that the CSS Board approve the Schedule of Operations for CareerSource Suncoast locations during July 1, 2023 – June 30, 2024.

**CareerSource Suncoast
Local Targeted Occupations Lists for PY2023/2024
Board of Directors Approval Summary
June 22, 2023**

Background Information:

As part of WIOA Implementation, CareerSource Florida's Administrative Policy Number 82 (adopted February 5, 2014 and Updated June 18, 2018) provides guidelines for the development of Local Workforce Development Boards Local Targeted Occupations List (LTOL).

The LTOL is key in the development of strategies to target high-growth and emerging occupations that are critical to the local economy. With occupations identified and listed for our area, CareerSource Suncoast (CSS) directs training resources for occupations in demand to assist job seekers, as well as local area workers seeking better employment and higher-earning opportunities. The LTOL process enhances collaboration between CSS and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

Process:

The Florida Department of Economic Opportunity (DEO), Bureau of Labor Market Statistics (LMS) annually publishes our Regional Demand Occupations List (RDOL). This year the lists were disseminated to all LWDBs on May 17, 2023. As identified in Policy Number 82, CSS develops our LTOL as follows:

- Uses the RDOL published by DEO's LMS as the starting point
- Solicits the input of business and industry stakeholders and partners regarding the ability to add occupations to the list based on local input, demand, and associated wages
- Reviews submissions for appropriateness and accuracy using other data sources and provides them to our LTOL & ETPL Review Committee to create the new draft LTOL for recommendation of approval to the CSS Board of Directors

Result:

This new draft PY 2023-24 LTOL has:

- One hundred and thirty-one (131) occupations represented because of DEO's labor market statistics. Of those, thirty (30) occupations are new to the list
- Five (5) new/returning occupations that have been added because of local business and industry stakeholders and partners' input
- A total of one hundred thirty-six (136) occupations represented

REQUESTED ACTION: A motion that the Board approve the draft Local Targeted Occupations List for Program Year 2023-24.

Respectfully submitted,

James Disbro

Director, Regional Alignment & Programs Development

PY 2023-2024 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties
 Sorted by Standard Occupational Classification Code
 Effective July 1, 2023

SOC Code†	HSHW††	Occupational Title†	FLDOE Training Code†††	Data Source††††
111011	HSHW	Chief Executives	5	R
111021	HSHW	General and Operations Managers	4	R
112021	HSHW	Marketing Managers	5	S
112022	HSHW	Sales Managers	5	S
113021	HSHW	Computer and Information Systems Managers	5	S
113031	HSHW	Financial Managers	5	R
113071	HSHW	Transportation, Storage, and Distribution Managers	4	S
113121	HSHW	Human Resources Managers	5	S
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	4	S
119021	HSHW	Construction Managers	4	R
119032	HSHW	Education Administrators, Kindergarten through Secondary	5	R
119033	HSHW	Education Administrators, Postsecondary	5	S
119041	HSHW	Architectural and Engineering Managers	5	S
119051	HSHW	Food Service Managers	4	R
119111	HSHW	Medical and Health Services Managers	5	R
119141	HSHW	Property, Real Estate, and Community Association Managers	4	R
131020	HSHW	Buyers and Purchasing Agents	4	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	3	S
131041	HSHW	Compliance Officers	3	R
131051	HSHW	Cost Estimators	4	S
131071	HSHW	Human Resources Specialists	5	R
131081	HSHW	Logisticians	5	R
131111	HSHW	Management Analysts	5	R
131121	HSHW	Meeting, Convention, and Event Planners	4	S
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	4	S
131151	HSHW	Training and Development Specialists	5	R
131161	HSHW	Market Research Analysts and Marketing Specialists	5	R
132011	HSHW	Accountants and Auditors	5	R
132052	HSHW	Personal Financial Advisors	5	S
132072	HSHW	Loan Officers	4	S
151211	HSHW	Computer Systems Analysts	4	R
151212	HSHW	Information Security Analysts	3	S
151231	HSHW	Computer Network Support Specialists	3	S
151232	HSHW	Computer User Support Specialists	3	R
151241	HSHW	Computer Network Architects	5	S
151244	HSHW	Network and Computer Systems Administrators	4	R
172051	HSHW	Civil Engineers	5	S
172071	HSHW	Electrical Engineers	5	S
172072	HSHW	Electronics Engineers, Except Computer	5	S
172112	HSHW	Industrial Engineers	5	S
172141	HSHW	Mechanical Engineers	5	S
172199	HSHW	Engineers, All Other	5	S
173011	HSHW	Architectural and Civil Drafters	3	S
173023	HSHW	Electrical and Electronic Engineering Technologists and Technicians	4	S
173031	HSHW	Surveying and Mapping Technicians	3	R
194021	HSHW	Biological Technicians	4	S
211018	HSHW	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	5	R
211093	HSHW	Social and Human Service Assistants	3	R
211099	HSHW	Community and Social Service Specialists, All Other	5	S
212011	HSHW	Clergy	5	R
232011	HSHW	Paralegals and Legal Assistants	3	R
251011	HSHW	Business Teachers, Postsecondary	5	S
251199	HSHW	Postsecondary Teachers, All Other	4	S
252012	HSHW	Kindergarten Teachers, Except Special Education	5	S
252021	HSHW	Elementary School Teachers, Except Special Education	5	R
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	5	R

PY 2023-2024 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties
 Sorted by Standard Occupational Classification Code
 Effective July 1, 2023

SOC Code†	HSHW††	Occupational Title†	FLDOE Training Code†††	Data Source††††
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	5	S
252052	HSHW	Special Education Teachers, Kindergarten and Elementary School	5	S
271024		Graphic Designers	4	S
272012	HSHW	Producers and Directors	5	S
273031	HSHW	Public Relations Specialists	5	S
273091		Interpreters and Translators	4	S
274011		Audio and Video Technicians	4	S
274021		Photographers	3	L
291071	HSHW	Physician Assistants	5	S
291126	HSHW	Respiratory Therapists	4	S
291141	HSHW	Registered Nurses	4	R
291292	HSHW	Dental Hygienists	4	R
292010		Clinical Laboratory Technologists and Technicians	4	R
292031		Cardiovascular Technologists and Technicians	3	S
292032	HSHW	Diagnostic Medical Sonographers	3	S
292034	HSHW	Radiologic Technologists and Technicians	3	R
292052		Pharmacy Technicians	3	S
292055		Surgical Technologists	3	S
292061		Licensed Practical and Licensed Vocational Nurses	3	R
312011	HSHW	Occupational Therapy Assistants	4	S
312021	HSHW	Physical Therapist Assistants	4	S
319011		Massage Therapists	3	L
319091		Dental Assistants	3	R
319092		Medical Assistants	3	R
319097		Phlebotomists	3	S
332011		Firefighters	3	R
333051	HSHW	Police and Sheriff/Es Patrol Officers	3	R
351011	HSHW	Chefs and Head Cooks	3	R
351012		First-Line Supervisors of Food Preparation and Serving Workers	3	R
371011		First-Line Supervisors of Housekeeping and Janitorial Workers	3	S
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	3	S
372021		Pest Control Workers	3	S
395094		Skin Care Specialists	3	L
411011		First-Line Supervisors of Retail Sales Workers	3	S
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	4	R
413021		Insurance Sales Agents	3	S
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	5	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	3	S
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	3	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	4	R
433031		Bookkeeping, Accounting, and Auditing Clerks	4	R
435011		Cargo and Freight Agents	3	S
436013		Medical Secretaries and Administrative Assistants	3	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	4	R
472031		Carpenters	3	R
472044		Tile and Stone Setters	3	S
472051		Cement Masons and Concrete Finishers	3	S
472073		Operating Engineers and Other Construction Equipment Operators	3	R
472081		Drywall and Ceiling Tile Installers	3	S
472111		Electricians	3	R
472121		Glaziers	3	S
472141		Painters, Construction and Maintenance	3	S
472152		Plumbers, Pipefitters, and Steamfitters	3	R
472181		Roofers	3	S
472211		Sheet Metal Workers	3	S
474011	HSHW	Construction and Building Inspectors	3	R

PY 2023-2024 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties
 Sorted by Standard Occupational Classification Code
 Effective July 1, 2023

SOC Code†	HSHW††	Occupational Title†	FLDOE Training Code†††	Data Source††††
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	3	R
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	3	S
492098		Security and Fire Alarm Systems Installers	3	S
493011	HSHW	Aircraft Mechanics and Service Technicians	3	S
493021		Automotive Body and Related Repairers	3	L
493023		Automotive Service Technicians and Mechanics	3	R
493031		Bus and Truck Mechanics and Diesel Engine Specialists	3	R
493042		Mobile Heavy Equipment Mechanics, Except Engines	3	R
493051		Motorboat Mechanics and Service Technicians	3	S
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	3	R
499041		Industrial Machinery Mechanics	3	R
499052		Telecommunications Line Installers and Repairers	3	S
499062		Medical Equipment Repairers	3	S
499071		Maintenance and Repair Workers, General	3	R
511011	HSHW	First-Line Supervisors of Production and Operating Workers	3	R
512051		Fiberglass Laminators and Fabricators	3	L
514041		Machinists	3	S
514121		Welders, Cutters, Solderers, and Brazers	3	R
531047		First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisor	3	R
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	4	S
532012	HSHW	Commercial Pilots	3	S
533032		Heavy and Tractor-Trailer Truck Drivers	3	R
533052		Bus Drivers, Transit and Intercity	3	S
537051		Industrial Truck and Tractor Operators	3	R

†SOC Code and Occupational Title refers to Standard Occupational Classification codes and titles.

††HSHW = High Skill/High Wage = (Mean Wage - \$26.19/hour & Entry Wage - \$16.72/hour).

†††FLDOE (Florida Department of Education) Training Code:

3 = Post Secondary Adult Vocational Certificate

4 = Community College Credit/Degree

5 = Bachelor's Degree

††††Data Source:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.

L = Meets local review criteria.

Sources: Florida Department of Economic Opportunity (DEO), Bureau of Labor Market Statistics, 23-24 Regional Demand Occupations List (RDOL)
 Local Business & Industry Input/Data

CareerSource Suncoast
Approval of PY 2023/24 Eligible Training Provider List
Board of Directors Approval Summary
June 22, 2023

Background Information:

As part of the Workforce Innovation and Opportunity Act (WIOA) implementation, CareerSource Florida's (CSF) Policy Number 90 (adopted March 1, 2016) provides guidelines for the development of Local Workforce Development Boards Eligible Training Provider Lists (ETPL). In addition, Florida's Reimagining Education and Career Help (REACH) Act (adopted July 1, 2021) outlines updated training provider minimum performance criteria.

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

Training Providers eligible to apply for inclusion on the ETPL include:

- Institutions of higher education certified by the Commission for Independent Education (CIE) that provide a program that leads to a recognized postsecondary credential
- Apprenticeship programs registered under the National Apprenticeship Act (NAA)
- Other public or private providers that provide training, which may include community-based organizations (CBOs) and joint labor-management organizations certified by the CIE

Process:

CSS develops our ETPL as follows:

- Public Notice issued for Educational Training Providers to apply for inclusion on the ETPL.
- Reviews Training Providers submissions for appropriateness and accuracy assuring the training programs meet specific criteria which include but are not limited to:
 - The connections to the Local Targeted Occupations List (LTOL)
 - Completion rates of at least 60%
 - Minimum hourly wage at placement is \$16.50

For PY2023-2024, CSS has a total of twenty-two (22) training providers, which includes nine (9) Registered Apprenticeship Programs. There are one hundred forty-four (144) training programs available for CSS WIOA eligible clients that are available for Individual Training Account scholarship assistance.

Requested Action: A motion that the Board approve the Eligible Training Provider List for PY 2023/24.

Respectfully Submitted,
Christina Witt
Organizational Support Services Director

CareerSource Suncoast (LWDB 18) PY2023-2024 Eligible Training Provider List

Access Computer Training 1537 Dale Mabry Hwy, Suite 101 Lutz, FL 33548 (813) 326-2628 www.accesscomputertraining.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
A+ Certification Prep (A+CERT)	N	Cert	15.1232	11.1006	115	\$ 5,500	100%	No Data	\$ 16.50	9/9/9
Business Application (BAPP)	N	Cert	43.1011	52.0401	172	\$ 5,000	93%	73%	\$ 18.00	9/9/9
Introduction to Bookkeeping	N	Cert	43.3031	52.0302	32	\$ 2,500	100%	63%	\$ 17.95	9/9/9
Microsoft Cloud Applications (CLOUD)	N	Cert	43.1011	52.0201	36	\$ 2,500	100%	83%	\$ 17.45	9/9/9
Microsoft Excel (EXCELALL)	N	Cert	43.1011	52.0401	40	\$ 1,500	100%	71%	\$ 18.00	9/9/9
Microsoft Office Fundamentals (MSFUND)	N	Cert	43.1011	52.0401	136	\$ 1,500	100%	50%	\$ 16.80	9/9/9
Microsoft Office (MSALL)	N	Cert	43.1011	52.0401	136	\$ 3,500	100%	75%	\$ 21.00	9/9/9
Network+ Certification Prep (NET+CERT)	N	Cert	15.1231	11.0901	57	\$ 3,000	No Data	No Data	\$ 21.47	9/9/9
Security+ Certification Prep	N	Cert	15.1212	11.1003	57	\$ 3,000	No Data	No Data	\$ 30.62	9/9/9
American Vocational Academy 1080 Enterprise Ct. Suite D Nokomis, FL 34275 (941)281-2541 https://amvoacademy.com/	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Heating, Ventilation, and Air Conditioning Technician	N	Cert	49.9021	47.0201	240	\$ 5,895	100%	100%	\$ 19.00	9/10/9
Center for Technology Training 1300 N West Shore Blvd., Suite 235 Tampa, FL 33607 (813) 341-8594 www.cttschool.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Ethical Hacking and Forensics	N	Cert	15.1212	11.1003	39	\$ 5,990	75%	100%	\$ 51.72	9/9/9
Information Security Professional	N	Cert	15.1212	11.1003	24	\$ 4,495	100%	100%	\$ 51.72	9/9/9
Information Systems Security Professional (Security+)	N	Cert	15.1212	11.1003	32	\$ 4,495	78%	80%	\$ 51.72	9/9/9
Microsoft Network Administration -MCSA-MNA	N	Cert	15.1244	11.1001	156	\$ 9,495	34%	100%	\$ 43.00	9/9/9
Microsoft Network Expert	N	Cert	15.1244	11.1001	130	\$ 8,495	No Data	No Data	\$ 25.09	9/9/9
Network and Computer Systems Administrator (CCNA)	N	Cert	15.1244	11.1001	33	\$ 3,995	70%	64%	\$ 43.00	9/9/9
Network Technician (Network+)	N	Cert	15.1244	11.0901	24	\$ 2,495	75%	67%	\$ 43.00	9/9/9
PC Repair Technician (A+ prep)	N	Cert	15.1232	11.1006	72	\$ 3,495	85%	75%	\$ 27.00	9/9/9
Charlotte Technical Center - (CTC) 18150 Murdock Circle Port Charlotte, FL (941) 255-7000 www.yourcharlotteschools.net/ctc	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Air-Conditioning, Refrigeration & Heating Technology 1	Y	Cert	49.9021	15.0501	750	\$ 4,937	100%	100%	\$ 17.50	9/10/9
Dental Assisting Technology and Management - ATD	Y	Cert	31.9091	51.0601	1230	\$ 5,544	92%	75%	\$ 19.00	10/10/10
Practical Nursing	Y	Cert	29.2061	51.3901	1350	\$ 6,419	80%	68%	\$ 19.50	11/11/11
Computer Coach IT Training 5005 N. Hesperides St Tampa, FL 33614 (813) 947-0552 www.computercoach.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Business Office Specialist	N	Cert	43.3031	52.0302	96	\$ 5,000	92%	73%	\$ 18.50	9/9/9
Cloud Integration Specialist	N	Cert	15.1231	11.1003	96	\$ 7,500	100%	91%	\$ 41.50	9/9/9
Cyber Security Specialist	N	Cert	15.1212	11.0901	200	\$ 13,000	100%	80%	\$ 25.03	9/9/9
Full Stack Web Development	N	Cert	27.1024	11.0801	200	\$ 13,000	67%	75%	\$ 28.00	9/9/9
IT Network Administrator	N	Cert	15.1244	11.1001	120	\$ 10,500	100%	100%	\$ 22.00	9/9/9
IT Security Professional	N	Cert	15.1244	11.1001	120	\$ 10,500	100%	73%	\$ 25.00	9/9/9
Project Management Specialist	N	Cert	11.1021	52.0201	96	\$ 10,500	88%	100%	\$ 28.84	9/9/9
Fleet Force Driving School 4950 Recker Hwy, Bldg. 9 Winter Haven, FL 33880 (404) 788-6978 www.fleetforcetruckdrivingschool.com		Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Class A CDL License Certification	N	Cert	53.3032	49.0205	160	\$ 7,260	93%	78%	\$25.00	9/9/9
Class B CDL License Certification	N	Cert	53.3032	49.0205	40	\$ 2,760	99%	87%	\$20.00	9/9/9
Galen College of Nursing 11101 Roosevelt Blvd. N. St. Petersburg, FL 33716 (727) 722-9292 *Includes Sarasota and Pinellas County Locations www.galencollege.edu/	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Associate Degree in Nursing - LPN to RN Bridge	Y	AS/RN	29.1141	51.3801	99	\$ 40,130	71%	73%	\$ 31.51	11/11/11
Baccalaureate Degree in Nursing (BSN), Pre-licensure Opt	Y	RN	29.1141	51.3801	160	\$ 79,795	35%	69%	\$ 28.04	11/11/11
Practical Nursing(PN) Diploma	Y	Cert	29.2061	51.3901	1440	\$ 22,650	49%	88%	\$ 26.01	11/11/11

Manatee Technical College (MTC) 6305 State Road 70 East Bradenton, FL 34203 (941) 751-7900 www.ManateeTech.edu	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Accounting Operations	Y	Cert	43.3031	52.0302	900	\$ 4,134	88%	100%	\$ 18.54	10/10/10
Advanced Manufacturing & Production Technology	Y	Cert	51.1011	52.0205	600	\$ 2,671	95%	94%	\$ 28.82	9/9/9
Applied Cybersecurity	Y	Cert	15.1212	11.0901	750	\$ 3,406	89%	75%	\$ 48.41	9/10/9
Automotive Collision Technology Technician	Y	Cert	49.3021	47.0603	1400	\$ 6,573	71%	71%	\$ 22.42	9/9/9
Automotive Services Technology	Y	Cert	49.3021	47.0604	1800	\$ 7,588	84%	78%	\$ 20.17	9/9/9
Automotive Services Technology 1	Y	Cert	49.3023	47.0604	1800	\$ 4,697	94%	85%	\$ 22.54	9/10/9
Baking and Pastry Arts	Y	Cert	35.1011	12.0501	600	\$ 3,883	90	74	\$ 24.79	9/9/9
Building Trades and Construction Design Technology	Y	Cert	49.9071	46.0415	900	\$ 6,595	100%	88%	\$ 17.93	9/9/9
Business Management and Analysis	Y	Cert	11.1021	52.0201	900	\$ 2,868	No Data	No Data	\$ 37.82	9/9/9
Computer-Aided Drawing and Modeling(CAD)	Y	Cert	17.3011	15.1302	600	\$ 4,941	No Data	No Data	\$ 29.01	9/10/9
Computer Systems & Information Technology	Y	Cert	15.1212	11.0901	900	\$ 3,438	64%	80%	\$ 52.23	9/10/9
Dental Assisting Technology and Management	Y	Cert	31.9091	51.0601	1230	\$ 6,779	100%	80%	\$ 18.17	10/10/10
Diesel Systems Technician 1	Y	Cert	49.3031	47.0613	1050	\$ 4,897	No Data	No Data	\$ 23.41	9/9/9
Digital Design	Y	Cert	27.1024	11.0803	1200	\$ 5,508	83%	100%	\$ 23.51	9/9/9
Digital Photography Technology	Y	Cert	27.4021	50.0605	900	\$ 5,203	100%	100%	\$ 18.73	9/10/9
Digital Video Technology	Y	Cert	27.4011	10.0201	900	\$ 4,753	88%	100%	\$ 22.47	9/9/9
Electrician	Y	Cert	47.2111	46.0302	1500	\$ 6,837	73%	71%	\$ 22.96	9/9/9
Facial Specialty	Y	Cert	39.5094	12.0408	220	\$ 1,663	94%	98%	\$ 17.93	10/10/10
Fire Fighter/Emergency Medical Technician Combo	Y	Cert	33.2011	43.0203	792	\$ 5,214	100%	90%	\$ 24.37	10/10/10
Fire Fighter	N	Cert	33.2011	43.0203	792	\$ 3,531	100%	100%	\$ 24.37	10/10/10
Global Logistics	Y	Cert	13.1081	52.0203	600	\$ 2,658	No Data	No Data	\$ 37.03	9/9/9
Heating Ventilation AC Ref - HVAC	Y	Cert	49.9021	15.0501	1350	\$ 4,412	97%	71%	\$ 22.57	9/10/9
Heating Ventilation AC Ref - HVAC/R1	Y	Cert	49.9021	15.0501	750	\$ 2,750	100%	80%	\$ 22.57	9/10/9
Machining Technologies	Y	Cert	51.4041	48.0503	1500	\$ 6,425	100%	100%	\$ 22.57	9/9/8
Marine Services Technology	Y	Cert	49.3051	47.0616	1350	\$ 6,223	71%	83%	\$ 22.78	9/9/9
Marketing, Management and Entrepreneurial Principles	Y	Cert	11.1021	52.1401	1110	\$ 2,036	67%	100%	\$ 30.73	9/9/9
Massage Therapy	Y	Cert	31.9011	51.3501	750	\$ 3,295	90%	100%	\$ 18.56	10/10/10
Medical Assisting	Y	Cert	31.9092	51.0801	1300	\$ 6,157	60%	75%	\$ 17.65	10/10/10
Pharmacy Technician ATD	Y	Cert	31.9092	51.0805	1050	\$ 5,214	93%	100%	\$ 1,766.00	10/11/10
Phlebotomy	N	Cert	31.9097	51.1009	1080	\$ 1,310	100%	78%	\$ 17.48	9/9/9
Police & Law Enforcement Academy	Y	Cert	33.3051	43.0107	770	\$ 4,306	92%	97%	\$ 29.79	10/10/10
Practical Nursing	Y	Cert	29.2061	51.3901	1350	\$ 7,642	70%	95%	\$ 22.60	11/11/11
Professional Culinary Arts & Hospitality	Y	Cert	11.9051	12.0504	1200	\$ 7,429	75%	83%	\$ 28.88	9/9/9
Surgical Technology	Y	Cert	29.2055	51.0909	1330	\$ 6,537	67%	73%	\$ 22.60	11/10/11
Welding Technology	Y	Cert	51.4121	48.0508	1050	\$ 6,213	98%	88%	\$ 21.28	9/9/9
Welding Technology - Advanced	Y	Cert	51.4121	48.0508	750	\$ 4,394	83%	100%	\$ 21.28	9/9/9
Meridian College 7020 Professional Parkway East Sarasota, FL 34240 (941) 377-4880 www.meridian.edu	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Dental Assistant	Y	Cert	31.9091	51.0601	900	\$ 16,067	67%	90%	\$ 17.75	10/10/10
Diagnostic Medical Ultrasound	Y	AS	29.2032	51.0910	104	\$ 42,367	70%	75%	\$ 22.50	12/12/12
Medical Administration	Y	AS	43.6013	51.0714	1152	\$ 39,367	100%	100%	\$ 19.50	12/12/12
Medical Assistant	Y	Cert	31.9092	51.0801	660	\$ 19,167	72%	79%	\$ 17.00	10/10/10
Medical Assisting - Associate Degree	Y	AS	31.9092	51.0801	1236	\$ 38,367	83%	100%	\$ 18.75	12/12/12
Medical Insurance Billing & Coding	Y	Cert	43.6013	51.0714	576	\$ 20,267	71%	75%	\$ 17.00	10/10/10
New Horizons Computer Learning Center 5402 W Laurel St. Tampa, FL 33607 (813) 387-3500 www.nhtampabay.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Cisco® Implement - Admin Cisco® Solutions v1.0 (CCNA)	N	Cert	15.1244	11.1003	73	\$ 4,995	100%	100%	\$ 32.50	9/9/9
Cisco® Cybersecurity Oper Fundamentals v1.0 (CBROPS)	N	Cert	15.1244	11.1003	40	\$ 4,995	100%	100%	\$ 42.70	9/9/9
CompTIA A+	N	Cert	15.1231	11.0901	40	\$ 2,495	100%	90%	\$ 18.25	9/9/9
CompTIA Network +	N	Cert	15.1231	11.0901	36	\$ 2,495	100%	90%	\$ 18.20	9/9/9
CompTIA IT Fundamentals+ Certification ITF+	N	Cert	15.1231	11.1003	40	\$ 2,475	100%	98%	\$ 17.75	9/9/9
CompTIA Security +	N	Cert	15.1231	11.0901	36	\$ 2,495	98%	90%	\$ 25.50	9/9/9
ITIL® 4 Foundation	N	Cert	15.1231	11.1003	24	\$ 1,895	100%	91%	\$ 30.75	9/9/9
Project Management Professional (PMP)	N	Cert	11.3021	52.0205	36	\$ 3,895	100%	90%	\$ 47.25	9/9/9
Preparatory Program For Cyber Security IT Professional	N	Cert	15.1244	11.1003	36	\$ 12,495	100%	100%	\$ 21.25	9/9/9
Roadmaster Drivers School, Inc. 5025 Orient Road Tampa, FL 33610 (727) 342-6420 www.roadmaster.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Commercial Truck Driver Training	N	Diploma	53.3032	49.0205	180	\$ 7,695	92%	88%	\$ 16.84	NA
State College of Florida (SCF) Manatee-Sarasota 5840 26th Street West Bradenton, FL 34207 (941) 752-5000 *Includes all Campus Locations in Manatee and Sarasota County www.scf.edu	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L

AWS Cloud Integration Specialist	N	Cert	15.1231	11.1002	96	\$ 1,250	No Data	No Data	\$ 40.00	9/9/9
Business Administration, Entrepreneurship 2043	Y	AS	11.2021	52.1401	60	\$ 9,523	75%	No Data	\$ 20.00	13/13/13
Business Administration, Management 1706	Y	BS	11.1021	52.0201	60	\$ 9,708	70%	80%	\$ 25.00	13/13/13
Business Administration, Management 2006	Y	AS	11.1021	52.0201	60	\$ 9,434	70%	70%	\$ 25.00	13/13/13
Business Administration, Marketing 2007	Y	AS	11.2021	52.1401	60	\$ 9,098	70%	70%	\$ 25.00	13/13/13
Computer Information Technology 2012	Y	AS	15.1211	11.0103	60	\$ 9,304	80%	75%	\$ 25.00	13/13/13
CompTIA A+	N	Cert	15.1211	11.0101	40	\$ 1,250	No Data	No Data	No Data	9/9/9
CompTIA ITF+ Fundamentals	N	Cert	15.1232	11.1006	40	\$ 1,250	No Data	No Data	\$ 23.00	9/9/9
CompTIA Security +	N	Cert	15.1212	11.1001	36	\$ 3,250	No Data	No Data	\$ 31.00	9/9/9
Construction Management Technology	Y	AS	11.9021	52.2001	60	\$ 8,934	80%	80%	\$ 35.00	13/13/13
Cyber Security Specialist Bootcamp	N	Cert	15.1212	11.1001	440	\$ 5,500	No Data	No Data	\$ 31.00	9/9/9
Dental Hygiene 2029	Y	AS	29.1292	51.0602	88	\$ 17,786	85%	100%	\$ 30.00	13/13/13
Graphic Design Technology 2033	Y	AS	27.1024	11.0803	60	\$ 9,484	80%	90%	\$ 20.00	9/9/9
Microsoft Office (MSALL)	N	Cert	15.1232	11.1006	124	\$ 1,250	No Data	No Data	\$ 17.00	9/9/9
Microsoft Power Platform Fundamentals	N	Cert	15.1232	11.1006	250	\$ 1,250	No Data	No Data	\$ 20.00	9/9/9
Network Systems Technology 2027	Y	AS	15.1244	11.1001	60	\$ 8,659	70%	60%	\$ 26.00	13/13/13
Nursing (Artic-to BS Degree)	Y	AS	29.1141	51.3801	72	\$ 12,127	87%	90%	\$ 32.00	13/13/13
Occupational Therapy Assistant	Y	AS	31.2011	51.0803	74	\$ 15,103	75%	70%	\$ 26.00	13/13/13
Paralegal/Legal Assisting	Y	AS	23.2011	22.0302	64	\$ 9,434	80%	60%	\$ 18.00	13/13/13
Physical Therapy Assistant	Y	AS	31.2021	51.0806	74	\$ 11,386	95%	95%	\$ 33.00	13/13/13
Radiography 2023	Y	AS	29.2034	51.0907	77	\$ 12,106	80%	90%	\$ 28.00	13/13/13
Risk Management, Insurance Services 2046	Y	AS	41.3021	11.1021	60	\$ 9,214	60%	60%	\$ 25.00	13/13/13

Suncoast Technical College (STC) 4748 Beneva Road Sarasota, FL 34233 (941) 924-1365 www.suncoast.edu	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Accounting Operations	Y	Cert	43.3031	52.0302	800	\$ 4,684	80%	88%	\$ 21.31	10/10/10
Advanced Manufacturing & Production Technology	Y	Cert	51.1011	52.0205	600	\$ 1,922	100%	100%	\$ 20.25	9/9/9
Automotive Service Technology	Y	Cert	49.3023	47.0604	1800	\$ 9,833	78%	83%	\$ 17.82	9/10/9
Building Trades & Construction Design Technology	Y	Cert	49.9071	46.0401	150	\$ 6,932	33%	100%	\$ 17.96	9/9/9
Business Administration Management	Y	Cert	11.1021	52.0201	900	\$ 4,959	33%	100%	\$ 17.96	9/9/9
CNC Production Specialist	Y	Cert	51.4041	48.0503	600	\$ 3,500	50%	100%	\$ 20.90	9/10/9
Computer Systems & Information Technology	Y	Cert	11.3021	11.0901	900	\$ 3,375	56%	30%	\$ 25.25	9/10/9
Crossover from Corr Officer to Law Enf Officer	N	Cert	33.3051	43.0107	518	\$ 2,455	100%	100%	\$ 24.00	10/10/10
Professional Culinary Arts-Food Service Manager	Y	Cert	11.9051	12.0503	1200	\$ 6,440	67%	100%	\$ 19.91	9/9/9
Digital Design	Y	Cert	27.1024	50.0409	1200	\$ 5,308	69%	91%	\$ 22.64	9/9/9
Digital Video Technology	Y	Cert	27.4011	10.0201	900	\$ 3,893	67%	100%	\$ 17.76	9/9/9
Electrician	Y	Cert	47.2111	46.0302	1200	\$ 5,853	78%	86%	\$ 18.24	9/9/9
Facial Speciality	N	Cert	39.5094	12.0409	492	\$ 1,901	No Data	No Data	No Data	10/10/10
Fire Fighter	N	Cert	33.2011	43.0203	492	\$ 5,944	91%	100%	\$ 22.00	10/10/10
Fire Fighter /EMT	Y	Cert	33.2011	43.0203	492	\$ 8,820	No Data	No Data	\$ 23.50	10/10/10
FL Law Enforcement Officer	N	Cert	33.3051	43.0107	770	\$ 4,892	100%	96%	\$ 24.00	10/10/10
Heating Ventilation AC Ref HVAC/R 1	Y	Cert	49.9021	15.0501	750	\$ 4,117	73%	52%	\$ 17.16	9/10/9
Industrial Machinery Maintenance & Repair	Y	Cert	49.9041	47.0303	1350	\$ 5,635	75%	43%	\$ 20.25	9/9/9
Medical Administrative Assistant	Y	Cert	43.6013	51.0716	1100	\$ 5,504	60%	100%	\$ 17.69	9/9/9
.Net Application Development & Programming	Y	Cert	15.1244	11.1001	1350	\$ 4,366	42%	60%	\$ 20.73	9/9/9
Plumbing	Y	Cert	47.2152	46.0503	1080	\$ 5,839	15%	89%	\$ 17.07	9/9/9
Practical Nursing	Y	Cert	29.2061	51.3999	1350	\$ 8,192	90%	100%	\$ 22.50	11/11/11
Precision Machining -CNC Automation	Y	Cert	51.4041	48.0503	1500	\$ 5,238	88%	100%	\$ 17.00	9/9/9
Surgical Technology	Y	Cert	29.2055	51.0909	1330	\$ 8,174	95%	100%	\$ 17.90	11/11/11

Suncoast Trucking Academy 28040 Airpark Dr. #104 Punta Gorda, FL 33982 (941) 347-7445 www.suncoasttrucking.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Heavy and Tractor-Trailer Truck Drivers (Class A CDL)	N	Cert	53.3032	49.0205	160	\$ 6,615	83%	71%	\$ 24.20	9/9/9

Registered Apprenticeship Programs

CareerSource Suncoast 1112 Manatee Ave E Bradenton, FL 34232 (941) 358-4200 www.careersourcesuncoast.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Tool & Die Maker	N	Cert	51.4111	48.0507	576	\$ -	No Data	No Data	\$ 17.75	Dplm/GED

FloridaMakes 800 North Magnolia Ave, Suite 1800 Orlando, FL 32803 (407) 450-7206 www.floridamakes.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Industrial Manufacturing Technician	N	Cert	17.3026	15.0613	200	\$ 1,562	100	100	\$ 19.00	12/12/12
Production Technologist Associate	N	Cert	51.2099	15.0699	154	\$ 1,225	No Data	100	\$ 17.51	Dplm/GED
Quality Control Technician	N	Cert	17.3026	15.0702	216	\$ 1,600	No Data	100	\$ 23.08	Dplm/GED

Interplay Learning, LLC 3500 Jefferson St. Ste. 206 Austin, TX 78731 (856) 298-6615 https://www.interplaylearning.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Plumbing	N	Cert	47.2152	46.059	576	\$ 549	No Data	No Data	No Data	9/9/9
HVAC/Commercial HVAC	N	Cert	49.9021	15.0501	432	\$ 549	No Data	No Data	No Data	9/9/9
Electrical	N	Cert	46.0301	47.2111	576	\$ 549	No Data	No Data	No Data	9/9/9
Manasota Air Conditioning Contracting Association 1532 US Highway 41 Bypass S. #144 Venice, FL 34293 (941) 404-3407 www.macca.us	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Heating and Air Conditioning Installer/Service	N	Cert	49.9021	47.0201	144	\$ 4,475	100%	100%	\$ 17.00	Dplm/GED
Net Synergy Virtual Solutions Apprenticeship INJ 12204 University Mall Ct. Tampa FL 33612 (813)819-5974 www.lt3academy.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Net Synergy Virtual Solution Apprenticeship-Software Developer	N	Cert	15.1252	15.1204	150	\$ 13,500	No Data	No Data	No Data	Dplm/GED
Pool & Hot Tub Alliance 21111 Eisenhower Ave. Ste. 500 Alexandria, Va. 22314 (703) 647-2542 https://www.phta.org/	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
PHTA Pool Maintenance and Service Technician Apprenticeship	N	Cert	37.2011	26.0105	217	\$ 1,799	No Data	No Data	\$ 15.00	10/10/10
Tampa Area Electrical JATC 5625 Harney Road Tampa, FL 33610 (813) 621-3002 www.tampajatc.org	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Electrician	N	Cert	47.2111	46.0302	900	\$ 4,950	75%	100%	\$ 30.84	Dplm/GED
Technical Education Council (TEC) 168 Sarasota Center Blvd. Sarasota, Fl 34240. (941) 363-1632 www.technicaleducationcouncil.com	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Electrician	N	Cert	47.2111	46.0302	144	\$ 4,600	100%	100%	\$ 18.00	12/12/12
The Bee2Bee Network Inc. 9300 Conroy Windermere Road, Suite 2031 Windermere, Fl. 34786 (407) 756-2394 https://lifestylesin360.com/the-bee2bee-network-inc-lifestyles-in-360	PELL Eligible (Y/N)	Credential	SOC Code	CIP Code	Clock Hours	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
The Bee2Bee Network Apprenticeship Program	N	Cert	47.2111	46.0302	144	\$ 45,000	No Data	No Data	\$ 35.00	9/9/9
Notes: > ITA = WIOA Individual Training Account/CSS Scholarship > Other Third-Party Costs ITA = Required for training completion from a third party vendor (licensure, books, uniforms, tools, etc.) > Basic Skills Grade Level R = Reading, M = Math, L= Language										

**CareerSource Suncoast
VIP-ER Program Resolution
Board of Directors Approval Summary
June 22, 2023**

SUMMARY:

CareerSource Suncoast is applying for a continuation of the grant funded by Sarasota County Government under the Voluntary Interim Placement-Enhanced Recovery (VIP-ER) Program. The free program, which is an intensive ten-week residential substance abuse treatment program followed by a twelve-month monitoring, is a collaboration with six community service providers. Each of the partners provide services in their respective area of expertise while participants reside at the salvation army facility for the program duration. CSS will assist in employment development and placement services including job referrals, counseling, resume development, and job matching services. If CSS is awarded this grant it would fund one full time position.

The grant application requires CSS Board of Directors' approval.

REQUESTED ACTION:

A motion to approve the attached resolution that allows us to enter into a renewal agreement with Sarasota County Government for the VI-PER (Voluntary Interim Placement-Enhanced Recovery) beginning October 1, 2023.

Respectfully submitted,
Linda Benedict
Business Development Director

PROOF



ELIGIBILITY REQUIREMENTS

- ▶ Must be at least 18 years old.
- ▶ Must be a Sarasota County resident for at least the previous 90 days.
- ▶ Must have a substance abuse, substance dependence and/or a co-occurring substance abuse mental health diagnosis and be suitable for the level of care provided by the VIP-ER Program.
- ▶ Must be willing to commit to sobriety and the time needed to complete the residential component of the program, which is at least 10 weeks but could exceed 15 weeks, depending on the waiting list to access services and the readiness for change prior to entering the program.
- ▶ Must express a willingness and commitment to participate in a program of recovery based on the placement directive by the court, other referring agency/official or self-referral.



1660 Ringling Blvd.
Sarasota, FL 34236

941-861-5000
www.scgov.net

VIP-ER

Voluntary Interim Placement
— Enhanced Recovery



PROGRAM OVERVIEW

Since 2006, Sarasota County Government has funded the **Voluntary Interim Placement - Enhanced Recovery (VIP-ER) Program**.

The free program, which is an intensive 10-week residential substance abuse treatment program followed by a 12-month monitoring, is a collaboration with six community service providers. Each of the partners provide services in their respective areas of expertise while participants reside at The Salvation Army facility for the program duration.

PROGRAM CORE SERVICES

The community service providers meet with the county regularly to provide updates, ensuring coordination of services. The core services provided in the VIP-ER Program include:

Room and Board and Milieu Services provided by The Salvation Army

- ▶ Initial assessment provided for entry into the VIP-ER Program in addition to milieu services, which includes room and board and three meals a day, and transportation to appointments such as medical and court for all VIP-ER clients.

Comprehensive Substance Abuse Treatment Curriculum provided by First Step of Sarasota

- ▶ Trained professionals provide on-site integrated substance abuse treatment. Individual therapy is designed to assist the client with meeting their emotional, behavioral and substance use needs. Case management and resources are provided to optimize the life of the individual, providing a system of care and wraparound services. First Step also will connect them to resources that assist in the development of their own support system and to inspire the first step toward a better tomorrow.

Wraparound Coordination (case management) and Family Reunification Services provided by Jewish Family and Children's Service of the Suncoast*

- ▶ Facilitators provide and/or coordinate services around the clients' needs. Counseling also provided to assist clients in reunifying and/or strengthening relationships with family and loved ones and support is provided through individual counseling and prevention workshops.

Primary Health, Psychiatric Medications, and Compassionate Use Assistance (CUSE) provided by the Department of Health in Sarasota County

- ▶ Uninsured VIP-ER clients can receive primary care services, including general medical, family planning services, HIV and sexually transmitted disease testing and treatment, as well as referrals to community resources for specialty care. There is also an on-site pharmacy available to clients. After successfully completing the VIP-ER Program, clients may be eligible to continue to receive services through the Health Department with the same providers for one year following their commencement date.

*These services can be accessed for up to a year after commencement from the program.

Workforce Readiness/GED Classes provided by Suncoast Technical College

- ▶ Weekly classes offered for both workforce readiness and GED at The Salvation Army facility. Those in the workforce readiness class will practice writing professional resumes, participate in mock interviews, and learn how to dress for success. They will also have practice looking for a job that is best suited for their individual job skills.

Employment Development and Placement Services provided by The Haven (Community Haven for Adults and Children with Disabilities)*

- ▶ Participants will be provided job referrals and counseling as well as resume development assistance and job matching to compare the participants job skills with current available jobs in the area.



RESOLUTION OF THE BOARD OF DIRECTORS

Suncoast Workforce Board, Inc. is a non-profit corporation organized, in good standing, and existing under and by virtue of the laws of the State of Florida and having its principal office located at 3660 Washington Blvd., Sarasota, FL 34234.

BE IT RESOLVED THAT the Board of Directors/Trustees of Suncoast Workforce Board, Inc. has determined that it is in the best interest of the corporation to enter into an agreement with the Sarasota Board of County Commissioners to receive Contracted Human Services Program funding.

BE IT FURTHER RESOLVED THAT for the purpose of consummating said transaction, the following corporate officers are authorized, directed, and empowered to issue, sign, and deliver as the act and deed of this corporation, any and all documents necessary to complete the application and contractual agreement with the Sarasota Board of County Commissioners.

NAME (please type or print)	TITLE
<u>Joshua Matlock</u>	<u>President/CEO</u>
<u>Anthony Gagliano</u>	<u>Vice President/Chief Operating Officer</u>

BE IT FURTHER RESOLVED, by the Board of Directors/Trustees that, to the best of its knowledge and belief, the information in the application are true and correct, and that the document has been duly authorized for submission to Sarasota County Government by a majority vote of the governing body of the corporation, the fact of which has been documented in the governing body's meeting minutes. The corporate officers identified above are authorized to assure that the corporation will comply with the stipulations contained in the application and contract, including any assurances and certifications as are referenced in the application or contract.

I, Eric Troyer , Board Chairman, do hereby certify that the foregoing is a valid resolution duly adopted by the Board of Directors/Trustees of said corporation at a meeting held on the 22 day of June, 2023.

 Signature of Board Chairman/President
 Typed Name: Eric Troyer
 Date: June 22, 2023

 Signature of Board Vice-Chairman/President or Secretary
 Typed Name: David Kraft
 Date: June 22, 2023

STATE OF FLORIDA, COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ day of _____, 2023 by Eric Troyer as **Board Chairman/President** and by David Kraft as **Board Vice-Chairman/President or Secretary** for Suncoast Workforce Board, Inc. dba CareerSource Suncoast (INSERT LEGAL NAME OF AGENCY).

Signature of Notary Public, State of Florida

Print, type, or stamp commissioned name of Notary Public



CareerSource
SUNCOAST



Sarasota Bay

Our Regional Investment

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

1,139

Businesses Served

6,221

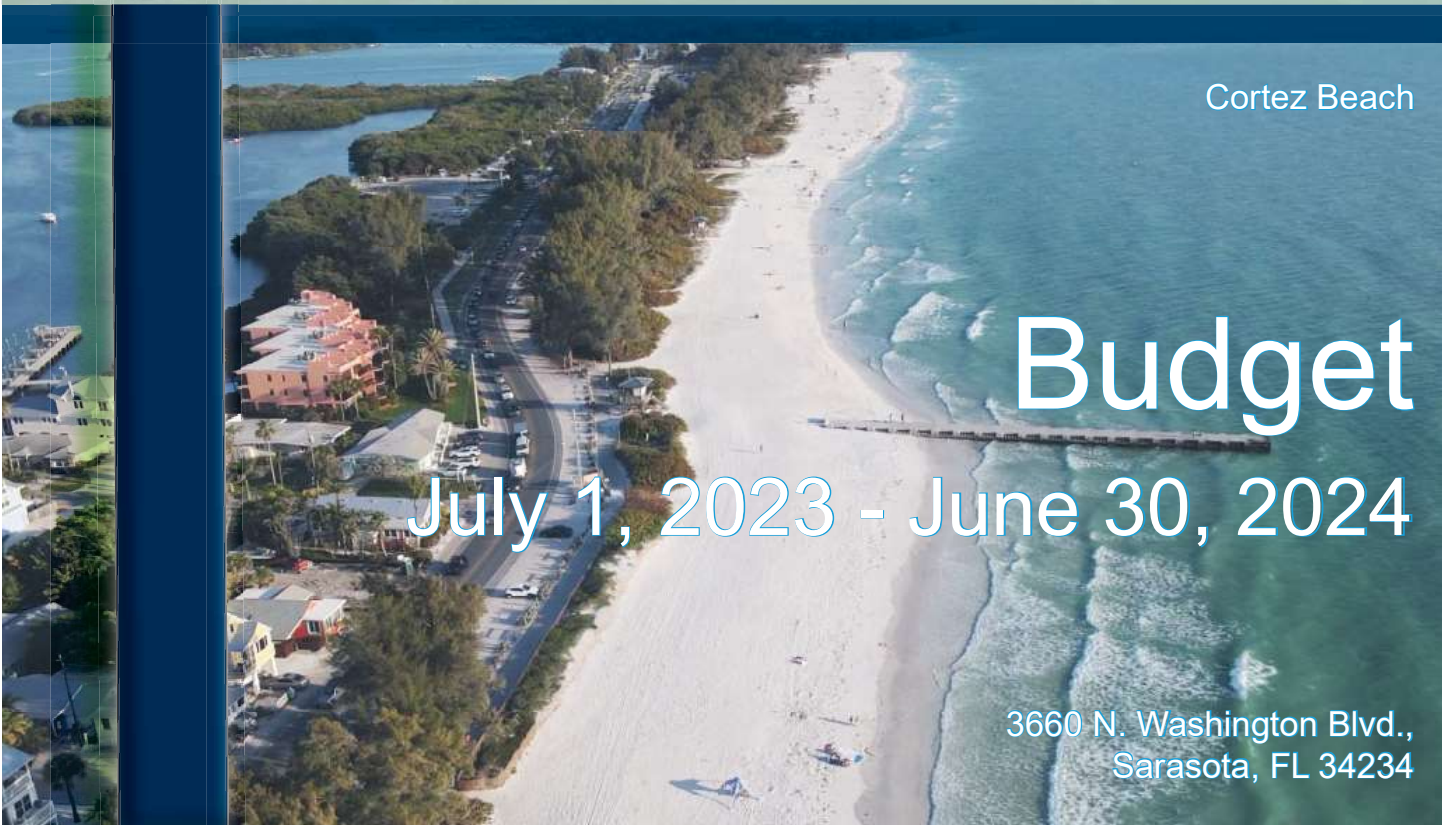
People Served

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)

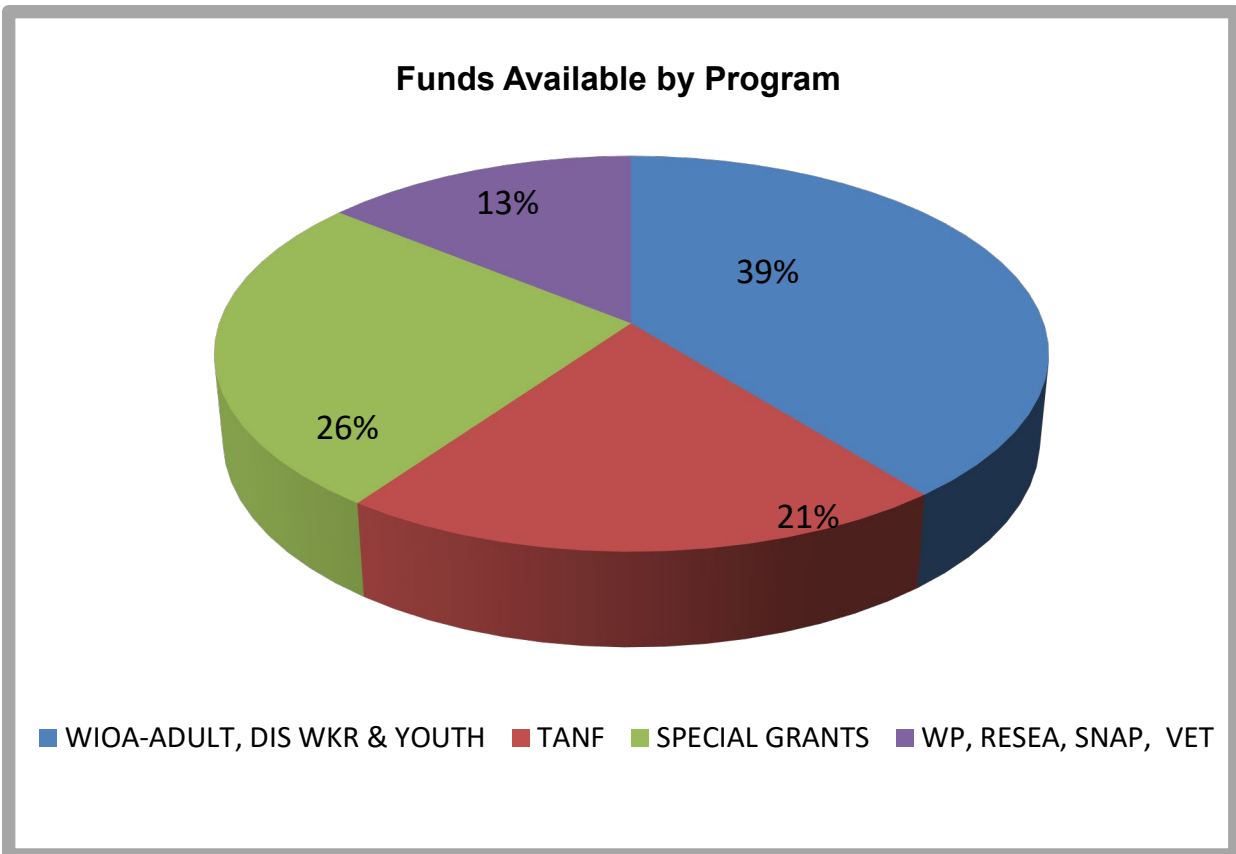
A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting 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%			
TOTAL	\$7,251,971	100%			



**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
Total Temporary Assistance for Needy Families	\$1,494,654	\$0	\$1,494,654
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
Total WIOA Adult & Dislocated Worker	\$1,876,440	\$247,416	\$1,629,024
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
Total WIOA Youth	\$969,992	\$64,436	\$905,556
WIOA State Rapid Credentialing Carry Fwd estimate exp 6/30/24	\$359,743	\$0	\$359,743
NEG Dislocated Worker lan Carry Fwd estimate exp 9/30/24	\$1,300,088	\$0	\$1,300,088
NEG Dislocated Worker Opioid-3 Fostering RecoveryCarry Fwd estimate exp 8/31/24	\$222,336	\$0	\$222,336
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
Total Wagner Peyser	\$579,149	\$20,000	\$559,149
Veteran's Programs (DVOP & LVER) estimate	\$116,868	\$0	\$116,868
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$261,695	\$0	\$261,695
Supplemental Nutrition Assist Prog Employment & Training (SNAP) estimate	\$71,006	\$0	\$71,006
Total	\$7,251,971	\$331,852	\$6,920,119

**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*
Funding Available Less Reserves		\$6,920,119	\$9,064,850	
Personnel Costs:				
Salaries & Fringe Benefits	1	\$3,856,207	\$4,315,154	\$3,786,459
Staff Training & Education	2	35,000	\$42,000	\$38,076
Total Personnel Costs		\$3,891,207	\$4,357,154	\$3,824,535
Facility Costs	3	\$507,903	\$976,671	\$929,782
Office Furniture & Equipment	4	\$11,502	\$45,000	(\$7,859)
Operating Costs-Career Ctrs & Adm:				
Accounting/Audit	5	\$60,740	\$82,871	\$56,918
Consultants & Legal	6	60,000	40,000	\$35,000
General Insurance	7	61,550	59,124	\$59,349
Office Supplies & Expense	8	38,459	43,862	\$27,071
Travel & Meetings	9	60,000	69,000	\$54,988
Total Operating Costs		\$280,749	\$294,857	\$233,326
Program Services:				
Client Training & Support	10	\$2,057,194	\$3,167,170	\$1,487,886
Employer & Client Services	11	71,696	117,000	\$101,224
Outreach	12	99,868	107,000	\$99,199
Total Program Services		\$2,228,758	\$3,391,170	\$1,688,309
Totals		\$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
Total Personnel Costs	\$3,891,207	\$1,117,786	\$1,125,835	\$616,816	\$285,960	\$104,957	\$89,447	\$193,640	\$64,561	\$236,598	\$55,607
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
Total Operating Costs	\$280,749	\$65,299	\$37,393	\$40,524	\$41,501	\$5,115	\$8,278	\$62,590	\$5,253	\$11,688	\$3,107
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
Total Program Services	\$2,228,758	\$202,125	\$465,795	\$178,060	\$959,712	\$112,264	\$262,018	\$43,784	\$5,000	\$0	\$0
Totals	\$6,920,119	\$1,494,654	\$1,629,023	\$905,556	\$1,300,088	\$222,336	\$359,743	\$559,149	\$116,868	\$261,695	\$71,006

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

	Total	Program	Administrative
Funding Budgeted	\$6,920,119	\$6,287,762	\$632,357
Personnel Cost:			
Salaries & Fringe Benefits	\$3,856,207	\$3,330,216	\$525,991
Staff Training & Education	35,000	30,000	5,000
Total Personnel Costs	\$3,891,207	\$3,360,216	\$530,991
Facility Costs	\$507,903	\$501,481	\$6,422
Office Furniture & Equipment	\$11,502	\$9,502	\$2,000
Operating Costs Career Ctrs & Admin:			
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
Total Operating Costs	\$280,749	\$187,804	\$92,945
Program Services:			
Client Training & Support	\$2,057,194	\$2,057,194	\$0
Employer & Client Services	\$71,696	71,696	0
Outreach	\$99,868	99,868	0
Total Program Services	\$2,228,758	\$2,228,758	\$0
Total Budget	\$6,920,119	\$6,287,762	\$632,357
Percentage of Administrative Costs			9.14%

**CareerSource Suncoast
Related Party Agreements Board of
Directors Approval Summary
June 22, 2023**

Background Information:

CareerSource Suncoast and the Department of Economic Opportunity's grantee-sub-grantee agreement provides clear guidance and rules in regard to related party contracts. These rules ensure transparency and accountability, prevent impropriety or the appearance of impropriety in public business, and limit the possibility of the improper expenditure of state or federal funds. "Related Party" includes any: Board member; Board employee or staff; relative of any Board member, employee or staff; any organization represented by or employing a Board member, employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.

Any member of the Board of Directors must abstain from discussion and voting if they meet the definition outlined above.

Related Party Agreements/Amounts:

Three of the below approvals are for potential expenditures to related party organizations for membership dues, sponsorships, and outreach for PY 2023-2024.

- Manatee Chamber of Commerce - \$5,000 maximum expenditures.
- Bradenton Area Economic Development Corporation - \$5,000 maximum expenditure.
- Sarasota Chamber of Commerce- \$5,000 maximum expenditures

The fourth approval is for a related party expenditure of \$7,500 for the Bradenton Area EDC to access the Lightcast labor market database.

Requested Action:

A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY 2023-2024 to the Manatee Chamber of Commerce for membership dues, sponsorships, and outreach.

A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY 2023-2024 to the Bradenton Area Economic Development Corporation for membership dues, sponsorships, and outreach.

A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY 2023-2024 to the Sarasota Chamber of Commerce for membership dues, sponsorships, and outreach.

A motion for the Board of Directors to approve the Related Party expenditure of \$7,500 for the Bradenton Area Economic Development Corporation user license to the Lightcast Labor market database.

Respectfully submitted,

Christina Witt,
Organizational Support Services Director



CEO Report



OTHER BOARD BUSINESS



One-Stop
Operator Report
Dr. Ron Natale

**Educational Management & Services FL, LLC Report to
the Suncoast Workforce Board, INC dba CareerSource Suncoast
June 22, 2023**

In July 2022, **Educational Management & Services FL, LLC (EMSFL)**, was renewed as the **One-Stop Operator (OSO)** for **CareerSource Suncoast (CSS)**. This report is the second of two required reports to the Board and addresses the scope of work for the program year beginning July 2022 through June 2023.

To fully understand the mission, vision, and service delivery requirements of the required one-stop partners and to align with CSS priorities and services better strategically, Dr. Natale convenes quarterly partner meetings. While he is usually present for these meetings at the Sarasota or Bradenton Career Centers, most partners attend virtually via TEAMS. The 2022-2023 meeting schedule was July 20, October 19, 2022, and January 18 and April 19, 2023. All meetings are from 2:00-3:00 PM. A standard agenda includes:

- 1) Welcome
- 2) CareerSource Suncoast Update
- 3) Crosswalk Referral System
- 4) Infrastructure Funding Agreement Reports
- 5) Agency Highlights
- 6) Partner Agency Updates
- 7) Next meeting
- 8) Survey

Infrastructure Funding Agreement (IFA) Quarterly Report templates are sent to partner agencies two weeks prior to the partner meeting so any questions can be addressed during the meeting. An EMSFL meeting satisfaction survey (attached) is included in the meeting packet for attendees to provide feedback on meeting length, appropriateness, and facilitation. By promoting and training partners in the Crosswalk Referral System (CRS), EMSFL is working toward the development and implementation of braided services across one stop mandated partner programs to enhance client outcomes. Dr. Natale received initial training and access to the Crosswalk Referral System (CRS) in August 2021. Additional access to CRS was provided in

January 2022. Crosswalk has previously been introduced to other regions and expanded to agencies in those regions to facilitate conversations supporting and maintaining the use of the CRS with other CareerSource regions, One Stop Center mandated partners and other community organizations. EMSFL has provided support specifically to regions 6 and 7 directly and other agencies as requested. The CRS is part of each partner meeting agenda in the other regions as well as CSS. A Crosswalk Referral System monthly report is provided to the liaison every month and to the partners at each quarterly meeting. This report tracks new agencies added to the system, agency referrals sent, received, and closed. A current report, CRS Monthly Reports, is attached.

While workforce regions have shared common practices, each region also has nuances and EMSFL has become more familiar with the processes utilized by CSS. In addition to meeting regularly with partner organizations and the OSO liaison, Dr. Natale meets with individual staff as well as a small group consisting of the Career Center Managers, and the Director of Continuous Improvement. From these discussions a best practice, Streamlining Infrastructure Funding Reports (attached), was developed and submitted on March 22, 2023. A demonstration was provided to the Chief Financial Officer and OSO liaisons on April 19, 2023. The current process for acquiring and documenting quarterly Infrastructure Funding Reports is a cumbersome, multi-step process. EMSFL has been using FormStack® for several years for scheduling orientations and other group meetings. This past year we developed a 3-year IFA quarterly reporting form. CSS staff are revising the current IFA form and determining whether CSS already has software that could replicate the FormStack® process.

CareerSource Florida Administrative Policy Number 93 adopted February 2, 2017, Section C. Effectiveness, Physical and Programmatic Accessibility, and Continuous Improvement, subsection 1. Effectiveness, item e. asks, “has the CareerSource Board established policies and procedures that provide one-stop career center customers the opportunity to provide feedback on services provided and customer satisfaction?” On February 15, 2022, EMSFL provided a recommendation for making a customer satisfaction survey available to CSS clients. The

recommendation was modified by leadership and implemented in a different fashion this year. EMSFL recommends that CSS Leadership revisit the recommendation and implementation to come into compliance with this administrative policy.

If the Board desires additional reports or has questions for the OSO to address, please provide requests through the Executive Director's office. Dr. Natale can be available for Board or committee meetings if necessary to facilitate the best outcomes possible under the OSO contract of services.



MEETING SATISFACTION SURVEY

Thank you for your participation in an EMSFL program. Please assist us in providing quality meetings by completing this survey of your experiences. Please feel free to write comments on the back of this form and attach extra sheets as necessary. The following rating scale is provided for your convenience.

SA = Strongly Agree A = Agree DA = Disagree SD = Strongly Disagree NA = Not Applicable

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. The session leader was responsive to my requests for information and assistance. | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The length of the meeting was appropriate. | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The content was relevant to my needs. | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The agenda seemed well organized. | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The facilitator was knowledgeable of the material. | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The facilitator followed the agenda. | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The support materials were appropriate to the meeting . | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I would recommend EMSFL to others for facilitation. | SA | A | DA | SD | NA |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Comments: | | | | | |

Attachment: CRS Monthly Reports

Crosswalk Referral System Monthly Report PY 2021-2022

Month	New Agencies	Agency referrals sent	Agency referrals received	Total Referrals	Closed Referrals
July		2	3	5	3
August		3	9	12	9
September		7	19	26	18
October		2	6	8	5
November		6	3	9	3
December		6	6	12	6
January		3	11	14	10
February		2	10	12	9
March	5	20	11	31	8
April	5	4	17	21	15
May	2	7	8	15	7
June	3	2	12	14	10
Total	15	31	67	98	63

PY 2022-2023

Month	New Agencies	Agency referrals sent	Agency referrals received	Total Referrals	Closed Referrals
July	6	0	12	12	5
August	5	9	27	35	11
September	3	2	9	11	3
October	6	2	6	8	7
November	0	2	1	3	1
December	0	2	2	4	1
January	0	0	6	6	3
February	0	2	6	7	4
March	0	5	3	8	3
April	0	7	17	23	8
May	0	7	25	31	19
June					
Total	20	38	114	148	65

*Total Referrals may include a duplication of referrals

** 19 Closed Referrals are Department of Revenue Child Support Program

Attachment: Best Practice

To: James Disbro and the CareerSource Suncoast Leadership
From: Dr. Ron Natale
Date: March 22, 2023
Re: Streamlining Infrastructure Funding Reports

The current process for acquiring and documenting quarterly Infrastructure Funding Reports is a multi-step process. Each quarter, the reporting form is updated for the appropriate dates and sent as a pdf and document to persons responsible for completing them. The recipient completes the report, scans it into a pdf and emails it to the One-Stop Operator (OSO). The form also requests that the completed form be sent to accounting@careersourcesc.com which sometimes occurs and sometimes doesn't.

In several cases, the partner agency has requested the completed form be sent via Adobe® signature. For these partners, Ms. Witt prepares the form and copies the OSO who also receives the signed document. Once received, the documents are stored on SharePoint in the OSO folder and a tracking form is completed showing the date received.

I have been using FormStack® for several years for scheduling orientations and other group meetings. This past year I developed a 3-year IFA quarterly reporting form.

The screenshot shows a web-based form with a top navigation bar containing 'Undo', 'Redo', 'History', and 'Reorder Content'. The form contains several sections:

- Email of person completing the form:** A text input field with a red error icon and a note below it: "you will receive a copy of your submission".
- For which program year is this report?:** A radio button selection with three options: "2022-2023" (selected), "2023-2024", and "2024-2025".
- For which quarter is this report?:** A radio button selection with four options: "Q1 (July-September)" (selected), "Q2 (October- December)", "Q3 (January-March)", and "Q4 (April-June)".
- Which of the following did your organization/agency provide during the quarter?:** A checkbox selection with three options: "Cash Contributions (paid directly to CSNF)" (selected), "In-Kind Contributions (provided by your organization)", and "My organization did not provide contribution to the One-Stop this quarter".
- Logic: Cash Contribution:** A section with a purple 'Logic' label and a text input field for "Dollar amount paid and date paid".

The form can be designed for a longer period of time. The form asks for an email address which can be autofill, the program year and appropriate quarter. Typically, I provide this information along with the link to the form when it is time to complete the quarterly report. When completed, the report is emailed to the respondent, to me and to the appropriate CareerSource staff.

When all reports have been collected, they can be archived and exported as desired. The quarterly reports can be store in Sharepoint through the export feature and if desired, analytics can be performed.

Using this process is much more convenient since the form is created once, not every quarter. The originator only sends a link to the form. The notification process assures all parties are included. The archival process is complete with the agency name, respondent and date submitted.

It is my intention to provide recommendations that improve effectiveness and efficiency and FormStack® has been reliable in that regard.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Natale", is centered below the word "Sincerely,". The signature is fluid and cursive, with a large loop at the beginning.

Dr. Ron Natale



STAFF REPORTS



Kathy Bouchard
VP/CTO



Robin Dawson
VP/CFAO



Anthony Gagliano
VP/COO