



## **Executive Committee Meeting**

Thursday, May 11, 2023 - 8:00 a.m. to 9:30 a.m.

Location: Microsoft Teams

**This is a virtual or call-in meeting only**

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1-786-600-3104 Conference ID: 819 592 380#

### **AGENDA**

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

**Action Items – Eric Troyer, Chair**

- Approval of April 13, 2023 Executive Committee Meeting Minutes - Eric Troyer
- Approval of Policy #20-23 Revenue Diversification and Non-Federal Funds - Robin Dawson

**CEO Report – Joshua Matlock**

**Other Board Business**

- **Finance and Performance Committee Updates – Lisa Eding**

**Staff Reports**

- Kathy Bouchard
- Robin Dawson
- Anthony Gagliano

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

**Adjournment**

**Next Executive Committee Meeting is June 08, 2023**

**This will be a combined Finance and Performance Committee Meeting**

***Location: Virtual/Call-in***

**CareerSource Suncoast  
Executive Committee Meeting Minutes**  
Teams Virtual Meeting  
Thursday, April 13, 2023  
8 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
A	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P*	Lisa Eding, HR Director, Teakdecking Systems
A	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 8:01 a.m., and attendance was recorded. Quorum established after the CEO report.

**II. CEO Report – Joshua Matlock**

CSS is currently monitoring Senate Bill 240 and House Bill 7051. Highlights of Senate Bill 240 has an addition of \$100 million to expand CTE programs. This includes the creation and expansion of CTE programs in middle and secondary school programs. The expansion will allow for the schools to be reimbursed or paid for the delivery of the programs. Work-based learning is high on the priority of additions in Senate Bill 240. It requires that all students have at least one work-based learning opportunity. These include pre-apprenticeship and apprenticeship programs. The Bill also calls for the credentials of the instructors of the CTE programs to be more flexible.

The Bill also requires the local boards to establish a consortium at the local level that includes education and industry leaders. The consortium will identify opportunities for investment and partnerships and cannot include current CareerSource Board members.

House Bill 7051 is looking to expand the authority of the REACH office for convening and coordinating DEO, DOE and CareerSource Florida. This also includes work-based learning tax-credits of up to \$2,000 per student participating in a work-based learning program. Expansions of pre-apprenticeship and flexibility of the money-back guarantee on training programs are also included in the Bill.

An update was provided on the NAWB conference attended in March. Highlights were on the pre-apprenticeship and apprenticeship workshops attended. A company at the conference provided CSS a demo of a software that allowed for progress tracking of

apprentices. David Kraft also provided an overview of his experience attending the NAWB conference.

The performance presentation from DEO will be provided at the upcoming Board meeting in May.

An update was provided on the Ticket-to-Work (TTW) program. Linda Benedict transferred CSS to an automated payment system. The transition to the automated payment system yielded approximately \$157,000 in payments. To date, the program has generated a total of \$317,000. Linda recognized the program coordinator, Kim Gonzalez, for all of her work with the 109 clients enrolled in the TTW program, with 50 clients working and generating income for CSS. Linda provided an overview of the TTW program, the client population served and the benefits they receive from services provided.

Planning for the next PY's budget has started, but CSS is waiting for planning allocations from DEO.

A discussion was had with the committee regarding CSS's strategic plan. The discussion was focused on the approach of the planning process: to either be a full comprehensive study and planning with a consultant or to expand on our current plan with the Board using a planning facilitator. The committee agreed to have a facilitator assist the Board in building on the current plan to include an evaluation of the current plan with an analysis of any changes to the local economy and workforce system.

### III. Action Items

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

Eric Troyer asked for a motion to approve the March 9, 2023, meeting minutes.

Motion: David Kraft                      Second: Christy Cardillo

The motion passed unanimously.

#### **Approval Budget Modification #3 for Program Year (PY) 2022/23**

Lisa Eding and Robin Dawson presented the Budget Modification #3 for PY 2022/23

▪ Mod #2 Funding Available:	\$9,323,456
▪ Increase in Funding:	\$957,742
▪ Adjusted Funding Available:	\$10,281,198
▪ Less Reserve for PY 23-24:	\$1,216,348
▪ Mod #3 Funding Budgeted:	\$9,064,850

Funding Budgeted for PY 2022/23 Mod #3 was an increase of \$458,964 over Mod #2. Line items requested for an increase for PY 2022/23 Budget:

- Add \$41,956 salary and fringe benefits.
- Add \$7,000 for staff training and education.
- Add \$3,862 office supplies & expense.
- Add \$4,000 travel and meetings.

- Add \$354,688 client training and support.
- Add \$15,000 employer & client services.
- Add \$8,000 outreach.

Eric Troyer asked for a motion to approve Budget Modification #3 for PY 2022/23

Motion: Lisa Eding

Second: Christy Cardillo

The motion passed unanimously.

#### **IV. Staff Reports**

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

CSS has entered into a lease with the Early Learning Coalition of Manatee County beginning May 19, 2023 with annual lease cost of \$12,600. The lease is the relocation of the current Bradenton office to Palmetto. CSS will begin moving furniture on May 19<sup>th</sup> and plan to transition staff starting June 1, 2023.

The Finance and Performance Committee will be meeting on April 25, 2023, at 8 a.m.

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

Updates on Operations were provided.

Summer Youth Employment Program - There are currently thirty-three (33) clients already enrolled and the Youth team is on target to enroll the full estimate of eighty (80) clients for the summer. They currently have forty (40) more applications in progress at this time. CSS is entering into an agreement with State College of Florida's (SCF), 26 West Center to coordinate some summer youth activities to include job skills training, a job fair and a graduation on July 27, 2023.

CDL Grant – The full \$176,000 in scholarships has been expended, sending twenty-five (25) individuals to CDL training. Eighteen (18) of those have completed and received their CDL license, with seven (7) who are currently in training.

Hurricane Ian Grant - Karima, Samantha and Aldona are working on the grant and have twenty-three (23) individuals enrolled in the grant. Twelve (12) of those individuals are working in temporary employment. CSS has six different work sites where those individuals are employed, and they are working with four (4) more employers to sign agreements.

Apprenticeship - James and Diane have been working on an upcoming apprenticeship accelerator event. State College of Florida will be hosting the event at their Lakewood Ranch campus. The link to the event was provided in the TEAMS' chat. CSS is hopeful this event will spotlight the employers and apprenticeship sponsors CSS has worked with and will spur more employers to want to get involved with apprenticeship. The apprenticeship model is a mechanism to help with retention and talent attraction for their businesses.

The DEO Equal Employment Opportunity (EEO) Review- The 2022 report was received from last year's review. The review praised Deborah Lee for her knowledge and responsiveness to compliance. The monitoring noted that the EEO Officer needed to be a

direct report to the CEO. The officer role was transferred to Christina Witt, a direct report to Josh.

Workforce Education – CSS graduated a 30<sup>th</sup> CEO class at the end of March and started another group the following week. Michael was asked to speak at the Kauffman Foundation symposium last week. The Kauffman Foundation is the provider of our online CEO entrepreneur content.

Letter Grades- CSS is still sitting at a solid B-84 grade. CSS is just four (4) hundredths of a percent away from obtaining a bonus point to increase the score. CSS will continue working on this to increase the score. The states COO group are sharing best practices for obtaining the bonus points. Karima's Team is working on market penetration, business retention of services. Obtaining these could provide five bonus points that will push us up to a higher grade.

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

None

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

The next meeting is scheduled for May 11, 2023.

There being no further business, Chair Troyer adjourned the meeting at 8:53 a.m.

**Respectfully submitted,**

*Joshua Matlock*

Joshua Matlock (Apr 26, 2023 08:33 EDT)

Josh Matlock  
President & CEO

**CAREERSOURCE SUNCOAST**  
**Policy Approval**  
**Executive Committee**  
**Summary Report**  
**May 11, 2023**

**Background Information:**

CareerSource Florida Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain, or further specify federal or state legislation or policies developed by the Florida Department of Economic Opportunity. As CareerSource Florida (CSF) approves new Administrative and/or Strategic Policies, CareerSource Suncoast will review these policies to create or revise existing CSS policy and procedures for proper alignment. Earlier this year DEO released a memorandum requiring local boards to present all local policies to the Board of Directors for review and approval. Outlined below is one(1) CSS Board Policy for your review and approval.

**Summary of Policy Changes:**

CSS Board Policy #20-23 Revenue Diversification and Non-Federal Funds

This policy supersedes and replaces Policy #14-02, Revenue Diversification, dated 08/21/2014. The Policy was updated to include CSS guidelines on revenue diversification, generation of restricted and unrestricted non-federal funds, restricted and unrestricted non-federal funds uses, and establishing an unrestricted non-federal funds reserve.

**Requested Action:**

A motion that the Executive Committee approve the CSS Board Policy # 20-23, Revenue Diversification and Non-Federal Funds.

Respectfully submitted,  
Robin Dawson



**POLICY# 20-23**

<b>Policy: Revenue Diversification and Non-Federal Funds</b>	<b>Page 1 of 3</b>
<b>Program:</b> Workforce Innovation and Opportunity Act (WIOA)	
<b>Section:</b> Operations	
<b>Date of Issuance:</b>	<b>Revision Date:</b> N/A
<b>Distribution:</b> CareerSource Suncoast (CSS) Team Members and Board of Directors	

**Background**

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

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

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

**Purpose**

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

**Policy**

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

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

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

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

**Revenue Diversification Guidelines:**

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

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

**Non-Federal Funds:**

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

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

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



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

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

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

**Non-Federal Unrestricted Fund Reserves:**

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

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

Minimum Amount

The target minimum reserve fund is equal to one (1) month of operating expenses for the program year. The calculation of monthly operating expenses includes all recurring, predictable expenses such as salaries, benefits, facility costs, travel, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation.

CSS will review surpluses after the end of each fiscal year to determine if any additional unrestricted funds need to be transferred into the reserve account.

Use of Non-Federal Unrestricted Reserves

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

- Analyze the reason for the needed funds;
- Assess the availability of any other sources of funds before using reserves;
- Evaluate the time period that the funds will be required, and then replenished;
- Obtain CSS Board of Directors approval.
  - Note: The Executive Committee may approve the request in the event the Board of Directors is not scheduled to meet.

**Non-Federal Unrestricted Fund Surplus:**

Once CSS has funded the minimum reserve, the balance of the unrestricted non-federal funds may be used for the purposes outlined in this Policy. Expenditure will be reported quarterly to the Board.

**Attachments:**

- None

**Authority:**

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

**Supersession:**

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

**Inquiries:**

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



# CEO Report



**OTHER BOARD BUSINESS**

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Executive Committee Summary**  
**May 11, 2023**

The Finance & Performance Committee met on April 25, 2023.

**Review of Budget to Expenditure Report PY 22-23 as of 3-31-2023:**

A copy of the report was included in the meeting materials. This report covers the period July 1, 2022 – March 31, 2023 for PY 22-23. Overall burn rate as of 3-31-2023 was 53%. Program Services are running under the expected 50% burn rate due to last budget mod increased client training and support for Hurricane Ian temp jobs, TANF Summer Youth Employment/June, and the Non-Custodial Parent Employment Program. A Budget to Expenditure Report By Fundsource was also shared with the committee to report on burn rates by grant.

State and federal expenditure requirements reported as of 3-31-2023:

- Admin expenditure rate – 9.9%; max allowed 10%
- Individual training accounts (ITAs) – 35.8%; min requirement 30%
- Youth paid internships PY21 – 24.2%; min requirement 20%
- Youth out of school expenditures PY21 – 98.5%; min requirement 75%

**Review of Summary of Non-Federal Funds as of 3-31-2023:**

Balance of funds \$699,058

**Discussion & Review of Revenue Diversification & Non-Federal Funds Policy:**

The Committee discussed the Revenue Diversification and Non-Federal Funds Policy presented with revision from the last proposal to reduce non-federal funds reserve from three months to one month. The committee agreed to meet the following week on May 4<sup>th</sup> to finalize the policy to submit to the Executive Committee for review at the upcoming May 11, 2023 meeting and present to the full Board for approval on May 25, 2023.

**Performance Update:**

Anthony Gagliano reviewed the CSS WIOA performance indicators for the second quarter of PY 2022-23. A copy of the report was included in the meeting materials. CSS currently has a B grade of 84.39. DEO will be updating the WIOA performance indicator measures and the letter grades on a quarterly basis, being available approximately 45 days from the end of the quarter.

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.

**CAREERSOURCE SUNCOAST**  
**Finance & Performance Committee**  
**Executive Committee Summary**  
**May 11, 2023**

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.

**General Comments & Updates:**

CSS is still pending funding allocations from DEO for next program year. The DEO Financial Monitoring has still not been completed. DEO has two other regions ahead of CSS to complete monitoring before starting CSS.

Next meeting of the Finance & Performance Committee is scheduled for Tuesday May 4, 2023 at 8:00 a.m. Then budget review for PY 23-24 will be a combined meeting with the Executive Committee on Thursday, June 8, 2023 at 8:00 a.m.

Respectfully Submitted,

Lisa Eding  
CSS Treasurer

CareerSource Suncoast  
 Expenditure To Budget Report - Summary  
 Program Year July 1, 2022 thru June 30, 2023  
 As Of 03/31/2023 (with accruals)

MOD #3

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



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

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

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

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

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

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

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

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

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

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

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

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



**LWDB 18**

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

<b>Not Met (less than 90% of negotiated)</b>
<b>Met (90-100% of negotiated)</b>
<b>Exceeded (greater than 100% of negotiated)</b>



## Local Board Performance

### CareerSource Suncoast | Program Year 2022-2023

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

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

### Metrics Data

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

Data as of: 12/31/2022

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

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

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



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

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



# STAFF REPORTS



Kathy Bouchard  
VP/CTO



Robin Dawson  
VP/CFAO



Anthony Gagliano  
VP/COO