



Board of Directors Annual Meeting

Thursday, September 28, 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: 385 305 995#

AGENDA

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

Board Member Updates - Eric Troyer

Retirement:

- Dr. Tim Novak - LECOM

Welcome New Board Members:

- Vaughn Alexander Hendriex - State College of Florida
- Jennifer E. Green - Galen College of Nursing – Effective September 29, 2023
- Anne LeBaron – Take Stock in Children Manatee

Re- Appointment:

- Luis Font – LIUNA! Laborers International Union

Action Items – Eric Troyer

- Approval of Consent Agenda – Eric Troyer
 - Approval of June 22, 2023, Board Meeting Minutes
 - Approval of Policy #08-21, Travel Authorizations and Reimbursements Revision
- Approval of Additions to the PY2023-2024 Eligible Training Providers List
 - Meridian West Central College
 - National Aviation Academy
- Approval and Installation of PY2023-24 Slate of Officers – Christy Cardillo
 - Eric Troyer, Chair
 - David Kraft, Chair-elect
 - Lisa Eding, Treasurer
- Approval of Budget Modification #1 for PY 23/24 – Lisa Eding
- Approval of Related Party Agreements – Christina Witt
 - Galen College of Nursing - Eligible Training Provider

CEO Report – Joshua Matlock

Other Board Business

- Finance and Performance Committee Reports

Staff Reports

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

Public Comments/Closing Remarks – Eric Troyer

Adjournment - Eric Troyer

Next Meeting - Strategic Planning October 11, 2023

Next Board of Directors Meeting is November 9, 2023

This meeting will be a combined full Board of Directors and Executive Committee Meeting.

Location: 3660 N. Washington Blvd, Sarasota, FL



ACTION ITEM

Consent Agenda

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**

Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday June 22, 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.

Action Items – Eric Troyer, Chair

• **Approval of Consent Agenda - Eric Troyer**

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

- Approval of May 25, 2023, Board Meeting Minutes
- Approval of PY2023-2024 Schedule of Operations
- Approval of PY2023-2024 Local Targeted Occupations List

Motion: Lisa Eding **Second:** Jim Bos

Motion passed unanimously

• **Approval of PY2023-2024 Eligible Training Providers List (ETPL)**

The item was pulled from the consent agenda to allow parties with a conflict-of-interest to abstain.

Eric Troyer asked for a motion to approve the PY2023-2024 ETPL.

Motion: David Kraft **Second:** Roscelyn Guenther

Abstain: Ron DiPillo, Ron Serpliss

Motion passed unanimously

• **Approval of VI-PER Resolution for Agreement Renewal**

The item was pulled from the consent agenda to allow parties with a conflict-of-interest to abstain.

Eric Troyer asked for a motion to approve the VI-PER Resolution for agreement renewal.

Motion: David Kraft **Second:** Dr. Deborah Hawkes

Abstain: Ron DiPillo

Motion passed unanimously

• **Approval of PY2023-2024 Budget – Robin Dawson**

Joshua Matlock introduced the Budget.

Robin Dawson presented the PY2023-2024 Budget for approval. The budget was provided in the meeting agenda materials located on the CSS website at [Agendas and Minutes - CareerSource Suncoast](#).

Kathy Bouchard provided an overview of salaries range adjustments and fringe benefits offered for PY2023-2024.

Eric Troyer asked for a motion to approve the PY2023-2024 Budget.

Motion: Tim Novak **Second:** David Kraft

The motion passed unanimously

- **Approval of Related Party Agreements - Christina Witt**

Christina Witt presented the following four (4) related party expenditure approvals.

1. A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY2023-2024 to Manatee Chamber of Commerce for membership dues, sponsorships and outreach.

Motion: Jim Bos

Second: David Kraft

Abstain: Dr. Tim Novak

Motion passed unanimously.

2. A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY2023-2024 to Bradenton Area Economic Development Corporation for membership dues, sponsorships and outreach

Motion: Dr. Deborah Hawkes

Second: Ron DiPillo

Abstain: Dr. Tim Novak, Allison Imre

Motion passed unanimously.

3. A motion for the Board of Directors to approve the Related Party maximum expenditures of \$5,000 for PY2023-2024 to the Sarasota Chamber of Commerce for membership dues, sponsorships and outreach.

Motion: Lisa Eding

Second: Roscelyn Guenther

Abstain: Dr. Tim Novak, Heather Kasten

Motion passed unanimously.

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

Motion: William Holland

Second: Lisa Eding

Abstain: Dr. Tim Novak, Allison Imre

Motion passed unanimously.

CEO Report:

CSS will begin developing the scope of work for the strategic planning process in the first quarter of the new year. The planning process is projected to begin in September 2023.

A discussion on regional planning was conducted. Regional planning options include CSS planning with CareerSource Heartland and CareerSource Southwest Florida or with CareerSource Tampa, Pinellas, and Pasco. Continued discussion will be held with the full Board of Directors. CSS will include the regional planning in the upcoming strategic planning.

Other Board Business:

• **One-Stop Operator Annual Report**

CSS One-Stop Operator, Dr. Ron Natale of Educational Management & Services FI. LLC, provided the semi-annual One-Stop Operator report to the Board. Dr. Natale highlighted the quarterly mandated partner meeting's agenda, the meeting satisfaction survey, the infrastructure funding quarterly report process, the Crosswalk agency-to-agency referral system and recommendations to CSS.

Staff Reports:

Kathy Bouchard – CTO

Ticket to Work (TTW) has one hundred and ten (110) tickets assigned to CSS, with fifty (5-) clients working. The TTW program has generated \$183,000 this fiscal year. Total received since inception of the program is \$384,000.

Additional funding was received for the Non-Custodial Parent Employment Program, with a total of \$689,000 in funding. There are currently ten (10) clients enrolled in the program. The goal is to place clients into employment to assist them with paying their child support payments.

The Fostering Opioid Recovery Grant is in the final year of the grant. The goal of the grant was to serve ninety (90) clients. Forty-nine (49) clients have received scholarships to date

Robin Dawson - CFAO

A reminder to the Board to complete the annual Form1 financial disclosure by June 30, 2023.

Anthony Gagliano- COO

The Summer Youth Employment Program (SYEP) video from State College of Florida (SCF), Power of You program, was played, <https://youtu.be/SYEP>. Alicia Cruz-Otero, the Youth Development manager, running the SYEP had ninety-three (93) students attend the job skills training program held at State College of Florida's (SCF) 26 West Center. Seventy-three (73) students attended the job fair with more than twenty (20) employers hiring for summer employment. An invitation was extended to the Board members to attend the graduation held at SCF on July 27th at 5:30 pm.

SCF hosted the [Apprenticeship Accelerator event](#) at the SCF Lakewood Ranch campus. The event had the highest attendance of the events held across the state. Thanks to Diane Seavers, there were seventy-five (75) registrations for the event. The event hosted several apprenticeship programs and employers in the region, and highlighted apprentice of the year winner from PGT.

Public Comments: There were no public comments.

Next Meeting and Adjournment:

Eric Troyer, Chair, informed the Board that the next Board meeting on September 28, 2023.

The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Joshua Matlock

Joshua Matlock (Jun 22, 2023 11:57 EDT)

Josh Matlock
President, CEO

CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
P*	Ashley Brown, Women’s Resource Center
A	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*	Brian Gurucharri, Manatee Memorial Hospital
P*	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
P*	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
P*	Dr. Tim Novak, LECOM
P	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Ronald Serpliss, State College of Florida
A	Walter Spikes, Coldwell Banker Realty
P	Eric Troyer, Kerkering Barberio & Company
A	Doug Wagner, Manatee County School Board
P*	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
A	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
P	Commissioner Joe Neunder – Sarasota County

25 Board Members – 18 present, 7 absent

CAREERSOURCE SUNCOAST
Policy Approval
Board of Directors Summary Report
September 28, 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 FloridaCommerce (formerly 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. DEO requires local boards to present all local policies to the Board of Directors for review and approval. Outlined below are three (3) CSS Board Policies for your review and approval.

Summary of Policy Changes:

Travel Authorization and Reimbursements Policy #08-21

This policy was updated to provide clarification on the use of a personal vehicle and mileage allowance. The following items were added to the policy:

- The definition of *Point of Origin*.
- The definition of *Vicinity Mileage*.
- The definition of *Map Mileage*.
- Reimbursement rules on actual mileage versus map mileage.
- Tele-commuting mileage allowances.
- Official headquarters temporary assignment.

Requested Action:

A motion that the Board of Directors approve the revised Travel Authorization and Reimbursements Policy #08-21.

Respectfully submitted,
Christina Witt
Organizational Support Services Director



POLICY# 08-21

Policy: Travel Authorizations and Reimbursements	Page 1 of 11
Program: Workforce Innovation and Opportunity Act (WIOA)	
Section: Finance/Operations	
Date of Issuance: 12/9/2021	Revision Date: 9/28/2023
Distribution: CareerSource Suncoast Staff Members	

Background

Florida Statutes outline the rules and regulations applicable to Board travel and reimbursement allowability. Florida Statute Section 112.061(3)(a) states: All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid.

Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established by Florida Statute s. 112.061 and shall follow all applicable federal and state requirements.

Purpose

The purpose of this policy is to establish guidelines and procedures for travel authorization and reimbursement for costs incurred by staff, board members, or others authorized persons.

Policy

Career Source Suncoast (CSS) will comply with requirements of Florida Statutes, and other applicable federal and state requirements as they apply to travel authorization and reimbursement for jointly managed state and board employees authorized to travel for Board business. On July 1, 2010, Florida Statute 445.007(10) made CSS subject to Florida Statute, Section 112.061. On July 8, 2010, the Executive Committee of the Board designated the President/Chief Executive Officer (CEO) and the Chief Operating Officer (COO) to authorize staff, sub-recipients, consultants, and Board Members to incur travel expenses.

All travel must be pre-approved by the previously noted designees in advance. Traveler will be limited to those reasonable and necessary expenses incurred by them in the performance of a public purpose authorized by the law to be performed by CSS. Per diem allowances and travel expenses may be reimbursed at the standard travel rates established by FS 112.061, in compliance with all federal and state requirements, as further outlined in this policy. The Board may make advances to cover anticipated costs of travel to travelers.

These rules and regulations do not apply to funds that do not flow through state agencies. Such as unrestricted or direct federal funding. The CEO has authority to exceed caps outlined within this policy at his discretion when unrestricted funding is used for travel expenses. Direct federal funding used will follow all federal rules and guidelines.

Definitions:

Authorized person or authorized traveler: Board employee, jointly managed state employees, board member, or other persons traveling on Board business who are authorized to incur travel expenses in performance of Board duties. This expressly includes consultants and advisers, per Section 112.061(2)(e)2, F.S.

Class A Travel: Continuous travel of 24 hours or more away from Board headquarters. Overnight absence from Board headquarters must be reasonable and necessary to conduct Board business.

Class B Travel: Continuous travel of less than 24 hours which involves overnight absence from Board headquarters. The travel day for Class B begins at the same time as the travel period. Overnight absence from official headquarters must be reasonable and necessary to conduct Board business.

Class C Travel: Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

- NOTE: Per FS Section 112.061(15), Class "C" Travel does not allow for per diem meal reimbursements.

Complimentary/Gratuitous Transportation: Transportation which is provided free of charge by another RWB authorized traveler in a travel status. A traveler shall not be allowed either mileage or transportation expenses if gratuitously transported by another traveler who is entitled to mileage or transportation expense. The traveler should still show how and with whom he/she traveled when requesting reimbursement for other costs incurred during travel.

Conference/Convention: The coming together of persons with a common interest or interests for the purpose of deliberations, interchange of views, the removal of differences or disputes and discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops that are large formal group meetings programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems.

Headquarters: The headquarters of an authorized traveler assigned to an office shall be the city or town in which the office is located except that:

- For Board members, the headquarters is the primary address for the Board. {Source: Section 112.061(4), F.S.}
- When any Board employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be the Board headquarters and the employee shall not be allowed per diem or subsistence, as provided in this section, after the period of 30 continuous workdays has elapsed, unless this period is extended by the express approval of the board of directors or their designee. {Source: Section 112.061(4), F.S.}
- An authorized traveler may leave his/her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his/her regular duties shall be taken as PTO leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses more than the established rate for per diem allowable had the traveler remained at the assigned post. However, when a traveler has been temporarily assigned away from the Board headquarters for an approved period extending beyond 30 days, the traveler shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to their home in addition to pay and allowances otherwise provided. {Source: Section 112.061(4), F.S.}

Note: Official headquarters may be temporarily reassigned for the day or other time period.

MEALS AND PER DIEM:

Reimbursements for meals are only allowable when in authorized Class A or Class B travel status and for those who are approved for reimbursement of those meals. Reimbursement of meals for Class C travel status is not allowed. {Source: Section 112.061, F.S and 445.007(10), F.S.}

Per Section 112.061(6)(b), F.S., the current approved meal allowance rates are as follows:

- **Breakfast - \$6.00** *when travel begins before 6 am and extends beyond 8 am*
- **Lunch - \$11.00** *when travel begins before 12 noon and extends beyond 2 pm*
- **Dinner - \$19.00** *when travel begins before 6 pm and extends beyond 8 pm*

Per Section 112.061(6)(c), F.S., when a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if it is included in a registration fee. {Source: Section 112.061(6)(c), F.S.}

In the case where a meal is provided by a hotel or airline to all guests, the traveler will be allowed to claim the meal allowance by law.

In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved by the board or its designee. If returning after or before work hours, the destination, and therefore the point when travel concludes, is the traveler's home. The same considerations apply for determining when travel begins.

Per diem may be used to calculate reimbursement due for days of travel which do not include hotel costs, for example, the final day of a trip. The allowable rate for per diem is currently \$80.00 (Eighty dollars), as provided for in Section 112.061(6)(a)1, F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes.

All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel.

Travelers may only switch from actual to per diem while on Class A travel on a midnight-to-midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 (Twenty dollars) for each quarter from the time of departure until the time of return. {Source: 69I-42.006, F.A.C.}

Transportation (Mileage Reimbursement, Rental Cars, Air Travel):

According to Section 112.061(7)(a), Florida Statute, states: All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. Travelers are encouraged to use the most economical means of travel when feasible. The most economical mode of travel is determined by the following conditions:

- The nature of the business. {Source: Section 112.061(7), F.S.}
- The most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. {Source: Section 112.061(7), F.S.}

- The number of people making the trip and the amount of equipment or material to be transported. {Source: Section 112.061(7), F.S.}
- Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles.

Use of Personal Vehicle:

When using a personal vehicle for business travel the following rules apply:

- Employees traveling to a common destination are required to consider and evaluate joint utilization of vehicles.
- If travel is complimentary, "COMP" should be entered in the map mileage column of the travel voucher. No reimbursement shall be made for gratuitous transportation. {Source: Section 112.067(7)(h) & Recommended Best Practice.}
- Use of personal vehicles must be approved in advance via the *Travel Authorization Request* form.
- The traveler is entitled to mileage allowance at a fixed rate of **44.5 cents per mile** when using a personal vehicle. The reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public business and reimbursement is made via mileage allowance. {Source: Section 112.061(7)(d), F.S.}
- The point of origin of travel is the geographic location of a traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.
- Map Mileage is travel from city to city based on the official Florida Department of Transportation (FDOT) highway map located at <http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>.
- Vicinity mileage is travel within city limits and/or the additional miles driven over the FDOT Map Miles.
- Mileage claimed must be from point of origin to destination based on the official FDOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S} <http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>. The CSS *Mileage Chart* for distances between CareerSource Suncoast (CSS) offices is published on the CareerSource Suncoast SharePoint in the [Documents - Travel Forms - All Documents \(sharepoint.com\)](#) folder. Staff members are required to use these distances when claiming Class C travel (day trips) when traveling between CSS offices.
- Vicinity mileage necessary to conduct Board business must be shown separately on the *Travel Reimbursement / Reconciliation Request* form.
- Local vicinity and map mileage claimed must include a description with the address and purpose of the trip.
- Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case, the mileage used to pick up other travelers can be claimed. {Source: 69I-42.008(4), F.A.C. & Recommendations Best Practice.}
- Mileage cannot be claimed while in a rental vehicle if the cost of that vehicle is reimbursed by the Board. Reimbursement shall be for the cost of mileage or the cost to rent the vehicle, whichever is more economical and authorized by the appropriate Board designee. {Source: Section 112.061, (7)(d)1, F.S.}
- An employee may claim mileage from his home to a work location outside his official headquarters if travel begins more than one hour before or one hour after the traveler's regular work hours and provided the miles claimed do not exceed the miles actually driven. {Source: 69I-42.008(4), F.A.C.}
- Local mileage will be reimbursed based on the actual map mileage, not estimates, except in the case of locations listed on the CSS Mileage Chart. The most direct driving route between

the point of origin and each destination must be used. For tele-commuters, on tele-commuting days, the point of origin will be the driver's official headquarters location or the driver's home, whichever is closer to the (first) destination. Each stop must be documented with the name of the business or person, address, and purpose of the trip. CSS will not reimburse mileage for commuting between home and the employee's headquarters location. This policy includes temporary headquarters locations, such as when an employee is assigned to a different location for the day.

- The Board is not responsible for reimbursing parking fines or fines for unlawful driving. {Source: 2 CFR 230, Appendix B, Paragraph 16 (OMB A-122)}

Rental Cars:

When using a rental vehicle for business travel, the following rules apply:

- Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return.
- The cost of the vehicle should be reasonable and necessary for the number of travelers, the type of travel, and the distance to be traveled.

Airline Travel:

Travelers are encouraged to use the most economical means of travel when feasible.

- Travel agency surcharges may be reimbursed if properly justified and a receipt is provided.
- The traveler must provide a passenger receipt to be reimbursed for his/her airfare. An itinerary is acceptable as a receipt for electronic tickets.
- Penalty for cancellation or exchange of a ticket may be paid by the Board, only if the cause for the cancellation is in the best interest of the Board, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family. Justification should be included with the request for reimbursement. {Source: 69I-42.007(5), F.A.C.}
- Transportation by chartered vehicles (including airplanes, buses, etc.) when traveling on Board business may be authorized when necessary or where it is to the advantage of the Board, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicles, as allowed under Section 112.061(7)(d), F.S. {Source: Section 112.061(7)(e), F.S.}
- A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight. The owner or pilot of such aircraft is also entitled to transportation expenses for the same flight. {Source: Section 112.061(7)(h)}

Commercial Air Travel

Section 2 of the Code of Federal Regulation, Part 230, section 200.475(2)(e) states the following rules apply:

- Airfare costs in excess of the customary and standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would:
 - Require circuitous routing;
 - Require travel during unreasonable hours;
 - Excessively prolong travel;
 - Result in additional costs that would offset the transportation savings; or
 - Offer accommodations not reasonably adequate for the traveler's medical needs.

The non-profit organization must justify and document these conditions on a case-by-case basis for the use of first-class airfare to be allowable in such cases.

- Unless a pattern of avoidance is detected, the Federal Government will generally not question a non-profit organization's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the non-profit organization can demonstrate either of the following:
 - That such airfare was not available in the specific case; or
 - That it is the non-profit organization's overall practice to make routine use of such airfare.

Other than commercial carrier:

Costs of travel by non-profit organization-owned, -leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of allowable commercial air travel is unallowable.

Lodging Expenses:

The Code of Federal Regulation, Part 230, section 200.475(b), Lodging and Subsistence states: Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as a result of the non-profit organization's written travel policy. In addition, if these costs are charged directly to the Federal award, documentation must justify that:

- Participation of the individual is necessary to the Federal award; and
- The costs are reasonable and consistent with the non-Federal entity's established travel policy.
- The costs are a direct result of the individual's travel for the Federal award;
- Are only temporary during the travel period;
- Travel costs for dependents are unallowable, except for travel of a duration of six months or more with prior approval of the Federal awarding agency.

The following rules and documentation requirements apply:

- An itemized hotel receipt must be submitted to claim reimbursement (a credit card receipt is not sufficient). {Source: 69I-42.006, F.A.C.}
- All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be properly listed in the incidental column of the *Travel Reimbursement / Reconciliation Request* form. {
- Employees can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.}
- Overnight lodging may not be reimbursed if travel is within 50 miles of headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the President/CEO or COO justification to be attached to the Travel Authorization Form. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions. {Source: 69I-42.006(7)}
- In addition, each travel voucher or purchasing card charge that seeks payment for lodging associated with a meeting, conference, or convention organized or sponsored by an agency may not exceed the traveler's daily room rate of \$175. For clarification:
 - an agency is deemed to have sponsored a meeting, conference, or convention if they contributed money for the meeting, conference, or convention. Money provided for a traveler's registration fee or for an Agency's membership fee to the organization hosting the conference or convention is not deemed as sponsorship.
 - an agency is deemed to have organized a meeting, conference, or convention if they are involved in selecting the location or planning the activities to be conducted.

- To minimize the impact on employees, managers need to verify compliance with lodging rate restrictions before authorizing the employee to incur travel expenses.
 - An employee will be required to expend his or her own funds for any daily room rate including associated taxes that exceed the \$175 per day restriction. The traveler will be personally responsible for the repayment of any expenditures that exceed the approved \$175/night estimate of expenses. The traveler will be liable for any amount over the nightly threshold in addition to any additional taxes incurred due to the overage amount. This unauthorized amount will either be reduced from the traveler's travel reimbursement or be requested in the form of a check if no reimbursement is due the traveler.

The lodging restrictions do not apply to travel activities for conducting business external to the agency including, but not limited to audit, investigation, litigation, examination, or emergency response. However, where the daily room rate for these activities exceeds \$175 travelers are reminded that the most economical use is required in all situations. Travelers should be prepared to justify costs that appear excessive, pursuant to the Reference Guide for State Expenditures (http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.pdf)

Further clarification regarding monetary limits:

- The monetary limit is \$175/night base excluding any taxes or additional mandatory fees that are charged by the hotel.
- The room rate restrictions only apply to the base nightly rate for the room and do not include additional taxes or miscellaneous daily fees charged by the provider of the lodging.
- If the room is shared by two people and the rate is more than \$175 per night, then the cost is split between the two people and is allowable if the cost per person is \$175 or less.
- For jointly managed staff, LWDBs do not need to use DEO's travel form but must retain adequate documentation with the travel voucher file.

Exceeding the Maximum Cap:

Lodging expenses may not exceed the \$175/night rate, unless the traveler's rate is a negotiated group rate discount, or the traveler provided at least three comparable alternatives demonstrating that lodging at or under the required rate is not available. Documentation supporting justification of a nightly rate exceeding \$175/night must be maintained with the travel reimbursement.

REIMBURSABLE INCIDENTAL EXPENSES:

The below expenditure types are required to be accompanied by a receipt, unless otherwise noted. These expenses should be listed in the incidental column of the *Travel Reimbursement / Reconciliation Request* form.

- Taxi, or other means of rideshare program such as Lyft or Uber fares require a receipt.
- Storage or parking fees require a receipt. Tolls do not require a receipt. Such fees are not allowed on a weekly or monthly basis unless it can be established that such a method results in a savings to the Board.
- Dry cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessary to complete the official business portion of the trip.
- Passport and visa fees required for official travel.
- Fees for the exchange of currency necessary for official travel.
- Baggage fees, when not included in the price of airfare. Fees for more than one bag must be justified.

- Communication expenses for business-related fax, telephone and internet use can be reimbursed with proper justification. Personal telephone calls made are not a reimbursable communication expense.
- Tips paid to taxi or rideshare programs drivers that do not exceed 15 percent of the fare are reimbursable and do not require a receipt.
- The actual amount of tip paid for mandatory valet parking is not to exceed \$1 per occasion is reimbursable and does not require a receipt.
- The actual portage paid shall not exceed \$1 per bag, not to exceed \$5 per incident are reimbursable and do not require a receipt. Portage charges exceeding \$5 per incident will require additional justification.
 - a. *Note: The number of bags must be stated on the travel reimbursement request.*
- Hotel safe charges are **ONLY** reimbursable if the charges are mandatory by the hotel.
- Expenses related to lost keys or keys locked in a vehicle due to an individual's negligence are not reimbursable expenses.

CONFERENCE AND CONVENTION TRAVEL:

Public funds shall not be expended for attendance at conferences or conventions **unless:**

- The main purpose of the conference or convention is in connection with the business of the Board and is directly related to the performance of statutory duties and responsibilities of the Board. {Source: Section 112.061(6)(a), F.S. & 69I-42.004(1), F.A.C.}
- The conference or convention will provide a direct educational or other benefit supporting the duties of the traveler. {Source: 69I-42.004(1), F.A.C.}
- The duties and responsibilities of the traveler seeking to attend such a meeting is compatible with the objective of the conference or convention. {Source: 69I-42.004(1), F.A.C.}

The Board may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of their travel costs and reimburse the traveler. {Source: 69I-42.004(4), F.A.C.} The following rules and documentation are required for conference and convention travel:

- Travel to a conference or convention must be approved in advance by the board of directors or their designee. Benefits to the Board must be indicated on the *Travel Authorization Request* form. {Source: 69I-42.004(2), F.A.C.}
- The approved *Travel Authorization Request* form must be submitted with the *Travel Reimbursement / Reconciliation Request* form to receive payment. {Source: 69I-42.004(2), F.A.C.}
- A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the *Travel Reimbursement / Reconciliation Request* form when submitting for payment. {Source: 69I-42.004(3), F.A.C.}
- If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Travel Reimbursement / Reconciliation Request* form as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance. {Source: 69I-42.004(3), F.A.C.}
- Payment in advance of earlier than twenty workdays before the travel period should be accompanied by written justification, such as discounts for earlier payment or earlier payment required for reservation. {Source: 69I-42.004(4), F.A.C.}
- Copy of agenda for event denoting sessions attended must be attached to *Travel Reimbursement / Reconciliation Request* form.

Individuals attending conferences and conventions will share information obtained with colleagues upon return.

REIMBURSEMENT OF TRAVEL EXPENDITURES BY INDIVIDUALS WITH DISABILITIES:

For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursement that apply. {Source: 69I-42.012, F.A.C.}

When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed by the Board to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. {Source: 69I-42.012, F.A.C.}

When a payment is requested pursuant to the Americans with Disabilities Act, which would not otherwise be authorized travel reimbursement, the vouchers must include a signed statement from the Board chair or his designee certifying that:

- An employee of the Board, an applicant for a position or other covered person has requested “reasonable accommodation” pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity. {Source: 69I-42.012, F.A.C.}
- The Board has determined that the individual is a “qualified individual with a disability” as defined in the ADA. {Source: 69I-42.012, F.A.C.}
- The Board has determined that the payment is for “reasonable accommodation” pursuant to the ADA, for that employee, applicant, or person. {Source: 69I-42.012, F.A.C.}
- The Board will maintain all records related to this request for seven years and make those records available for review to people authorized to review such records. {Source: 69I-42.012, F.A.C.}

All vouchers related to providing “reasonable accommodation” shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the Board pursuant to paragraph (C)(4) above. {Source: 69I-42.012, F.A.C.}

Emergency Situations:

When an employee or authorized person away from his or her official headquarters on personal time is required to travel because of a business-related emergency situation, the following shall apply:

- The traveler may be reimbursed for travel expenses incurred by themselves in traveling from their actual point of origin to their point of destination, which may be their official headquarters.
- If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.
 - For example, an individual on personal time in California whose official headquarters is Tallahassee is required to travel back to Tallahassee because of an emergency situation. If due to personal circumstances the individual is required to travel back to California after the emergency situation has ended instead of remaining in Tallahassee, the individual may be reimbursed their travel expenses to return to California.
- If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.

- The traveler's reimbursement request for travel expenses claimed from an actual point of origin rather than their official headquarters shall contain an explanation of the emergency situation that necessitated their travel from such point.
- If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to conduct such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the agency. Requests for reimbursement must provide the circumstances of the emergency situation

Travel Approval Process:

1. The President/CEO or COO will determine which staff members are authorized to travel, based on test of what is necessary and reasonable, and approval by their immediate supervisor.
2. A *Travel Authorization Request* form must be completed in **advance** and signed by the staff traveling, immediate Supervisor and either the President/ CEO or the COO for trips under Class A and Class B Travel. The request must include a copy of the program or agenda for the convention, training, conference, or meeting, and when applicable, itemized registration fees showing any meals or lodging included in such fees. **Failure to obtain authorization in advance will result in no reimbursement of costs.**
3. The President/CEO or COO will sign a *Blanket Annual Travel Authorization – Class C Travel* effective July 1st of each year identifying existing staff eligible for Class C Travel, and any new hires between these annual blanket authorization dates will be individually determined and approved.
4. All travel arrangements and registration for conferences and meetings, once authorized, will be made through the CSS Executive Assistant or Administrative staff unless other authorization is given.
5. If staff are traveling the day before the meeting and spending the night, they will be expected to leave the office at a reasonable time to get to the destination by 5 p.m.
6. Unless something unexpected occurs or a member of staff has special permission to leave a training session or conference early, staff will be expected to stay until the end of the session.
7. For non-exempt staff, the time marked on time sheets should reflect the actual travel time and time involved at the workshop or meeting, if it lasts all day. In most cases, attendance at receptions or other events after conference sessions have ended is not mandatory and should not be marked as time worked. Exceptions must be approved in advance.
8. Any mileage claimed should reflect the most cost-effective distance. When traveling directly from home to a meeting or to an out-of-town conference, mileage should be claimed from your regular office unless mileage from home is less. Travel advances may be available for out-of-town business trips upon request.
9. Any advances for travel must be reconciled against the actual expenses incurred using the *Travel Reimbursement / Reconciliation Request* form. The form must be completed within **5 working days** of your return to the office. The form, receipts for expenses, and any monies owed to CSS must be returned to the CSS Chief Financial and Administrative Officer (CFAO) at that time. If your advance was less than your expenses, CSS will reimburse you based on the receipts and information on the form. If your advance is more than your expenses, you will reimburse CSS the difference in overpayment.

Submission and Payment of Travel Reimbursements:

1. The original *Travel Reimbursement / Reconciliation Request* form with **ALL** receipts and backup documentation should be completed (even if the net amount due the traveler is zero) and submitted to staff's immediate Supervisor, who shall review and forward to accounting for

processing. Note: The approved *Travel Authorization Request* form should be attached as part of the backup

2. Small receipts should be taped to a sheet of paper, not stapled.
3. Copies of all receipts paid with the purchasing card or corporate card must be attached.
4. The *Travel Reimbursement / Reconciliation Request* should be submitted within **5 working days** of the last day traveled.
5. A *Travel Reimbursement / Reconciliation Request* form that is only requesting reimbursement for day travel in region (local mileage within Sarasota and Manatee Counties) should be completed at least monthly.

Attachments:

None. The Travel Authorization Request form, Travel Reimbursement / Reconciliation Request form, and Mileage Chart are published on the CareerSource Suncoast SharePoint team site.

References:

- Uniform Guidance, 2 CFR, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements; [CFR-2021-title2-vol1-part200.pdf \(govinfo.gov\)](https://www.gpo.gov/digital-products/cfr-2021-title2-vol1-part200.pdf)
- DEO Travel Policy FAQ's for Local Workforce Development Boards, [final-faq_updated_travel_policy_for_lwdbs_20210311-\(c\).pdf \(floridajobs.org\)](https://www.floridajobs.org/files/2021/03/final-faq_updated_travel_policy_for_lwdbs_20210311-(c).pdf)
- **Section 112.061, Florida Statutes & Constitution** :View Statutes : [Online Sunshine \(state.fl.us\)](https://www.sunshine.state.fl.us)
- **Section 445.007, Florida Statutes & Constitution** :View Statutes : [Online Sunshine \(state.fl.us\)](https://www.sunshine.state.fl.us)
- Reference Guide for State expenditures
<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>

Supersession:

Supersedes and Replaces Travel Authorization and Reimbursement Policy #01-05R15 dated 02/18/2021

Inquiries:

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



ACTION ITEM

ETPL Additions

CAREERSOURCE SUNCOAST
Approval of PY 2023/24
Eligible Training Provider List Additions
Board of Directors Summary
September 28, 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

Additions to the PY2023/24 ETPL:

The following training Providers and programs have met initial eligibility requirements to be added to the PY2023-2024 ETPL.

- Meridian West Central College
 - Associate Degree in Nursing
- National Aviation Academy
 - Advance Aircraft Systems
 - Aviation Maintenance Professional
 - Aviation Maintenance Technology

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

Respectfully Submitted,

Christina Witt
Organizational Support Services Director

New Additions to the PY2023/24 Eligible Training Providers Lists

Meridian West Central College 201 Montgomery Avenue Sarasota, FL 34243 (941) 893-5543 www.meridianwestcentral.college	PELL Eligible (Y/N)	Credit Bearing (Y/N)	Credential	Stackable (Y/N)	SOC Code	Total ITA Allowable Costs	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Associate Degree in Nursing	N	Y	AS	Yes	29.114	\$ 19,604	\$ 20,100	100%	No Data	No Data	12/12/12
National Aviation Academy 6225 Ulmerton Rd. Clearwater, FL 33760 (727) 531-2080 https://www.naa.edu/	PELL Eligible (Y/N)	Credit Bearing (Y/N)	Credential	Stackable (Y/N)	SOC Code	Total ITA Allowable Costs	Total Program Cost	Graduation Rate	Placement Rate	Average Wage at Placement	Basic Skills Grade Level R / M / L
Advanced Aircraft Systems	Y	N	AS	Yes	49.3011	\$ 19,950	\$ 20,100	79%	96%	\$ 25.38	12/12/12
Aviation Maintenance Professional	Y	N	AS	Yes	49.3011	\$ 59,850	\$ 60,000	79%	96%	\$ 25.38	12/12/12
Aviation Maintenance Technology	Y	N	AS	Yes	49.3011	\$ 39,900	\$ 40,050	79%	96%	\$ 25.38	12/12/12



ACTION ITEM

Slate Of Officers

CAREERSOURCE SUNCOAST
Approval of Slate of Officers
Board of Directors Action Item Request
September 28, 2023

Background Information:

The CareerSource Suncoast bylaws outline the process in which Board officers are nominated, appointed, and installed.

Section 5.3 – *Officer Nominating Committee* states: The Nominating Committee shall be appointed by the Chair, in consultation with the President/CEO. The Nominating Committee shall accept recommendations from the Board in assembling a slate of officers. The Nominating Committee will recommend to the full Board a slate of officers to serve on the Executive Committee. At the discretion of the Executive Committee, an At-Large Member may also be proposed to serve as an Officer.

Section 5.4 - *Elections* states: The Chair, Chair-Elect and Treasurer of the Executive Committee shall provide the confirmed slate to be confirmed annually by the Board at the September Annual Board meeting, at which the recommended and confirmed officers will be installed.

Summary Nominations:

The Ad-hoc Nominating Committee met on August 16, 2023. Ad-hoc Nominating Committee members included: Christy Cardillo - Chair, Jim Bos, and Dr. Tim Novak. The committee discussed the slate of officers and unanimously agreed to present the following nominations.

- Program Year 2023-2024 slate of officers beginning September 2023
 - Chairman of the Board: Eric Troyer, Kerkering Barberio, CPA
 - Chair Elect: David Kraft, Vision Consulting Group
 - Treasurer: Lisa Eding, Teak Decking Systems

Nominations can be taken from the floor. If there are no nominations from the floor, a motion to approve the Nominating Committee's recommended Slate of Officers for PY 2023-2024 shall follow.

Requested Action:

A motion for the Board of Directors to approve the slate of officers for PY 2023-2024 installed September 28, 2023.

- Chairman of the Board: Eric Troyer, Kerkering Barberio, CPA.
- Chair Elect: David Kraft, Vision Consulting Group.
- Treasurer: Lisa Eding, Teak Decking Systems

Respectfully submitted,
Christy Cardillo
Chair Ad-Hoc Nominating Committee



ACTION ITEM

Budget Modification

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

Funding Streams	Orig Funding Avail PY 23-24	Increase or (Decrease) in Funding	Adjusted Funding Avail PY 23-24	Less Reserve for PY 24-25	Mod #1 Funding Budgeted For PY 23-24	Notes
Temporary Assistance for Needy Families (TANF) exp 6/30/24	\$1,195,514	\$0	\$1,195,514	\$0	\$1,195,514	
Temporary Assistance for Needy Families (TANF) exp 8/31/23	\$299,140	\$60,541	\$359,681	\$0	\$359,681	True up carry forward
Total Temporary Assistance for Needy Families	\$1,494,654	\$60,541	\$1,555,195	\$0	\$1,555,195	
WIOA-Adult & Dislocated Worker expires 6/30/25	\$1,649,440	\$0	\$1,649,440	\$247,416	\$1,402,024	
WIOA-Adult & Dislocated Worker Carry Fwd expires 6/30/24	\$227,000	\$8,633	\$235,633	\$0	\$235,633	True up carry forward
Total WIOA Adult & Dislocated Worker	\$1,876,440	\$8,633	\$1,885,073	\$247,416	\$1,637,657	
WIOA-Youth expires 6/30/25	\$644,356	\$0	\$644,356	\$131,813	\$512,543	
WIOA-Youth Carry Fwd expires 6/30/24	\$325,636	\$67,377	\$393,013	\$0	\$393,013	True up carry forward
Total WIOA Youth	\$969,992	\$67,377	\$1,037,369	\$131,813	\$905,556	
WIOA State Rapid Credentialing expires 6/30/24	\$359,743	\$3,790	\$363,533	\$0	\$363,533	True up carry forward
WIOA Rapid Response expires 6/30/2024	\$0	\$125,000	\$125,000	\$0	\$125,000	New NFA issued 7/26/23
NEG Dislocated Wkr Opioid-3 Fostering Recovery expires 8/31/24	\$222,336	\$83,201	\$305,537	\$0	\$305,537	Add'l funds rec'd \$60,000 8/23/23 and true up carry forward
NEG Dislocated Worker- Hurricane Ian expires 9/30/24	\$1,300,088	\$328,495	\$1,628,583	\$70,000	\$1,558,583	True up carry forward
Apprenticeship Navigator	\$0	\$62,500	\$62,500	\$0	\$62,500	New NFA issued 8/15/23
Wagner Peyser (WP) expires 9/30/24	\$545,616	\$8,004	\$553,620	\$28,004	\$525,616	Add'l funds rec'd \$8,004
Wagner Peyser (WP) Carry Fwd expires 9/30/23	\$33,533	\$13,019	\$46,552	\$0	\$46,552	Add'l funds rec'd \$31,992 and true up carry forward
Total Wagner Peyser	\$579,149	\$21,023	\$600,172	\$28,004	\$572,168	
Veteran's Programs (DVOP & LVER) estimate	\$116,868	\$0	\$116,868	\$0	\$116,868	
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$261,695	\$0	\$261,695	\$0	\$261,695	
Supple Nutrition Asst Prog Emplmnt & Trng (SNAP) estimate	\$71,006	\$0	\$71,006	\$0	\$71,006	
Total	\$7,251,971	\$760,560	\$8,012,531	\$477,233	\$7,535,298	Increase in Funding \$760,560 less Reserve PY 24-25 Mod #1 \$477,233 = increase in reserve \$145,381. Funding Budgeted Mod #1 \$7,535,298 less Original Funding Budgeted \$6,920,119 = Budget increase \$615,179.
	\$7,251,971		\$8,012,531		\$7,535,298	ck fig

**CareerSource Suncoast
Budget Mod #1
Program Year 2023-2024**

	Original Funding Budgeted PY 23-24	Increase or (Decrease)	Mod #1 Funding Budgeted PY 23-24	Notes
Funding Available Less Reserves	\$6,920,119	\$615,179	\$7,535,298	For details of increase see Summary of Funds Available Mod #1 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	\$3,856,207	\$174,726	\$4,030,933	Additional FTEs Rapid Response, App Nav
Staff Training & Education	35,000	0	35,000	
Total Personnel Costs	\$3,891,207	\$174,726	\$4,065,933	
Facility Costs	\$507,903	\$10,071	\$517,974	
Office Furniture & Equipment	\$11,502	\$0	\$11,502	
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$60,740	\$4,917	\$65,657	Increase cost for additional staff
Consultants & Legal	60,000	0	60,000	
General Insurance	61,550	0	61,550	
Office Supplies & Expense	38,459	300	38,759	Increase cost for additional staff
Travel & Meetings	60,000	10,182	70,182	Increase cost for additional staff
Total Operating Costs	\$280,749	\$15,399	\$296,148	
Program Services:				
Client Training & Support	\$2,057,194	\$388,350	\$2,445,544	Add'l funds Opioid, carry over lan, & SYEP/TANF 2024 \$60,541
Employer & Client Services	71,696	8,633	80,329	Additional User Lightcast
Outreach	99,868	18,000	117,868	Rapid Response & employer outreach
Total Program Services	\$2,228,758	\$414,983	\$2,643,741	
Totals	\$6,920,119	\$615,179	\$7,535,298	



ACTION ITEM

Related Party

Approval

CAREERSOURCE SUNCOAST
Related Party Agreements
Board of Directors Summary Report
September 28, 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:

The following presented for approval are for client training, staff development, and worksite host agreements. Training provider agreements allow CareerSource Suncoast enrolled clients to be issued Individual Training Account funding vouchers for occupational skills training or work-based training. The worksite agreement is to host youth enrolled in the Career Start-Up paid work experience program. Staff development agreements may include but are not limited to providing staff development training courses for individuals or groups.

- Galen College of Nursing- \$175,000 maximum for PY2023-2024 for training provider and work-based learning/training agreements.

Requested Action:

A motion for the Board of Directors to approve the Related Party agreements for PY 2023/2024 with Galen College of Nursing for a maximum of \$175,000.

Respectfully submitted,
Christina Witt
Organizational Support Services Director



CEO Report



OTHER BOARD BUSINESS

**CAREERSOURCE SUNCOAST
Finance & Performance Committee
Board of Directors Summary
September 28, 2023**

The Finance & Performance Committee met on August 29, 2023.

Review of Budget to Expenditure Report PY 22-23 as of 6-30-2023:

A copy of the report was included in the meeting materials. This report covers the period July 1, 2022 – June 30, 2023 for PY 22-23. Overall burn rate as of 6-30-2023 was 73%. Program Services are running under the expected burn rate due to the 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. Formula funding expenditure rate was at 96%. Training funds not expended will roll over into the program year. A Budget to Expenditure Report by Fundsourc was also shared with the committee to report on burn rates by grant.

State and federal expenditure requirements reported as of 6-30-2023:

- Admin expenditure rate – 9.3%; max allowed 10%
- Individual training accounts (ITAs) – 38.6%; min requirement 30%
- Youth paid internships PY21 – 24.2%; min requirement 20%
- Youth out of school expenditures PY21 – 98.5%; min requirement 50%

Review of Non-Federal Funds Revenue & Expenditures as of 6-30-2023:

Balance of funds \$848,009

Budget Modification #1 for PY 2023-2024:

The Summary of Funds Available and Budget Modification #1 reports were included in the meeting packet. The Committee approved the modification to go before the Executive Committee. Below is a summary of the modification which includes year end true up of carry over funds and additional funds received:

- Initial Funding Available: \$7,251,971
- Increase in Funding: \$760,560
- Adjusted Funding Available: \$8,012,531
- Less Reserve for PY 23-24: \$477,233
- Reserve Increased: \$145,381
- Budget Increase Less Reserve: \$615,179
- Mod #1 Funding Budgeted: \$7,535,298

CAREERSOURCE SUNCOAST
Finance & Performance Committee
Board of Directors Summary
September 28, 2023

Budget line items requested for an increase in funding \$615,179 for PY 2023 – 2024:

- Add \$174,726 Salary and Fringe Benefits.
- Add \$10,071 Facilities
- Add \$4,917 Accounting & Audit
- Add \$300 Office Supplies & Expense
- Add \$10,182 Travel and Meetings
- Add \$388,350 Client Training and Support
- Add \$8,633 Employer & Client Services
- Add \$18,000 Outreach

Performance Update:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators as of 3/31/2023. A copy of the performance results was provided in the agenda packet.

CSS currently has a CareerSource Florida (CSF) letter grade “B” with a score of 84.45 as of 03/31/2023. A copy of the current letter grade was provided in the agenda packet. CSF updates the letter grade on a quarterly basis, being available approximately 45 days from the end of the quarter. CSS anticipates the official letter grade for PY22-23 to be available in October.

General Comments & Updates:

Next meeting of the Finance & Performance Committee is scheduled for Tuesday November 7, 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 06/30/2023 (with accruals)

MOD #3

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NOTES
PERSONNEL COSTS					
SALARIESFRINGE BENEFITS	\$4,315,154	\$3,771,751	\$543,403	87%	
STAFF TRAINING & EDU	\$42,000	\$38,476	\$3,524	92%	
TOTAL PERSONNEL COSTS	\$4,357,154	\$3,810,228	\$546,926	87%	
FACILITY COSTS	\$976,671	\$947,646	\$29,025	97%	
OFFICE FURNITURE & EQUIP	\$45,000	(\$7,357)	\$52,357	-16%	Insurance check from Ian NP-Goodwill offset expenditures.
OPERATING COSTS:					
ACCOUNTING/AUDIT	\$82,871	\$55,437	\$27,434	67%	
CONSULTANTS/LEGAL	\$40,000	\$35,000	\$5,000	87%	Legal services not needed during PY
GENERAL INSURANCE	\$59,124	\$59,239	(\$115)	100%	
OFFICE EXP & SUPP	\$43,862	\$26,476	\$17,386	60%	
TRAVEL & MEETINGS	\$69,000	\$56,225	\$12,775	81%	
TOTAL OPERATING COSTS	\$294,857	\$232,376	\$62,481	79%	
PROGRAM SERVICES:					
CLIENT TRAINING/SUPPORT	\$3,167,170	\$1,447,087	\$1,720,083	46%	NEG Ian budget \$1,454,000- \$235,673 exp = \$1,219,148 / Ian Obs 23-24 \$630,000 at 6/30/23. NCPEP (rec'd Jan 2023) budget \$210,000-\$2,575 = \$207,425 bal. Both grants continue into 23-24. Without these grants - formula funding budget to exp would be at 96% expended by 6/30/23
CLIENT & EMPLOYER SERVICES	\$117,000	\$108,346	\$8,654	93%	
OUTREACH	\$107,000	\$98,938	\$8,062	92%	
TOTAL PROGRAM SERVICES	\$3,391,170	\$1,654,370	\$1,736,800	49%	
TOTALS	\$9,064,852	\$6,637,263	\$2,427,589	73%	Rates below as of 06/30/2023: Admin 9.30 % Max 10% ITA 38.66%. Min Req 30% Yth Paid Internships Exp: PY22 9.03%, PY21 24.2% Min Req 20% Yth Out of Sch Exp: PY22 95.86%, PY 21 98.5% Min Req 50%.

Expected burn rate as of 06/30/23 100%

Actual burn rate as of 06/30/23 73%



**Budget to Expenditure Report
By Fundsource
PY 22-23
7/1/2022 - 06/30/2023**

Revenue:	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	Rap Cred	Others
		Carry Over 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		
Allocation Awards PY 22-23	\$8,306,380	\$1,696,933	\$929,003	\$963,959	\$747,202	\$75,144	\$200,000	-\$77,442	\$0	\$2,000,000	\$553,142	\$62,500	\$122,000	\$105,918	\$338,177	\$400,000	\$189,844
Total Available Funding	\$10,281,200	\$1,890,845	\$929,003	\$1,075,676	\$1,351,647	\$87,605	\$200,000	\$285,453	\$470,820	\$2,000,000	\$711,186	\$62,500	\$122,000	\$166,444	\$338,177	\$400,000	\$189,844
LESS: Planned Carry Over (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
Total Revenue Budgeted PY 22-23	\$9,064,852	\$1,710,667	\$929,003	\$847,767	\$1,351,647	\$87,605	\$200,000	\$285,453	\$264,692	\$1,750,000	\$677,653	\$62,500	\$122,000	\$166,444	\$338,177	\$81,400	\$189,844

Budgeted Expenditures:	Expenditures To Date:																	Total Expenditures	% of Budget
Salaries & Benefits	\$4,315,154	\$999,139	\$569,124	\$493,951	\$635,337	\$82,895	\$10,416	\$76,871	\$84,372	\$120,840	\$342,934	\$59,647	\$84,525	\$115,458	\$42,627	\$881	\$52,693	\$3,771,709	87.4%
Staff Training & Education	\$42,000	\$9,524	\$6,920	\$4,628	\$6,217	\$21	\$15	\$99	\$432	\$50	\$6,506	\$39	\$554	\$787	\$95	\$1	\$2,589	\$38,476	91.6%
Facility Costs	\$976,671	\$214,079	\$77,674	\$129,841	\$137,221	\$1,418	\$313	\$720	\$675	\$4,218	\$273,438	\$124	\$13,908	\$22,254	\$7,617	\$33	\$64,114	\$947,646	97.0%
Furniture & Equipment	\$45,000	-\$3,293	-\$6,087	\$650	-\$2,612	\$0	\$4	\$0	\$0	\$0	-\$289	\$0	-\$50	-\$218	\$369	\$0	\$4,170	-\$7,357	-16.3%
Operating Costs	\$294,857	\$64,641	\$38,625	\$24,608	\$29,360	\$1,843	\$1,020	\$3,485	\$3,858	\$3,138	\$34,712	\$2,655	\$7,443	\$3,968	\$346	\$170	\$12,548	\$232,418	78.8%
Program Services	\$3,391,170	\$247,120	\$242,747	\$186,366	\$153,113	\$0	\$187,777	\$174,306	\$135,945	\$243,173	\$39,255	\$0	\$484	\$701	\$3,414	\$35,381	\$4,588	\$1,654,370	48.8%
Total Expenditures	\$9,064,852	\$1,531,209	\$929,003	\$840,043	\$958,636	\$86,177	\$199,544	\$255,481	\$225,282	\$371,419	\$696,556	\$62,465	\$106,864	\$142,950	\$54,467	\$36,465	\$140,702	\$6,637,263	73.2%

Remaining Available Funds	\$179,458	\$0	\$7,724	\$393,011	\$1,428	\$456	\$29,972	\$39,410	\$1,378,581	(\$18,903)	\$35	\$15,136	\$23,494	\$283,710	\$44,935	\$49,142	\$2,427,589
% of Funds Expended by Grant	89.5%	100.0%	99.1%	70.9%	98.4%	99.8%	89.5%	85.1%	21.2%	102.8%	99.9%	87.6%	85.9%	16.1%	44.8%	74.1%	73.2%
Funds Carry Over PY 23-24	Y	N	Y	Y	N	N	N	Y	Y	See WP Note	N	Y	Y	Y	Y	Y	

Wagner Peyser funding note - \$18,903 shortage was covered with reserve balance \$33,533 due to the veteran program funding running short each month to cover allocated expenses. We were able to request addtl Vet funding of approx \$5k in July. Remaining shortage due to indirect costs/allocating for June. FL Dept Commerce PY 22-23 salary & fringe savings from Wag Pey \$31,992 was transferred to CSS NFA - pass thru funding is available until 9/30/23. Leaving balance of Wag Pey funds for Carry Over PY 23-24 \$46,622. \$33,533-\$18,903+\$31,992 = \$46,622 adjusted reserve for Carry Over PY 23-24

CareerSource Suncoast
Summary of Non-Federal Funds Revenue and Expenditures
as of 06/30/2023 (with accruals)

	Unrestricted Business Support - 707	Unrestricted Tobacco Free - 719	Restricted Consolidated Workforce Educ - 720	Unrestricted Ticket to Work - 724	Restricted Misc Client Supp - 730	Totals
Wells Fargo Operating Account #10001						
Fund Balance as of 7/1/2022	\$39,677	\$9,020	\$124,361	\$159,101	\$1,515	\$333,674.00
Revenue						
Current Year	\$100	\$750	\$21,775	\$188,770	\$0	
Bank Interest Income	\$0	\$1,391	\$0	\$0	\$0	
Inter Transfer	\$9,744	\$0	\$0	\$1,113		
Revenue Total	\$9,844	\$2,141	\$21,775	\$189,883	\$0	\$223,643
Expenditures - Current Year	\$1,197	\$10,781	\$17,751	\$17,640	\$1,171	\$48,540
Increase/(Decrease) in Cash - Current Year	\$8,647	(\$8,640)	\$4,024	\$172,243	(\$1,171)	\$175,103
Transfer Excess Cash to CD				(\$200,000)		(\$200,000)
Wells Fargo Cash Balance as of 07/31/2023	\$48,324	\$380	\$128,384	\$131,344	\$344	\$308,776

	Unrestricted SWB Misc - 901
Truist Bank - Unrestricted #10002	
Money Market Fund Balance	\$62,858
Certificate of Deposit - matures 01/16/2024	\$100,000
Truist Balance as of 07/31/2023	\$162,858

	Unrestricted SWB Misc - 901
Edward Jones - Unrestricted #10003 & 10006	
Certificates of Deposits (CD) -	
CD - Baroda Bank matures 03/28/2024	\$175,000
CD - Comerica Bank (Ticket 2 Work) matures 05/03/2024	\$200,000
10006 - CD account balance	\$375,000
Savings:	
10003 - BMO Harris Bank (savings account) balance	\$1,375
Edward Jones Balance as of 07/31/2023	\$376,375

Summary Non-Federal Funds Restricted and Unrestricted by Account Type	Total CDs & Bank Accts	Total CDs CDs	Total Bank Accts	1 Mth Oper Exp Req Reserve 23-24	Available Unrest 23-24
Total Non-Federal Funds Restricted	\$128,728	\$0	\$128,728		
Total Non-Federal Funds Unrestricted	\$719,281	\$475,000	\$244,281	\$377,000	\$342,281
Total Non-Federal Funds	\$848,009	\$475,000	\$373,009		

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 3rd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q3	PY2022-2023 Performance Goals
Adults:										
Employed 2nd Qtr After Exit	90.00	94.74	95.00	88.00	97.13	84.30	93.05	85.90	94.81	90.60
Median Wage 2nd Quarter After Exit	\$12,636	127.64	\$9,900	\$11,996.00	128.29	\$11,066	118.34	\$11,768	125.85	\$9,351
Employed 4th Qtr After Exit	90.30	95.05	95.00	91.70	105.40	88.30	101.49	88.00	101.15	87.00
Credential Attainment Rate	71.40	85.00	84.00	84.50	108.33	67.30	86.28	66.40	85.13	78.00
Measurable Skill Gains	71.10	129.27	55.00	76.00	103.54	78.30	106.68	75.00	102.18	73.40
Dislocated Workers:										
Employed 2nd Qtr After Exit	71.60	75.37	95.00	71.70	92.40	71.30	91.88	73.70	94.97	77.60
Median Wage 2nd Quarter After Exit	\$9,615	114.46	\$8,400	\$9,692.00	96.17	\$10,025	99.47	\$10,400	103.20	\$10,078
Employed 4th Qtr After Exit	85.70	95.22	90.00	100.00	149.25	68.70	102.54	70.70	105.52	67.00
Credential Attainment Rate	18.80	26.86	70.00	25.00	42.81	25.90	44.35	36.10	61.82	58.40
Measurable Skill Gains	80.60	164.49	49.00	76.90	108.16	56.50	79.47	86.70	121.94	71.10
Youth:										
Employed 2nd Qtr After Exit	62.50	69.44	90.00	57.50	69.28	54.10	65.18	62.50	75.30	83.00
Median Wage 2nd Quarter After Exit	\$7,625	125.00	\$6,100	\$7,065.00	159.48	\$7,001	158.04	\$6,936	156.57	\$4,430
Employed 4th Qtr After Exit	75.00	78.95	95.00	75.00	108.70	70.00	101.45	75.00	108.70	69.00
Credential Attainment Rate	77.80	101.70	76.50	87.50	108.43	87.00	107.81	81.80	101.36	80.70
Measurable Skill Gains	66.70	121.27	55.00	61.90	91.03	66.70	98.09	72.20	106.18	68.00
Wagner Peyser:										
Employed 2nd Qtr After Exit	62.50	83.33	75.00	64.50	99.23	63.60	97.85	69.00	106.15	65.00
Median Wage 2nd Quarter After Exit	\$6,930	126.00	\$5,500	\$7,079.00	118.97	\$6,768.00	113.75	\$7,773	130.63	\$5,950
Employed 4th Qtr After Exit	62.60	86.94	72.00	64.50	101.57	61.00	96.06	67.30	105.98	63.50

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

Local Workforce Development Board	Q3 Total (%)
01 - CareerSource Escarosa	93.09
02 - CareerSource Okaloosa Walton	83.77
03 - CareerSource Chipola	97.45
04 - CareerSource Gulf Coast	87.32
05 - CareerSource Capital Region	88.62
06 - CareerSource North Florida	90.76
07 - CareerSource Florida Crown	84.15
08 - CareerSource Northeast Florida	99.33
09 - CareerSource North Central Florida	84.61
10 - CareerSource Citrus Levy Marion	91.56
11 - CareerSource Flagler Volusia	101.60
12 - CareerSource Central Florida	95.30
13 - CareerSource Brevard	84.88
14 - CareerSource Pinellas	91.61
15 - CareerSource Tampa Bay	95.44
16 - CareerSource Pasco Hernando	92.03
17 - CareerSource Polk	93.90
18 - CareerSource Suncoast	85.45
19 - CareerSource Heartland	95.56
20 - CareerSource Research Coast	87.75
21 - CareerSource Palm Beach County	91.29
22 - CareerSource Broward	93.54
23 - CareerSource South Florida	94.80
24 - CareerSource Southwest Florida	92.92

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met ¹ (%)	Weighted Performance ² (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	1,227	2,520	48.69	-	45.00	100.00	25.00
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	631	1,249	50.52	-	35.00	100.00	25.00
3. Employment and Training Outcomes	Employment and Training Services	0.20	15	18	83.33	-	100.00	83.33	16.67
4. Participants in Work-Related Training	Training Services	0.10	307	2,285	13.44	-	25.00	53.76	5.38
5. Continued Repeat Business	Business Services	0.05	615	3,593	17.12	-	35.00	48.91	2.45
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	-2.94	100.00	60.00	3.00
PY 2021-2022 Business Penetration		-	1,368	13,187	10.37	-	-	-	-
PY 2022-2023 Business Penetration		-	1,023	13,770	7.43	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	2.15	2.70	79.63	-	100.00	79.63	7.96
Exiters: Local Board (N) / Statewide (D)		-	1,717	79,844	2.15	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$4,262,617	\$157,813,605	2.70	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	924	2,422	38.15	-	-	-	0.00
								TOTAL	85.45

Data as of: 3/31/2023



Kathy Bouchard
VP/CTO



Robin Dawson
VP/CFAO



Anthony Gagliano
VP/COO