



Finance & Performance Committee Meeting
Tuesday, February 18, 2025
10:00 a.m.
Virtual Meeting Only
Team Meeting Call-In Info:
[Join Teams Meeting](#)
Or call in 1-786-600-3104
Phone Conference ID: 977 006 697#

AGENDA

- | | |
|---|--------------|
| 1. Welcome and Roll Call | Jim Bos |
| 2. Approval of January 9, 2025 Combined Executive Committee and Finance & Performance Committee meeting minutes. | Jim Bos |
| 3. Review of Budget to Expenditure Report as of 12-31-24 | Robin Dawson |
| 4. Summary of Non-Federal Funds Revenue & Expenditures as of 12-31-24 | Robin Dawson |
| 5. Approval of Budget Modification #2 PY 24-25 | Robin Dawson |
| 6. FloridaCommerce Financial & Programmatic Monitoring review period January 1, 2024 – December 31, 2024 is scheduled for March 3-7, 2025 | Robin Dawson |
| 7. Next Scheduled Meeting is May 8, 2025, combined with the Executive Committee meeting | Jim Bos |
| 8. Final Comments and Adjournment | Jim Bos |

**CareerSource Suncoast
Combined Executive Committee
And
Finance & Performance Committee
Meeting Minutes**
Teams Virtual Meeting
Thursday, January 9, 2025
8:00 a.m.

Absent Present	<u>Executive Committee Members</u>
P	David Kraft, Vision Consulting Group
P	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkerling, Barberio & Company
A	Lisa Eding, Teakdecking Systems
	<u>Finance & Performance Committee Members</u>
P*	Jim Bos, MJB Group, LLC.
P	Lorri Kidder, Carr, Riggs & Ingram CPAs and Advisors
P	Ericka Randall, Vocational Rehabilitation
	Staff Present: Joshua Matlock, Anthony Gagliano, Kathy Bouchard, Robin Dawson, Christina Witt, Michelle Snyder, Karima Habyt, Linda Benedict
*	Joined at 8:33 am

I. Call to Order

David Kraft, Chair, called the meeting to order at 8:00 a.m. Attendance was recorded, and a quorum was established.

II. Action Items

Approval of November 14, 2024 Executive Committee Meeting Minutes

David Kraft requested a motion to approve the November 14, 2024 Executive Committee meeting minutes.

Motion: Shaun Polasky

Second: Eric Troyer

The motion passed unanimously.

Approval of November 12, 2024 Finance & Performance Committee Meeting Minutes

David Kraft requested a motion to approve the November 12, 2024 Finance & Performance Committee meeting minutes.

Motion: Lorri Kidder

Second: Ericka Randall

The motion passed unanimously.

Acceptance of the Financial Audit Report for Program Year Ending June 30, 2024

Ben Clark, James Moore & Co., presented the PY ending June 30, 2024 financial audit report.

David Kraft requested a motion to accept the Financial Audit Report for Program Year Ending June 30, 2024

Motion: Eric Troyer

Second: Shaun Polasky

The motion passed unanimously.

III. Finance and Performance Committee Meeting

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for Quarter one of PY 2024-2025, ending 09/30/2024. A copy of the performance results was provided in the agenda packet.

IV. CEO Report – Joshua Matlock

Joshua Matlock provided an update on Workforce Innovation and Opportunity Act (WIOA) reauthorization. WIOA funding authorization was not passed with the continuing resolution during the past legislative session. FWDA is working closely with their lobbyist, Marti Coley, to message the importance of WIOA authorization.

Department of Labor released WIOA planning allocations for 2025. Florida has an overall half percent funding reduction for the state, regional allocations are estimated to remain flat from 2024 allocations.

CSS is considering an investment in an affordable housing project with Mark Vengroff, [One Stop Housing](#). The housing project allows investing employers to offer low-cost housing to their employees.

CSS will begin the two-year strategic planning in the final quarter of the calendar year.

V. Staff Reports

Kathy Bouchard

Kathy Bouchard provided updates on the December staff retreat. The staff engagement poll was conducted during the retreat. Several of the polling questions results increased significantly: fairness and transparency, strengths are being fully utilized, freedom to be effective, freedom to express themselves, results of voiced concerns.

The Financial Wellness at Work program with the United Way has provided CSS with a financial navigator to work individually with staff. Additionally, they are offering their tax preparation service free to CSS staff onsite.

The 401k plan will be going through changes. One America has sold its record-keeping portion to Voya, so CSS will be transitioning over the next 12-18 months. Financial Planning will now be offered free to any staff who are 10 years from the retirement age of 65 from our plan level advisors with Ameriprise Financial.

Anthony Gagliano

Anthony provided updates on current grants CSS is pursuing to include Selby Foundation for facilities improvements as well as Manatee County Government and United Way for Summer Youth programming. FloridaCommerce notified CSS that it will be receiving funding for an Opioid grant.

Hurricane Recovery continues to be a priority with CSS in partnership with the Counties, non-profits, and other organizations providing disaster recovery services.

Christina Witt is now the Senior Director of Economic Development. Michael Meerman is no longer with the organization.

VI. Public Comment/Closing Remarks – David Kraft

VII. Adjournment – David Kraft

Next Executive Committee meeting is scheduled for March 13, 2025

Next Finance and Performance Committee meeting is scheduled for February 18, 2025

Location: Virtual Teams Meeting

David Kraft adjourned the meeting at 8:47 a.m.

Respectfully submitted,

Joshua Matlock

Joshua Matlock (Feb 10, 2025 08:05 EST)

Joshua Matlock
President/CEO

CareerSource Suncoast
Expenditure To Budget Report - Summary
Program Year July 1, 2024 thru June 30, 2025
As Of 12/31/2024 (with accruals)

	PY TOTAL BUDGET MOD #1	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NOTES
PERSONNEL COSTS					
SALARIESFRINGE BENEFITS	\$4,477,955	\$2,182,737	\$2,295,218	49%	
STAFF TRAINING & EDU	\$37,953	\$25,151	\$12,802	66%	
TOTAL PERSONNEL COSTS	\$4,515,908	\$2,207,888	\$2,308,020	49%	
FACILITY COSTS	\$503,351	\$214,494	\$288,857	43%	
OFFICE FURNITURE & EQUIP	\$15,000	\$0	\$15,000	0%	Equipment needs being evaluated
OPERATING COSTS:					
ACCOUNTING/AUDIT	\$79,200	\$40,201	\$38,999	51%	990 contract bal \$2,500
CONSULTANTS/LEGAL	\$50,000	\$19,879	\$30,121	40%	OSO contract bal \$20,417
GENERAL INSURANCE	\$49,842	\$47,511	\$2,331	95%	Policies renew July 1, 2024
OFFICE EXP & SUPP	\$30,000	\$9,983	\$20,017	33%	
TRAVEL & MEETINGS	\$65,571	\$34,347	\$31,224	52%	
TOTAL OPERATING COSTS	\$274,613	\$151,922	\$122,691	55%	
PROGRAM SERVICES:					
CLIENT TRAINING/SUPPORT	\$2,443,662	\$749,898	\$1,693,764	31%	Obligations \$711,543 / 60% exp & obligated
CLIENT & EMPLOYER SERVICES	\$50,648	\$23,079	\$27,569	46%	
OUTREACH	\$114,026	\$34,496	\$79,530	30%	EDCs & LCAN contract bal \$63,500 / 86% exp & obligated
TOTAL PROGRAM SERVICES	\$2,608,336	\$807,472	\$1,800,864	31%	
TOTALS	\$7,917,208	\$3,381,776	\$4,535,432	43%	Rates below as of 12/2024: Admin 9.29% - Max 10% Fiscal Year: ITA 37.41%. Min Req 50% Prog Year: Paid Internships Exp: PY23 22.26% - PY24 0.0%, Min Req 20% Yth Out of Sch Exp: PY23 97.57% - PY24 100.0% Min Req 50%.
Expected burn rate as of 12/31/24				50%	
Actual burn rate as of 12/31/24				43%	



Budget to Expenditure Report
By Fundsource
PY 24-25
7/1/2024 - 12/31/2024

	Annual Budget																				
Revenue:		TANF	WIOA AD/Dis Wkr	WIOA Youth	WIOA Rap Resp	WIOA Hope FL PW	WP Hope FL PW	WP Hope Nav	SBTI	NEG Opioid Foster Rec	NEG Hurr Ian	WP	WP App Nav	SNAP	RESEA	NCPEP	Rap Cred	Helene/ Milton	Others		
Carry Forward Funds from PY 23-24	\$2,200,510	\$216,318	\$246,130	\$371,311	\$0	\$93,329	\$28,168	\$0	\$0	\$43,444	\$462,531	\$28,814	\$0	\$0	\$190,819	\$97,368	\$408,936	\$0	\$13,343		
Allocation Awards PY 24-25	\$6,168,847	\$1,131,951	\$1,786,338	\$641,488	\$87,318	\$0	\$0	\$71,429	\$100,000	\$0	\$515,000	\$593,620	\$80,000	\$59,490	\$167,710	\$651,599	\$0	\$200,000	\$82,904		
Total Available Funding	\$8,369,357	\$1,348,269	\$2,032,468	\$1,012,799	\$87,318	\$93,329	\$28,168	\$71,429	\$100,000	\$43,444	\$977,531	\$622,434	\$80,000	\$59,490	\$358,529	\$748,967	\$408,936	\$200,000	\$96,247		
LESS: Planned Carry Fwd (Reserve) for PY 25-26	(\$452,149)	\$0	(\$166,929)	(\$179,836)	\$0	\$0	\$0	\$0	\$0	\$0	(\$22,000)	(\$20,000)	\$0	(\$13,071)	(\$50,313)	\$0	\$0	\$0	\$0		
Total Revenue Budgeted PY 24-25 Mod #1	\$7,917,208	\$1,348,269	\$1,865,539	\$832,963	\$87,318	\$93,329	\$28,168	\$71,429	\$100,000	\$43,444	\$955,531	\$602,434	\$80,000	\$46,419	\$308,216	\$748,967	\$408,936	\$200,000	\$96,247		
																				Total Expenditures	% of Budget
Budgeted Expenditures:		Expenditures To Date:																			
Salaries & Benefits	\$4,477,955	\$491,218	\$569,348	\$257,121	\$47,993	\$38,613	\$20,445	\$19,331	\$2,102	\$17,948	\$86,765	\$144,683	\$34,748	\$22,310	\$128,818	\$175,760	\$77,898	\$29,118	\$18,518	\$2,182,737	48.7%
Staff Training & Education	\$37,953	\$5,598	\$5,236	\$2,792	\$513	\$371	\$206	\$59	\$14	\$61	\$871	\$3,402	\$411	\$270	\$1,286	\$1,799	\$710	\$131	\$1,421	\$25,151	66.3%
Facility Costs	\$503,351	\$45,197	\$35,596	\$17,372	\$4,745	\$91	\$67	\$160	\$48	\$957	\$14,926	\$48,961	\$671	\$2,268	\$7,507	\$12,138	\$9,144	\$970	\$13,678	\$214,494	42.6%
Furniture & Equipment	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Operating Costs	\$274,613	\$34,708	\$34,990	\$14,084	\$2,305	\$855	\$589	\$230	\$403	\$877	\$9,169	\$17,729	\$1,231	\$4,111	\$4,757	\$9,559	\$5,153	\$504	\$10,669	\$151,922	55.3%
Program Services	\$2,608,336	\$63,627	\$252,304	\$100,352	\$36	\$28	\$14	\$15	\$34,502	\$23,429	\$143,115	\$7,131	\$27	\$1,559	\$96	\$75,554	\$98,305	\$6,705	\$672	\$807,472	31.0%
Total Expenditures	\$7,917,208	\$640,347	\$897,474	\$391,722	\$55,591	\$39,958	\$21,321	\$19,794	\$37,069	\$43,271	\$254,846	\$221,905	\$37,089	\$30,517	\$142,465	\$274,810	\$191,210	\$37,428	\$44,957	\$3,381,776	42.7%
Remaining Available Funds		\$707,922	\$968,065	\$441,241	\$31,727	\$53,371	\$6,847	\$51,634	\$62,931	\$172	\$700,685	\$380,529	\$42,911	\$15,902	\$165,751	\$474,156	\$217,726	\$162,572	\$51,290	\$4,535,432	
% of Funds Expended by Grant		47.5%	48.1%	47.0%	63.7%	42.8%	75.7%	27.7%	37.1%	99.6%	26.7%	36.8%	46.4%	65.7%	46.2%	36.7%	46.8%	18.7%	46.7%	42.7%	
Notes/expiration date		8/31/2024 9/30/2025																			
Note:																					
PY24 DW NFA Funds Approved-Adult Activities	\$650,000	Approved by Board 11/2024																			
PY24 DW Expended for Adult Activities	(\$49,349)																				
	\$600,651																				

CareerSource Suncoast
Summary of Non-Federal Funds Revenue & Expenditures
as of 12/31/2024

<u>Account #10001 - Non-Federal Departments</u>		All Non-Federal Funds Activity
Balance as of 7/1/2024		\$509,675
Revenue		
Current Year		\$123,649
Bank Interest Income		\$917
Revenue Total		\$124,566
Less Expenditures - Current Year		<u>\$163,910</u>
Increase/(Decrease) in Cash - Current Year		<u>(\$39,344)</u>
Account # 10001 Total		\$470,331

<u>Accounts # 10002, 10003, 10004, 10006 - Non-Federal Departments</u>		All Non-Federal Fund Balances
Money Market		\$65,413
Savings		\$3,392
Certificates of Deposit		\$500,009
Accounts 10002, 10003, 10004, 10006 Total		\$568,814

Non-Federal Account Balances	\$1,039,145
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CareerSource Suncoast
Summary of Funds Available - All Programs **Modification #2**
Program Year 2024-2025
July 1, 2024 - June 30, 2025

Funding Streams	Mod #1 Funding Avail PY 24-25	Increase or (Decrease) in Funding	Adjusted Funding Avail PY 24-25	Less Reserve for PY 25-26	Mod #2 Funding Budgeted For PY 24-25	Notes
Temporary Assistance for Needy Families (TANF) exp 6/30/25	\$1,131,951	\$0	\$1,131,951	\$0	\$1,131,951	
Temporary Assistance for Needy Families (TANF) Carry Fwd exp 8/31/24	\$216,318		\$216,318	\$0	\$216,318	
Total Temporary Assistance for Needy Families	\$1,348,269	\$0	\$1,348,269	\$0	\$1,348,269	
WIOA-Adult & Dislocated Worker exp 6/30/26	\$1,786,338	\$0	\$1,786,338	\$166,929	\$1,619,409	
WIOA-Adult & Dislocated Worker Carry Fwd exp 6/30/25	\$246,130	\$0	\$246,130	\$0	\$246,130	
Total WIOA Adult & Dislocated Worker	\$2,032,468	\$0	\$2,032,468	\$166,929	\$1,865,539	
WIOA-Youth exp 6/30/26	\$641,488	\$0	\$641,488	\$179,836	\$461,652	
WIOA-Youth Carry Fwd exp 6/30/25	\$371,311	\$0	\$371,311	\$0	\$371,311	
Total WIOA Youth	\$1,012,799	\$0	\$1,012,799	\$179,836	\$832,963	
WIOA State Rapid Credentialing Carry Fwd exp 6/30/25	\$408,936	\$0	\$408,936	\$0	\$408,936	
WIOA State Sector Trng Initiative exp 6/30/25	\$100,000	\$0	\$100,000	\$0	\$100,000	
NEG Dislocated Worker Helene/Milton exp 9/30/26	\$200,000	\$0	\$200,000	\$0	\$200,000	
NEG Dislocated Worker Ian Carry Fwd exp 9/30/25	\$977,531	\$0	\$977,531	\$22,000	\$955,531	
NEG Dislocated Worker Opioid-3 Fostering Recovery Carry Fwd exp 8/31/24	\$43,444	\$0	\$43,444	\$0	\$43,444	
NEG Dislocated Worker Fostering Opioid Recovery exp 12/31/26	\$0	\$225,000	\$225,000	\$146,062	\$78,938	New funds received
Hope Navigator WIOA & 2 - WP Carry Fwd exp 6/30/25	\$192,926	(\$0)	\$192,926	\$0	\$192,926	
Rapid Response exp 6/30/25	\$87,318	\$0	\$87,318	\$0	\$87,318	
Apprenticeship Navigator exp 6/30/25	\$80,000	\$0	\$80,000	\$0	\$80,000	
Non-Custodial Parent Employment Program exp 6/30/25	\$748,967	\$0	\$748,967	\$0	\$748,967	
Wagner Peyser (WP) exp 9/30/25	\$593,620	\$0	\$593,620	\$20,000	\$573,620	
Wagner Peyser (WP) Carry Fwd exp 9/30/24	\$28,814	\$0	\$28,814	\$0	\$28,814	
Total Wagner Peyser	\$622,434	\$0	\$622,434	\$20,000	\$602,434	
Veteran's Programs (DVOP & LVER) estimate	\$96,246	\$0	\$96,246	\$0	\$96,246	
Reemployment Svcs & Eligibility Assess (RESEA) exp 9/30/25	\$358,529	\$0	\$358,529	\$50,313	\$308,216	
Supplemental Nutrition Assist Prog Emplmnt & Trng (SNAP) exp 9/30/25	\$59,490	\$0	\$59,490	\$13,071	\$46,419	
Total	\$8,369,357	\$225,000	\$8,594,357	\$598,211	\$7,996,146	Reserve for PY 25-26 increased \$146,062. Increase in Funding Budgeted Mod #2 \$78,938 from Mod #1 Funding Budgeted

CareerSource Suncoast
 Budget **Mod #2**
 Program Year 2024-2025

	Mod #1 Funding Budgeted PY 24-25	Increase or (Decrease)	Mod #2 Funding Budgeted PY 24-25	Notes
Funding Available Less Reserves	\$7,917,208	\$78,938	\$7,996,146	For details of increase see Summary of Funds Available Mod #2 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	\$4,477,955	\$24,538	\$4,502,493	Funding 1/2 FTE for new NEG Fostering Opioid Recovery Grant
Staff Training & Education	37,953	0	37,953	
Total Personnel Costs	\$4,515,908	\$24,538	\$4,540,446	
Facility Costs	\$503,351	\$0	\$503,351	
Office Furniture & Equipment	\$15,000	\$0	\$15,000	
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$79,200	\$0	\$79,200	
Consultants & Legal	50,000	0	50,000	
General Insurance	49,842	0	49,842	
Office Supplies & Expense	30,000	0	30,000	
Travel & Meetings	65,571	400	65,971	Related costs to FTE
Total Operating Costs	\$274,613	\$400	\$275,013	
Program Services:				
Client Training & Support	\$2,443,662	\$53,000	\$2,496,662	Increase to client trng & support
Employer & Client Services	50,648	0	50,648	
Outreach	114,026	1,000	115,026	Outreach for Opioid
Total Program Services	\$2,608,336	\$54,000	\$2,662,336	
Totals	\$7,917,208	\$78,938	\$7,996,146	