



**Combined Executive Committee
and
Finance & Performance Committee Meeting**
Thursday June 12, 2025 - 8:00 a.m. to 9:30 a.m.
Location: Microsoft Teams
This is a virtual or call-in meeting only
[Join Microsoft Teams Meeting](#)
1-786-600-3104
Conference ID: 827 741 724#

AGENDA

Call to Order – David Kraft, Chair

Action Items

- Approval of May 8, 2025, Combined Executive Committee and Finance & Performance Committee Meeting Minutes - David Kraft
- Approval of PY2025-2026 Budget – Jim Bos

CEO Report – Joshua Matlock

Staff Reports

- Kathy Bouchard
- Anthony Gagliano

Public Comments/Closing Remarks – David Kraft, Chair

Adjournment – David Kraft, Chair

**Next Combined Executive Committee with Finance & Performance Committee
Meeting is August 14, 2025**

Location: Virtual Teams meeting only

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



ACTION ITEM

Meeting Minutes

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

Absent	
Present	
P	David Kraft, Vision Consulting Group
P	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Lisa Eding, Teakdecking Systems
	<u>Finance & Performance Committee Members</u>
P	Jim Bos, MBJ Group, LLC.
P	Lorri Kidder, Carr, Riggs & Ingram CPAs and Advisors
A	Ericka Randall, Vocational Rehabilitation
	Staff Present: Joshua Matlock, Anthony Gagliano, Kathy Bouchard, Robin Dawson, Christina Witt, Michelle Snyder, Karima Habity, James Disbro, Chet Filanowski

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- Executive Committee

Approval of April 17, 2025 Executive Committee Meeting Minutes

David Kraft requested a motion to approve the April 17, 2025 Executive Committee meeting minutes.

Motion: Eric Troyer **Second:** Jim Bos

The motion passed unanimously.

Approval of Revisions to the Accounting Procedures Manual

David Kraft requested a motion to approve the Revisions to the Accounting Procedures Manual with a contingency to move to full Board of Directors approval upon review and approval of financial auditors.

Motion: Shaun Polasky **Second:** Lisa Eding

The motion passed unanimously.

III. Action Items- Finance & Performance Committee

Approval of February 18, 2025 Finance & Performance Committee Meeting Minutes

Jim Bos requested a motion to approve the February 18, 2025 Finance & Performance Committee meeting minutes.

Motion: Lorri Kidder

Second: Jim Bos

The motion passed unanimously.

IV. Finance and Performance Committee Meeting

Robin Dawson reviewed Budget to Expenditure Reports as of March 30, 2025 and PY2025-2026 budget planning allocations. Copies of the reports were provided in the agenda packet.

Anthony Gagliano reviewed the Letter Grade and CSS WIOA Performance Indicators for Quarter two (2) of PY 2024-2025, ending 12/31/2024. A copy of the performance results was provided in the agenda packet.

V. CEO Report – Joshua Matlock

Joshua Matlock provided updates on the following:

State Legislative Update: The legislative session has been intense, but the workforce boards have remained unaffected. Joshua highlighted the positive progress made with local delegations and the proactive stance of the workforce boards.

Hope Florida Program: Joshua explained the controversy surrounding the Hope Florida Foundation and its alleged financial mismanagement, emphasizing the importance of staying out of the political fray while continuing to support the program's mission.

Future Legislative Goals: Joshua mentioned potential legislative goals for the next session, including revisiting the 50% ITA expenditure mandate and seeking general revenue funding.

Federal Level Update: The WIOA reauthorization did not pass, which was positive due to its problematic provisions. New chairs in the House and Senate committees may offer better prospects for future reauthorization.

Executive Order: A recent executive order calls for consolidation, apprenticeship expansion, and budget cuts. Workforce associations are preparing recommendations to influence these changes positively.

Impact of DOGE: The DOGE has led to increased scrutiny resulting in delays of fund requests, impacting the state's operations.

Workforce Housing Project: Joshua provided an update on the workforce housing project, noting that due diligence is ongoing with auditors and attorneys reviewing the agreement.

VI. Staff Reports

Kathy Bouchard

Kathy Bouchard reported on benefits: Preparing for the new fiscal year, they received a 6.1% increase in medical costs, with ancillary benefits remaining flat. This keeps the benefit rate just under 32%, allowing them to maintain free plans and flat contribution levels for staff.

Anthony Gagliano

Anthony provided updates on the following:

Special Projects:

- CSS celebrated the third straight apprentice of the year at PGT, with notable attendees including Senator Rick Scott's aide and PGT executives.
- There is an upcoming lunch and learn focusing on apprenticeship at Manatee Technical College and an open house event on June 14th to showcase various projects.
- Shared a success story of Terrance, a non-custodial parent program participant who overcame personal tragedy to complete his CDL training and secure employment.

Economic Development:

- This is business development week, Anthony is presenting at City of Sarasota, Newtown CRA about CRA grant entrepreneurial progress.
- CEO platform to success program had 16 graduates, with 57 enrolled in the current class.
- Received funding from Selby Foundation for conference room improvements, aiming to complete upgrades by the State of Talent conference on June 10th.

Workforce Services:

- Summer Youth program is progressing well with 44 employers and 125 kids participating in the job fair. Florida lottery increased their investment from \$1,000 to \$10,000 this year.

IT Initiatives:

- Chet and team transitioned the eligible training provider list to a jot form database, improving efficiency.
- Exploring opportunities with Copilot and Microsoft training to enhance SNAP program services.

VII. Public Comment/Closing Remarks – David Kraft

None

VIII. Adjournment – David Kraft

Next Combined Executive and Finance & Performance Committee meeting is scheduled for June 12, 2025

Location: Virtual Teams Meeting

David Kraft adjourned the meeting at 9:08 a.m.

Respectfully submitted,

Joshua Matlock

Joshua Matlock (May 27, 2025 08:13 EDT)

Joshua Matlock
President/CEO



ACTION ITEM

PY25/26 Budget



► PROGRAM BUDGET 2025 – 2026

July 1, 2025 - June 30, 2026

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**CareerSource Suncoast
Budget for Program Year 2025 - 2026**

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CareerSource Suncoast

Program Year 2025-2026

Budget Narrative

The Board Leadership team has prepared the budget for CareerSource Suncoast. This narrative will be divided into sections describing our various programs, as follows:

Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income persons in danger of entering welfare dependency. The goal of this program is to assist these persons in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015 supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Three funding sources fall under WIOA – Adult, Dislocated Worker, and Youth. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internship, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs and their related staff costs.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out of school youth 16-24 years of age. FL Commerce received a waiver from USDOL for a 50% minimum for out of school youth. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

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

National Emergency Dislocated Worker – Hurricane Ian

The grant provides temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by Hurricane Ian. The current award will end September 30, 2025.

National Emergency Dislocated Worker – Hurricane Helene/Milton

The grant funds temporary jobs to assist with humanitarian aid, clean up and restoration activities in areas affected by Hurricane Helene and Milton. The funds can also be used to provide career services and training to eligible participants. The current award will end September 30, 2026.

National Emergency Dislocated Worker – Fostering Opioid Recovery

The grant funds temporary disaster-relief employment, training, and career services. The project will focus on two classes of eligible individuals who may be served – those affected by the opioid disaster or substance use disorder who may be trained in any occupation or individuals who are not directly affected by the opioid disaster that seek training for and employment in demand occupations - that impact opioid disaster. Funds may also be used to develop strategies that foster recovery from opioid and addiction issues affecting the workforce; participate in local opioid addiction/recovery task forces; and provide technical assistance to human resource professionals on how to deal with issues related to drug addiction and recovery in the workplace.

CareerSource Suncoast

Program Year 2025-2026

Budget Narrative

Hope Florida Navigator

These funds offer a comprehensive approach to addressing poverty and promoting economic mobility in Florida funding a dedicated position. An initiative with the Florida Department of Children and Families will guide Floridians on an individualized path to economic self-sufficiency. Services to help Hope Florida participants find jobs, enroll in training and launch new career pathways.

Rapid Response

Funding to provide support for staff engaged in rapid response activities which emphasize layoff aversion activities with local employers.

Apprenticeship Navigator

Provides funds for a dedicated staff engaged in leading and supporting regional efforts to develop, expand, and support registered apprenticeship and pre-apprenticeship programs.

Non-Custodial Parent Employment Program (NCPEP)

This grant will provide funding to assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. The goal of the grant is to become self-sufficient and establish a successful pattern of paying child support. CSS will provide career services, job placement, training and support with a goal to obtain and retain self-sufficient employment.

FL Commerce – Joint Managed Programs

Programs under FL Commerce – Joint Managed Programs are for services delivered by FL Commerce state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for FL Commerce Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.
2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

Reemployment Services and Eligibility Assessment (RESEA)

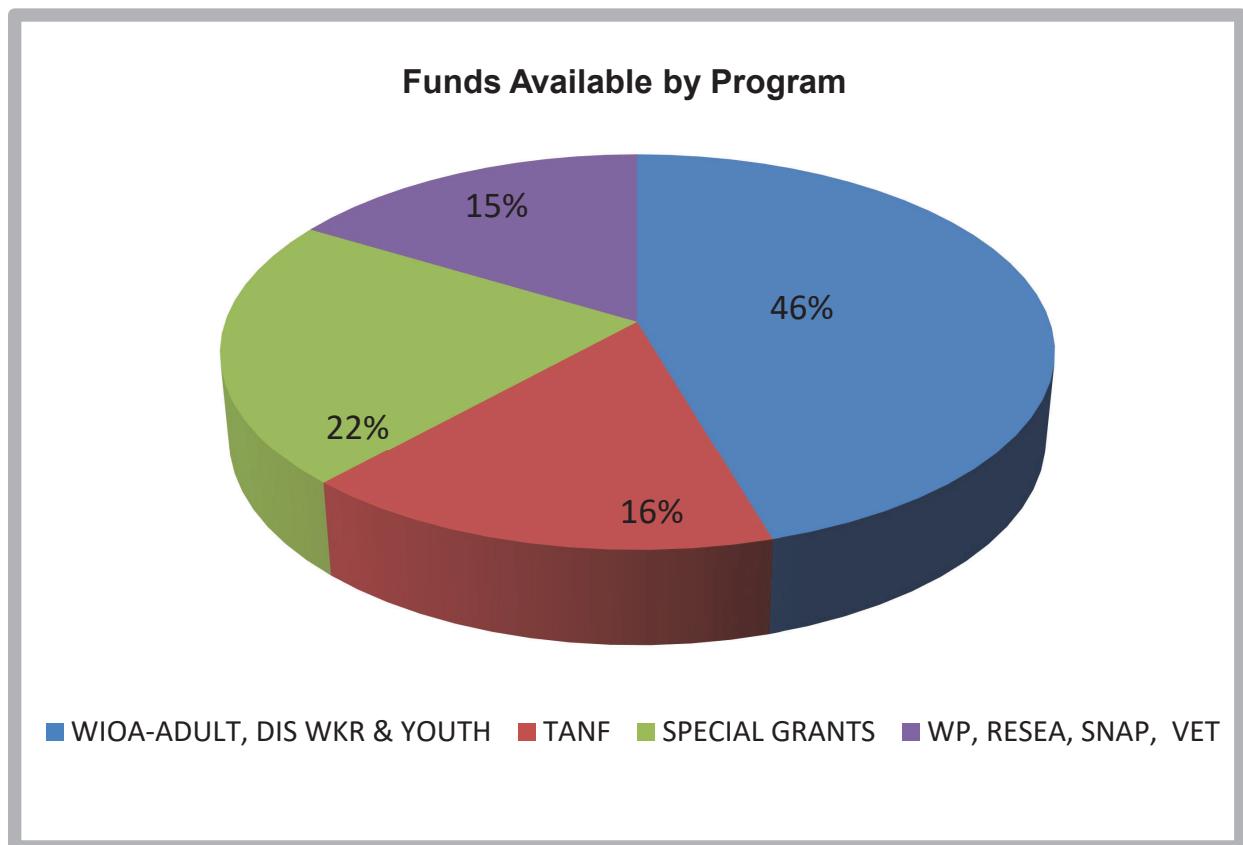
A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting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

Supplemental Nutrition Assistance Program – Employment and Training (SNAP)

SNAP recipients without dependents receive assistance from CareerSource Suncoast with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016 the State of Florida returned to mandatory participation for SNAP recipients.

CareerSource Suncoast
Funds Available by Program
Program Year 2025-2026

PROGRAM	FUNDS AVAILABLE	% OF TOTAL	WIOA ALLOCATION BREAKDOWN	FUNDS AVAILABLE	% OF TOTAL
WIOA-ADULT, DIS WKR & YOUTH	\$3,193,384	46%	ADULT/DIS WKR	\$2,218,390	69%
TANF	\$1,141,304	16%	YOUTH	\$974,994	31%
SPECIAL GRANTS	\$1,534,285	22%			
WP, RESEA, SNAP, VET	\$1,150,858	15%			
TOTAL	\$7,019,831	100%	TOTAL	\$3,193,384	100%



CareerSource Suncoast
Summary of Funds Available - All Programs
Program Year 2025-2026
July 1, 2025 - June 30, 2026

Funding Streams	Funding Available PY 25-26	Less Reserve for PY 26-27	Funding Budgeted For PY 25-26
Temporary Assistance for Needy Families (TANF) estimate exp 6/30/26	\$1,089,534	\$0	\$1,089,534
Temporary Assistance for Needy Families (TANF) CFWD est exp 8/31/25	\$51,770	\$0	\$51,770
Total Temporary Assistance for Needy Families	\$1,141,304	\$0	\$1,141,304
WIOA-Adult & Dislocated Worker estimate exp 6/30/27	\$1,875,283	\$138,880	\$1,736,403
WIOA-Adult & Dislocated Worker Carry Fwd estimate exp 6/30/26	\$343,107	\$0	\$343,107
Total WIOA Adult & Dislocated Worker	\$2,218,390	\$138,880	\$2,079,510
WIOA-Youth estimate exp 6/30/27	\$724,719	\$150,000	\$574,719
WIOA-Youth Carry Fwd estimate exp 6/30/26	\$250,275	\$0	\$250,275
Total WIOA Youth	\$974,994	\$150,000	\$824,994
NEG Dislocated Worker Ian Carry Fwd estimate exp 9/30/25	\$338,687	\$0	\$338,687
NEG Dislocated Worker Helene Carry Fed estimate exp 9/30/26	\$115,220	\$0	\$115,220
NEG Dislocated Worker Opioid est exp 12/31/26	\$201,461	\$0	\$201,461
Hope Navigator WP PY26 estimate	\$70,000	\$0	\$70,000
Rapid Response estimate exp 6/30/26	\$87,318	\$0	\$87,318
Apprenticeship Navigator estimate exp 6/30/26	\$70,000	\$0	\$70,000
Non-Custodial Parent Employment Program estimate exp 6/30/26	\$651,599	\$0	\$651,599
Wagner Peyser (WP) estimate exp 9/30/26	\$629,264	\$65,000	\$564,264
Wagner Peyser (WP) Carry Fwd estimate exp 9/30/25	\$173,222	\$0	\$173,222
Total Wagner Peyser	\$802,486	\$65,000	\$737,486
Veteran's Programs (DVOP & LVER) estimate	\$72,962	\$0	\$72,962
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$194,793	\$31,042	\$163,751
Supple Nutrition Assist Prog Employment & Training (SNAP) est	\$80,617	\$15,750	\$64,867
Total	\$7,019,831	\$400,672	\$6,619,159

CareerSource Suncoast
Budget Comparison & Information
Program Year 2025-2026 to 2024-2025

	Note Ref	PY 25-26 Budget	PY 24-25 Budget Mod #2	Expenditures PY 24-25*
Funding Available Less Reserves		\$6,619,159	\$8,106,146	
Personnel Costs:				
Salaries & Fringe Benefits	1	\$4,326,623	\$4,522,344	\$3,938,630
Staff Training & Education	2	35,000	\$37,953	\$37,628
Total Personnel Costs		\$4,361,623	\$4,560,297	\$3,976,258
Facility Costs	3	\$460,000	\$503,351	\$480,013
Office Furniture & Equipment	4	\$30,947	\$15,000	\$14,607
Operating Costs-Career Ctrs & Adm:				
Accounting/Audit	5	\$71,032	\$92,639	\$55,478
Consultants & Legal	6	52,500	50,000	\$39,125
General Insurance	7	51,836	49,842	\$51,830
Office Supplies & Expense	8	25,000	30,000	\$17,931
Travel & Meetings	9	65,000	65,571	\$54,085
Total Operating Costs		\$265,368	\$288,052	\$218,449
Program Services:				
Client Training & Support	10	\$1,344,015	\$2,550,772	\$1,715,507
Employer & Client Services	11	41,800	50,648	\$42,120
Outreach	12	115,406	138,026	\$98,624
Total Program Services		\$1,501,221	\$2,739,446	\$1,856,251
Totals		\$6,619,159	\$8,106,146	\$6,545,578

*Expenditures for May/June are estimated

CareerSource Suncoast
Notes to Comparative Budget Statement
Explaining Budget Line Items and Variances between Budget Years
For Program Years 2025-2026 & PY 2024-2025

Note 1 Salaries – Includes positions for Career Services and Board Administration with a cost of living salary increase of 3%. Included in this line item is a one-time up to 3% incentive payment to CSS board staff based on CSS achieving local board performance for PY 24-25 with letter grade of B or better.

	<u>PY 25-26</u>	<u>PY 24-25</u>
CSS F/T Positions	48	48
State Merit & OPS Positions*	<u>11</u>	<u>9</u>
Total CSS & State Positions	59	57

**State merit and OPS positions are not included in CSS budgeted salary/fringe benefit line item. They are paid through the State of Florida as employees of Florida Commerce. We provide supervision and oversight in our career centers for these employees.*

Fringe Benefits - Includes mandatory taxes: social security, medi-care, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSS for a base health plan. Buy-up options will be available with employee contributions. Dental, life, and long-term disability benefits for employees are paid by CSS. A discretionary retirement contribution is paid for eligible employees at 7.5%. The average fringe benefit rate for PY 25-26 is 32%.

Note 2 Staff Training & Education – Training for staff to include on-site training, opportunities offered by Florida Commerce, and outside sources to be determined.

Note 3 Facility costs are derived from rent, utilities, equipment maintenance, IT maintenance, IT communications, telephone service, and building maintenance for 1 comprehensive career center, 1 smaller career center and 2 satellite offices.

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

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

CareerSource Suncoast
Notes to Comparative Budget Statement
Explaining Budget Line Items and Variances between Budget Years
For Program Years 2025-2026 & 2024-2025

Note 6 Consultants & Legal – Includes costs for one stop operator and legal services.

Note 7 General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.

Note 8 Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies (for staff and customers), and postage.

Note 9 Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal allowances.

Note 10 Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT) reimbursements to employers, customized worker training (CWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocation (pg. 8) in the packet.

Adult & Dislocated Worker Funds are required to expend 50% on ITAs/OJTs and related expenses. This budget meets the 50% State ITA requirement.

The Youth budget will meet the minimum 50% requirement for out of school youth activities. The training budget for youth also includes an amount for paid internships and on-the-job training to meet the 20% WIOA youth work experience requirement.

Client Support – Support services are on an individual basis and need. Possible costs may include childcare, housing, required items for employment, and transportation costs.

Note 11 Employer and Client Services – Employer and client assessment activities and career services.

Note 12 Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSS. This line item includes \$40,000 in outreach services partnering with the Bradenton Area Economic Development Corporation and Economic Development Corporation of Sarasota County focusing on employers. Additional outreach services include \$40,000 to partner with Local College Access Networks in both counties.

CareerSource Suncoast
Budget by Allocation
Program Year 2024 - 2025
July 1, 2024 - June 30, 2025

	BUDGET	TANF	WIOA ADULT & DIS WKR	WIOA YOUTH	NEG IAN	NEG HELENE	NEG FOS OPIOID REC	HOPE NAV	RAPID RESP	APP NAV	NCPEP	WAG PEY	VETS	RESEA	SNAP
Funding Available	\$6,619,159	\$1,141,304	\$2,079,510	\$824,994	\$338,687	\$115,220	\$201,461	\$70,000	\$87,318	\$70,000	\$651,599	\$737,486	\$72,962	\$163,751	\$64,867
Personnel Costs:															
Salaries & Fringe Benefits	\$4,326,623	\$947,360	\$1,503,380	\$535,988	\$104,360	\$79,611	\$93,100	\$70,000	\$87,318	\$70,000	\$340,704	\$255,379	\$35,811	\$141,712	\$61,898
Staff Training & Education	35,000	6,020	14,805	4,340	0	0	0	0	0	0	3,430	4,655	560	875	315
Total Personnel Costs	\$4,361,623	\$953,380	\$1,518,185	\$540,328	\$104,360	\$79,611	\$93,100	\$70,000	\$87,318	\$70,000	\$344,134	\$260,034	\$36,371	\$142,587	\$62,213
Facility Costs	\$460,000	\$79,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$344,555	\$21,795	\$14,530	\$0
Office Furn & Equip	\$30,947	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,397	\$5,550	\$0	\$0
operating cost %	17.2%	32.5%	12.4%	5.1%	1.6%	3.0%	0.0%	0.0%	0.0%	9.8%	13.3%	1.6%	2.5%	1.0%	
Operating Costs-Career Ctrs & Adm:															
Accounting & Audit	\$71,032	\$12,218	\$23,085	\$8,808	\$3,623	\$1,137	\$2,131	\$0	\$0	\$0	\$6,961	\$9,447	\$1,137	\$1,776	\$710
Consultants & Legal	\$52,500	9,030	17,063	6,510	2,678	840	1,575	0	0	0	5,145	6,983	840	1,313	525
General Insurance	\$51,836	8,916	16,847	6,428	2,644	829	1,555	0	0	0	5,080	6,894	829	1,296	518
Office Supplies & Expense	\$25,000	4,300	8,125	3,100	1,275	400	750	0	0	0	2,450	3,325	400	625	250
Travel & Meetings	\$65,000	11,180	21,125	8,060	3,315	1,040	1,950	0	0	0	6,370	8,645	1,040	1,625	650
Operating Costs-Career Ctrs & Adm	\$265,368	\$45,643	\$86,245	\$32,906	\$13,534	\$4,246	\$7,961	\$0	\$0	\$0	\$26,006	\$35,294	\$4,246	\$6,634	\$2,654
Program Services:															
Client Training & Support	\$1,344,015	\$50,000	\$425,000	\$235,000	\$220,793	\$31,363	\$100,400	\$0	\$0	\$0	\$281,459	\$0	\$0	\$0	\$0
Employer & Client Svcs	41,800	0	0	0	0	0	0	0	0	0	41,800	0	0	0	0
Outreach	115,406	13,160	50,080	16,760	0	0	0	0	0	0	30,406	5,000	0	0	0
Total Program Services	\$1,501,221	\$63,160	\$475,080	\$251,760	\$220,793	\$31,363	\$100,400	\$0	\$0	\$0	\$281,459	\$72,206	\$5,000	\$0	\$0
Totals	\$6,619,159	\$1,141,304	\$2,079,510	\$824,994	\$338,687	\$115,220	\$201,461	\$70,000	\$87,318	\$70,000	\$651,599	\$737,486	\$72,962	\$163,751	\$64,867

CareerSource Suncoast
Budget Allocated to Program & Administrative Costs
Program Year 2025 - 2026
July 1, 2025 - June 30, 2026

	Total	Program	Administrative
Funding Budgeted	\$6,619,159	\$5,957,243	\$661,916
Personnel Cost:			
Salaries & Fringe Benefits	\$4,326,623	\$3,799,652	\$526,971
Staff Training & Education	35,000	31,500	3,500
Total Personnel Costs	\$4,361,623	\$3,831,152	\$530,471
Facility Costs	\$460,000	\$449,322	\$10,678
Office Furniture & Equipment	\$30,947	\$28,447	\$2,500
Operating Costs Career Ctrs & Admin:			
Accounting/Audit	\$71,032	\$0	\$71,032
Consultants & Legal	52,500	38,750	13,750
General Insurance	51,836	47,936	3,900
Office Expense & Supplies	25,000	22,500	2,500
Travel & Meetings	65,000	47,000	18,000
Total Operating Costs	\$265,368	\$156,186	\$109,182
Program Services:			
Client Training & Support	\$1,344,015	\$1,344,015	\$0
Employer & Client Services	41,800	41,800	0
Outreach	115,406	115,406	0
Total Program Services	\$1,501,221	\$1,501,221	\$0
Total Budget	\$6,619,159	\$5,966,329	\$652,830
Percentage of Administrative Costs			9.86%



CEO REPORT

Joshua Matlock



STAFF REPORTS

- Kathy Bouchard, CTO
- Anthony Gagliano, COO