



## **Board of Directors Meeting**

Thursday, June 26, 2025 - 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: 908 250 391#

## **AGENDA**

**Call to Order– David Kraft, Chair – Vision Consulting Group**

**Action Items – David Kraft**

- Approval of Consent Agenda – David Kraft
  - Approval of May 22, 2025 Board Meeting Minutes
  - Approval of PY2025-2026 VI-PER Resolution Grant Renewal
  - Approval of PY2025-2026 Newtown Community Redevelopment Agency Advisory Board Mini-Grant Program.
- Approval of PY2025-2026 Budget – Jim Bos
- Approval of ITA Waiver Request – Robin Dawson

**CEO Report – Joshua Matlock**

**Other Business Board**

- One-Stop Operator and Education and Industry Consortium Annual Report – Terri Clark, TClark Workforce Solutions, LLC.

**Staff Reports**

- Kathy Bouchard, CTO
- Anthony Gagliano, COO

**Public Comments/Closing Remarks – David Kraft**

**Adjournment - David Kraft**

**Next Board of Directors Meeting is September 25, 2025**

*Location: 3660 N. Washington Blvd, Sarasota, FL*

\*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

## Consent Agenda

**CAREERSOURCE SUNCOAST**

**Board Meeting Minutes**

Virtual TEAMS Meeting and In-person

3660 N. Washington Blvd., Sarasota, FL 34234

Thursday, May 22, 2025

8:00 A.M.

**Call to Order:**

David Kraft, Chair, called the meeting to order at 8:02 a.m. Roll call was performed, and a quorum was established.

**Finance & Performance Committee Member Appointment :**

David Kraft announced the appointment of Doras Divila, Vice President Commercial Relationship Manager with Regions Bank, to the Finance and Performance Committee

**Action Items:**

**• Approval of Consent Agenda – David Kraft**

- Approval of March 24, 2025 Board Meeting Minutes
- Approval of March 27, 2025 Board Meeting Minutes
- Approval of Schedule of Operations for PY2025-2026

David Kraft requested a motion to approve the consent agenda.

**Motion:** Lisa Eding

**Second:** Jim Bos

**Motion passed unanimously**

**• Approval of Revisions to the Accounting Procedures Manual – Robin Dawson**

Robin Dawson provided an overview of the revisions to the Accounting Procedures Manual.

David Kraft requested a motion to approve the revised Accounting Procedures Manual.

**Motion:** Eric Troyer      **Second:** Lisa Eding

**Motion passed unanimously**

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

Christina Witt presented the following three (3) related party agreements and made the following motions.

1. A motion for the Board of Directors to approve the Related Party agreements for PY 2025/2026 with Galen College of Nursing for a maximum of \$175,000 for client training agreements. Conflict of Interest requiring Board approval was noted as Board Member Kathy Dwyer.

**Motion:** Eric Troyer **Second:** Lisa Eding

**Abstain:** none

**Motion passed unanimously**

2. A motion for the Board of Directors to approve the Related Party agreement for PY 2025/2026 with the Manatee Chamber Foundation for a maximum of \$20,000 for outreach and workforce services. Conflict of Interest requiring Board approval was noted as Board Member Jacki Dezelski.

**Motion:** Ashley Brown    **Second:** Lisa Eding  
**Abstain:** Jacki Dezelski  
**Motion passed**

3. A motion for the Board of Directors to approve the Related Party agreement for PY2025/2026 with the Bradenton Area Economic Development Corporation for a maximum of \$20,000 for outreach and workforce services. Conflict of Interest requiring Board approval was noted as Board Member Sharon Hillstrom.

**Motion:** Lisa Eding    **Second:** Jim Bos  
**Abstain:** Jacki Dezelski, Craig Warzecha, Doug Wagner  
**Motion passed**

#### **CEO Report:**

Joshua Matlock provided updates on the following items.

1. National Conference and Advocacy Day: Joshua and David Kraft attended the national conference and advocacy day organized by the National Association of Workforce Boards. Concerns were raised about the reauthorization of the Workforce Innovation and Opportunity Act (WIOA), particularly the 50% Individual Training Account (ITA) mandate. Although the reauthorization bill did not pass, the organization continues to operate through a continuing resolution.
2. State Legislative Update: The state legislative session did not pass a budget, which impacts the organization's funding. The state needs to pass a budget to authorize the distribution of federal dollars to the region.
3. Florida Workforce Development Association: Joshua Matlock was confirmed as the next chair of the Florida Workforce Development Association for a two-year term. The association is working with the United States Workforce Associations to influence legislation and advocate for changes to the 50% ITA mandate.
4. Executive Order on Workforce Development: President Trump's administration issued an executive order focused on workforce development, including a goal of reaching one million apprentices by 2030. CSS continues its work to align with this executive order and expand apprenticeship programs.
5. Apprenticeship Programs: Florida ranks 10th in the country for apprenticeships, with 18,000 apprentices in 2024. The organization has added 46 new apprenticeship programs in the past year, with significant contributions from local workforce boards.
6. Funding Stability: For the program year 2025-2026, the organization has received confirmation of stable funding, with a slight increase of about half a percent.

## **Finance and Performance Committee Meeting Report:**

Jim Bos provided an overview of the Finance & Performance Committee meeting held on May 8, 2025.

### Review of Budget to Expenditure Report PY 24-25 as of March 31, 2025:

Robin Dawson reviewed the finance reports included in the meeting materials. These reports cover the period July 1, 2024 – March 31, 2025 for PY 24-25. The overall burn rate as of March 31, 2025 was 61%. Lower than expected burn rate was due to recent budget modification from additional funds received late in the program year. A Budget to Expenditure Report by Fundsource was also shared with the committee to report on burn rates by grant.

State and federal expenditure requirements reported as of March 31, 2025:

- Admin expenditure rate – 8.90%; max allowed 10%
- Individual training accounts (ITAs) – 39.77%; min requirement 50%
- Youth paid internships PY23 – 22.26% ; PY24 – 17.14%; min requirement 20%
- Youth out of school expenditures PY23- 97.57% ;PY24 – 93.93%; min requirement 50%

### Review of Non-Federal Funds Revenue & Expenditures as of March 31, 2025:

Balance of Non-Federal Funds \$1,018,691

### Review of Planning Allocations for Program Year 2025-2026

Overall estimated planning allocations are \$4,571,176 for formula funding.

### Review of WIOA Performance Indicators:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for the second quarter of program year 2024-25 as of 12/31/2024. A copy of the performance results was provided in the agenda packet.

### Review of CareerSource Florida Letter Grades:

Anthony Gagliano reviewed the CareerSource Florida Letter Grade for the second quarter of program year 2024-25 as of 12/31/2024. CSS currently has a B+ letter grade at 89.89%.

## **Staff Reports:**

### Kathy Bouchard - CTO

CSS is facing a 6.1% increase in medical benefits this year with the ancillary benefits remaining flat. The goal is to absorb this increase without passing it on to the staff. The organization will continue to offer two plans that require no staff contribution and will add an extra plan with more benefits for those who want it.

Kathy reported attending the Kent Schulz luncheon on Monday, where long-time board member Jacki Dezelski was recognized. Kathy congratulated Jacki for this well-deserved honor and mentioned that she attended the event with Sarah Tar, Anne LeBaron, David Kraft and other CSS staff members.

Anthony Gagliano – COO

Anthony Gagliano provided reports on the following items.

1. Grant Awards: CSS was awarded several new grants, including \$20,000 from the Selby Foundation for renovations to host more events and workshops. The Manatee County Children Services Advisory Board recommended \$150,000 for the summer youth program next year to go to the Board of County Commissioners for approval. The Florida Lottery increased its funding from \$1,000 to \$10,000. Additional funds are expected from the City of Sarasota Newtown CRA and Manatee County government for various projects, including entrepreneurial services and opioid settlement funds.
2. Recent events: CSS partnered with Manatee Technical College (MTC) on two recent events to include an apprenticeship accelerator event and a summer youth employment program job fair.
3. CSS Upcoming events: June 10<sup>th</sup> is the annual State of Talent Conference focusing on retention strategies for employers. On Saturday, June 14<sup>th</sup>, CSS will be holding an open house to showcase the organization's services and special projects.
4. Leadership Sarasota: Anthony thanked Heather Kasten and the Sarasota Chamber for the opportunity to participate in the Leadership Sarasota Program, adding that it was a valuable experience.
5. Speaking Engagements: Anthony had two opportunities to talk to executives in the senior living field, including speaking at Argentum's National Conference in Tampa.
6. Event Attendance: CSS attended local HR chapter's conference, making connections and meeting the new chief human resource officer at Mote Marine to discuss their talent needs for the new facility. The team supported leadership in Manatee and congratulated Jacki Dezelski for her recognition. The team attended the EDC Economic Outlook, where former CareerSource Florida President and CEO Michelle Denard and Bemetra Simmons from the Tampa Bay Partnership were speaking.

**Public Comments:** None

**Next Meeting:** Board of Directors Meeting is June 26, 2025

Location: 3660 N. Washington Blvd, Sarasota, FL

**Board Meeting Adjournment:** The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Joshua Matlock

Joshua Matlock (May 29, 2025 11:16 EDT)

Joshua Matlock

President, CEO

## CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
P*	Ashley Brown, Women's Resource Center
P	Nick Choat, Sport Clips Haircuts
P*	Will Cromie, Synovus Bank
P*	Jackie Dezelski, Manatee Chamber of Commerce
A	Dr. Ron DiPillo, Sarasota County Schools
A	Kathy Dwyer, Galen College of Nursing
P	Lisa Eding, Teak Decking Systems
A	Geoffry Gilot, Boys & Girls Clubs
P*	Vaughn Alexander Hendriex, State College of Florida
A	Sherod Haliburton, Credit Union1
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P*	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P*	Lori Kidder, Carr Riggs, & Ingram, LLC.
P	David Kraft, Vision Consulting Group
A	Anne LeBaron, Take Stock in Children Manatee
P*	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Jane Roseboro, Centerstone Florida
P*	Sarah Tar, Truist
P	Eric Troyer, Kerkering Barberio & Company
P*	Mark Viggiano, Local 123 Plumbers, and Pipefitters Union
P*	Doug Wagner, Manatee County School Board
P*	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
	Staff Present: Josh Matlock, Robin Dawson, Anthony Gagliano, Kathy Bouchard, Christina Witt, Michelle Snyder, James Disbro, Nicholas Quinn*
A	Commissioner Tal Siddique - Manatee County
P*	Commissioner Teresa Mast – Sarasota County

26 Board Members – 20 present, 6 absent

\*Virtual

**CareerSource Suncoast  
VIP-ER Program Resolution  
Board of Directors Approval Summary  
June 26, 2025**

**SUMMARY:**

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

The grant application requires CSS Board of Directors' approval.

**REQUESTED ACTION:**

**A motion to approve the attached resolution that allows CSS to enter into a renewal agreement with Sarasota County Government for the VI-PER (Voluntary Interim Placement-Enhanced Recovery) beginning October 1, 2025.**

Respectfully submitted,

James Disbro  
Senior Director of Regional Alignment and Programs Development



## ELIGIBILITY REQUIREMENTS

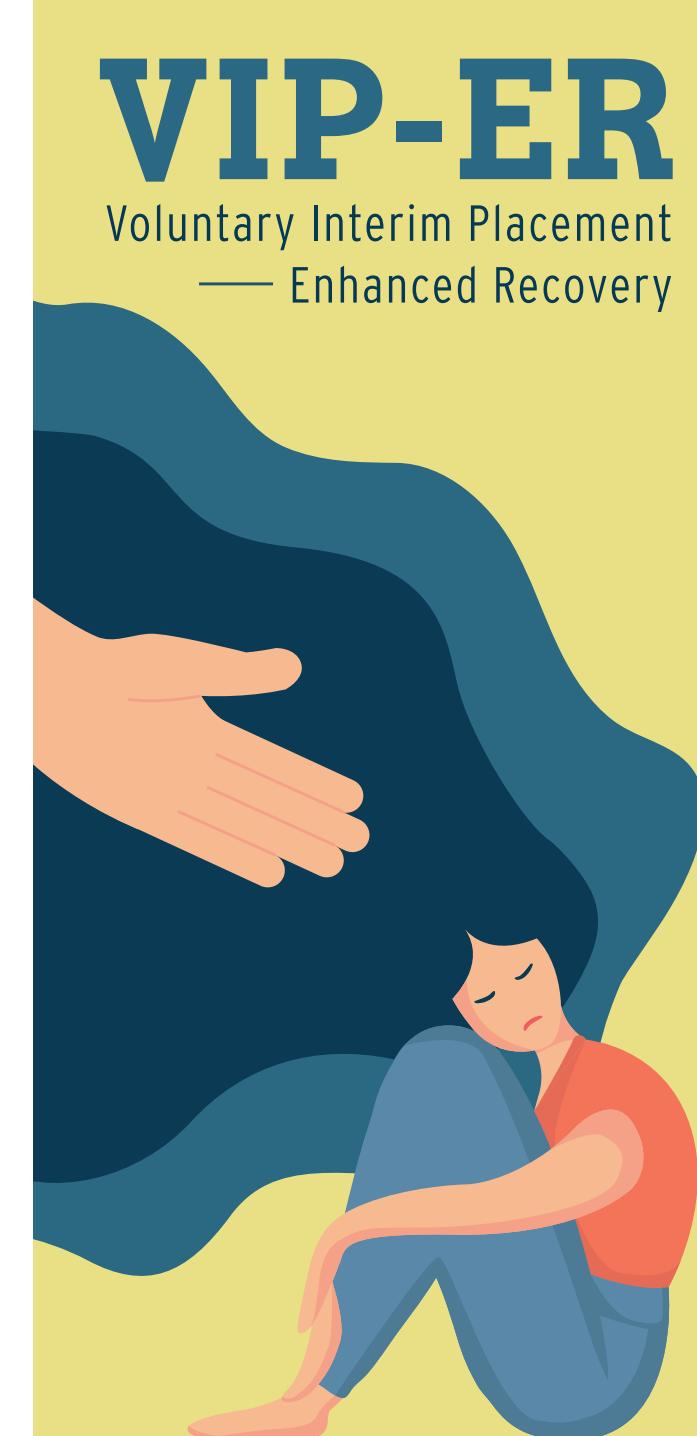
- ▶ Must be at least 18 years old.
- ▶ Must be a Sarasota County resident for at least the previous 90 days.
- ▶ Must have a substance abuse, substance dependence and/or a co-occurring substance abuse mental health diagnosis and be suitable for the level of care provided by the VIP-ER Program.
- ▶ Must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

Revised 6/24/2024



1660 Ringling Blvd.  
Sarasota, FL 34236

**941-861-5000**  
**[www.scgov.net](http://www.scgov.net)**



# PROGRAM OVERVIEW

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

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

## PROGRAM CORE SERVICES

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

### Room and Board and Milieu Services provided by The Salvation Army

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

### Comprehensive Substance Abuse Treatment Curriculum provided by First Step of Sarasota

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

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

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

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

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

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

### Workforce Readiness/GED Classes provided by Suncoast Technical College

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

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

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



**CareerSource Suncoast  
NCRAAB Non-Profit Matching Grant  
Board of Directors Approval Summary  
June 26, 2025**

**SUMMARY:**

The Newtown Community Redevelopment Agency Advisory Board (NCRAAB) Non-Profit Matching Grant Program serves to provide assistance to organizations and agencies whose projects directly serve the citizens of the Newtown Community Redevelopment Agency (NCRA) district and support the strategies that improve the quality of life as identified in the NCRA Redevelopment Plan. The program is intended to provide an opportunity for organizations to make unsolicited requests for NCRAAB funding and does not include those projects or initiatives directly implemented by the NCRAAB.

Redevelopment is the undertaking of activities in a community redevelopment district for the elimination and prevention of slum and blighted conditions. The NCRAAB recognizes that community redevelopment has many facets and that all aspects cannot, and should not, be undertaken solely by one agency. It should be a collaboration of many agencies working together in the implementation of the NCRA Plan.

The mini grant will be used to fund the Community Entrepreneur Opportunity (CEO) program. The CEO program is a free 10-week long series of classes educating individuals on the essentials of starting and running a small business.

**REQUESTED ACTION:**

**A motion to approve the attached resolution that allows CSS to apply for the  
The Newtown Community Redevelopment Agency Advisory Board (NCRAAB) Non-Profit  
Matching Grant Program beginning October 1, 2024.**

Respectfully submitted,

Christina Witt  
Senior Director of Economic Development

A photograph of a white sign with the word "NEWTOWN" in large, bold, black capital letters. The sign is mounted on a stone base with a black metal fence in front. The background shows a residential area with houses and trees under a blue sky with white clouds.

FY 25-26

## NON-PROFIT MATCHING MINI-GRANT PROGRAM



The non-profit matching mini-grant program (subject to funding availability/City Commission Budget approval) supports non-profit programs providing services in Newtown or for the benefit of Newtown residents.

- Funds are anticipated to be available October 1, 2025.
- Funding Awards are available from \$3,000 up to \$50,000. The total program funds anticipated to be available is \$100,000.
- 50% Match Requirement
- The Newtown Community Redevelopment Agency Advisory Board (NCRAAB) may award multiple grants or a single grant award with available funding.
- Program categories include **Business Development, Crime and Safety, Cultural Arts, Education, Healthcare, Housing and Sustainability** which are aligned with the Newtown Community Redevelopment Plan.
- To be eligible you must be a 501(c)3 or 501(c)6, have an active registration with the Florida Department of Agriculture and Consumer Services and have a representative attend a **mandatory training workshop** to be held on April 2, 2025 at 5:30 p.m. or April 3, 2025 at 10:00 a.m. at the RL Taylor Community Complex, 1845 John Rivers Street, Sarasota, FL 34234.

For questions or to RSVP for training workshops, please email [newtown.cra@sarasotafl.gov](mailto:newtown.cra@sarasotafl.gov)



For More information visit:  
[www.SarasotaFL.gov/EconomicDevelopment](http://www.SarasotaFL.gov/EconomicDevelopment)



To view the Newtown Community Redevelopment Plan visit:  
[www.SarasotaFL.gov/NewtownCommunityRedevelopmentPlan/](http://www.SarasotaFL.gov/NewtownCommunityRedevelopmentPlan/)  
Revised 6/24/2024



## ACTION ITEM

**PY2025-2026 Budget Approval**



# ► PROGRAM BUDGET 2025 – 2026

July 1, 2025 - June 30, 2026

3660 N. Washington Blvd. | Sarasota, FL 34234  
Phone: (941) 358-4200  
[careersourcesuncoast.com](http://careersourcesuncoast.com)

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

**Table of Contents**

	<u>Page No.</u>
Budget Narrative	1
Chart of Funds Available by Program	3
Summary of Funds Available – All Programs	4
Budget Comparison- All Programs – PY 2025-2026 & PY 2024-2025	5
Notes to Comparative Budget	6
Budget By Allocation	8
Budget Allocated to Program & Administrative Costs	9

# **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**

#### **Network Navigator**

These funds offer a comprehensive approach to addressing poverty and promoting economic mobility in Florida by 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. The navigator will connect participants to sustainable employment opportunities and supporting businesses in meeting their workforce needs.

#### **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)**

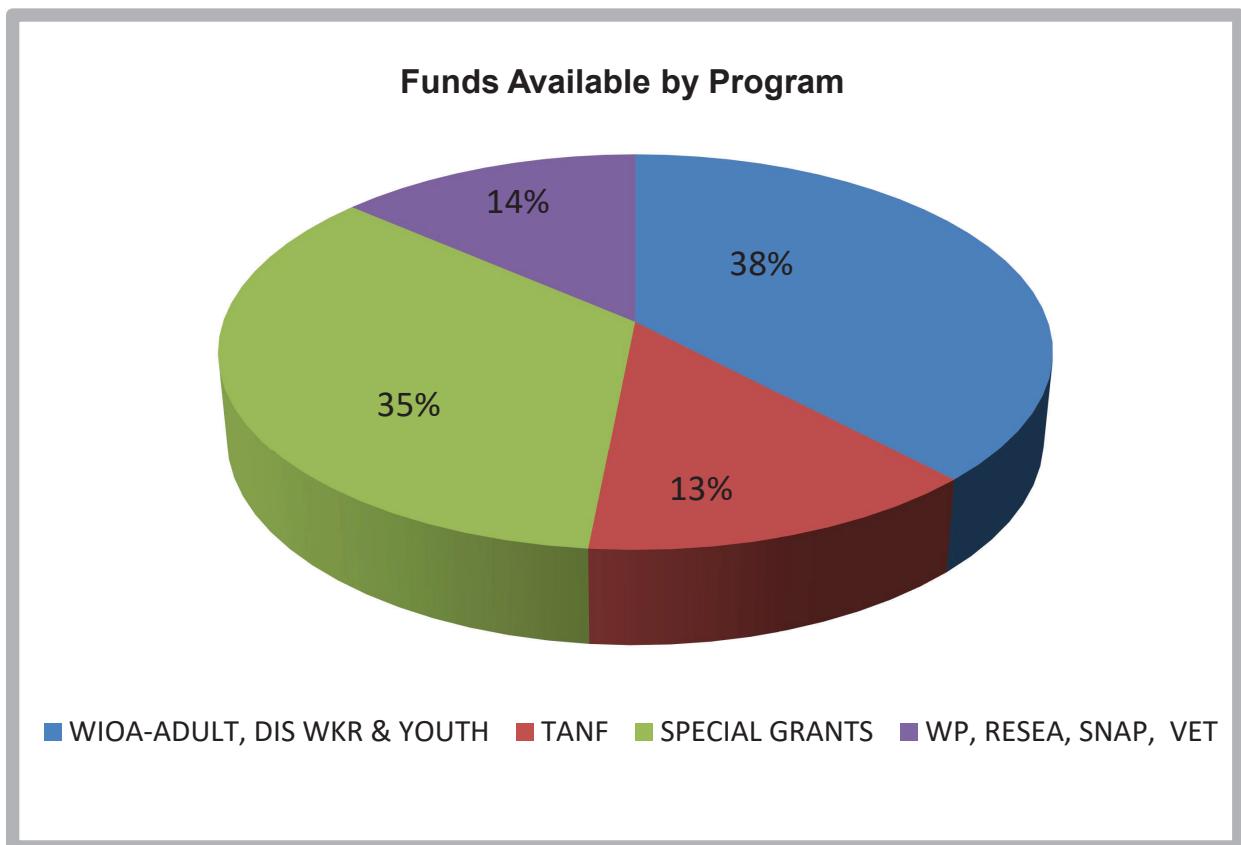
A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting 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	38%	ADULT/DIS WKR	\$2,218,390	69%
TANF	\$1,141,304	13%	YOUTH	\$974,994	31%
SPECIAL GRANTS	\$2,925,591	35%			
WP, RESEA, SNAP, VET	\$1,150,858	14%			
<b>TOTAL</b>	<b>\$8,411,137</b>	<b>100%</b>	<b>TOTAL</b>	<b>\$3,193,384</b>	<b>100%</b>



**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
<b>Total Temporary Assistance for Needy Families</b>	<b>\$1,141,304</b>	<b>\$0</b>	<b>\$1,141,304</b>
WIOA-Adult & Dislocated Worker estimate exp 6/30/27	\$1,875,283	\$158,880	\$1,716,403
WIOA-Adult & Dislocated Worker Carry Fwd estimate exp 6/30/26	\$343,107	\$0	\$343,107
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$2,218,390</b>	<b>\$158,880</b>	<b>\$2,059,510</b>
WIOA-Youth estimate exp 6/30/27	\$724,719	\$156,000	\$568,719
WIOA-Youth Carry Fwd estimate exp 6/30/26	\$250,275	\$0	\$250,275
<b>Total WIOA Youth</b>	<b>\$974,994</b>	<b>\$156,000</b>	<b>\$818,994</b>
NEG Dislocated Worker Ian Carry Fwd estimate exp 9/30/25	\$338,687	\$0	\$338,687
NEG Dislocated Worker Helene Carry Fwd estimate exp 9/30/26	\$1,506,526	\$62,409	\$1,444,117
NEG Dislocated Worker Opioid est exp 12/31/26	\$201,461	\$0	\$201,461
Network Navigator estimate exp 6/30/26	\$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
<b>Total Wagner Peyser</b>	<b>\$802,486</b>	<b>\$65,000</b>	<b>\$737,486</b>
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
<b>Total</b>	<b>\$8,411,137</b>	<b>\$489,081</b>	<b>\$7,922,056</b>

**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*
<b>Funding Available Less Reserves</b>		\$7,922,056	\$8,106,146	
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	1	\$4,365,622	\$4,522,344	\$3,938,630
<b>Staff Training &amp; Education</b>	2	35,000	\$37,953	\$37,628
<b>Total Personnel Costs</b>		<b>\$4,400,622</b>	<b>\$4,560,297</b>	<b>\$3,976,258</b>
<b>Facility Costs</b>	3	<b>\$460,000</b>	<b>\$503,351</b>	<b>\$480,013</b>
<b>Office Furniture &amp; Equipment</b>	4	<b>\$30,947</b>	<b>\$15,000</b>	<b>\$14,607</b>
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
<b>Accounting/Audit</b>	5	\$71,032	\$92,639	\$55,478
<b>Consultants &amp; Legal</b>	6	52,500	50,000	\$39,125
<b>General Insurance</b>	7	51,836	49,842	\$51,830
<b>Office Supplies &amp; Expense</b>	8	25,000	30,000	\$17,931
<b>Travel &amp; Meetings</b>	9	65,000	65,571	\$54,085
<b>Total Operating Costs</b>		<b>\$265,368</b>	<b>\$288,052</b>	<b>\$218,449</b>
<b>Program Services:</b>				
<b>Client Training &amp; Support</b>	10	\$2,607,913	\$2,550,772	\$1,715,507
<b>Employer &amp; Client Services</b>	11	41,800	50,648	\$42,120
<b>Outreach</b>	12	115,406	138,026	\$98,624
<b>Total Program Services</b>		<b>\$2,765,119</b>	<b>\$2,739,446</b>	<b>\$1,856,251</b>
<b>Totals</b>		<b>\$7,922,056</b>	<b>\$8,106,146</b>	<b>\$6,545,578</b>

\*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, strategic planning and legal services.

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

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

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

Note 10 Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT) 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	NETWORK NAV	RAPID RESP	APP NAV	NCPEP	WAG PEY	VETS	RESEA	SNAP
Funding Budgeted	\$7,922,056	\$1,141,304	\$2,059,510	\$818,994	\$338,687	\$1,444,117	\$201,461	\$70,000	\$87,318	\$70,000	\$651,599	\$737,486	\$72,962	\$163,751	\$64,867
Personnel Costs:															
Salaries & Fringe Benefits	\$4,365,622	\$947,360	\$1,488,380	\$530,988	\$104,360	\$138,610	\$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	13,805	4,340	0	1,000	0	0	0	0	3,430	4,655	560	875	315
Total Personnel Costs	<b>\$4,400,622</b>	<b>\$953,380</b>	<b>\$1,502,185</b>	<b>\$535,328</b>	<b>\$104,360</b>	<b>\$139,610</b>	<b>\$93,100</b>	<b>\$70,000</b>	<b>\$87,318</b>	<b>\$70,000</b>	<b>\$344,134</b>	<b>\$260,034</b>	<b>\$36,371</b>	<b>\$142,587</b>	<b>\$62,213</b>
Facility Costs	<b>\$460,000</b>	<b>\$79,120</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$344,555</b>	<b>\$21,795</b>	<b>\$14,530</b>	<b>\$0</b>
Office Furn & Equip	<b>\$30,947</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,397</b>	<b>\$5,550</b>	<b>\$0</b>	<b>\$0</b>
Operating Costs-Career Ctrs & Adm:															
Accounting & Audit	\$71,032	\$12,218	\$22,085	\$7,808	\$2,123	\$4,637	\$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	15,847	6,428	2,644	1,829	1,555	0	0	0	5,080	6,894	829	1,296	518
Office Supplies & Expense	\$25,000	4,300	7,625	3,100	1,275	900	750	0	0	0	2,450	3,325	400	625	250
Travel & Meetings	\$65,000	11,180	19,625	8,060	3,315	2,540	1,950	0	0	0	6,370	8,645	1,040	1,625	650
Operating Costs-Career Ctrs & Adm	<b>\$265,368</b>	<b>\$45,643</b>	<b>\$82,245</b>	<b>\$31,906</b>	<b>\$12,034</b>	<b>\$10,746</b>	<b>\$7,961</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,006</b>	<b>\$35,294</b>	<b>\$4,246</b>	<b>\$6,634</b>	<b>\$2,654</b>
Program Services:															
Client Training & Support	\$2,607,913	\$50,000	\$425,000	\$235,000	\$222,293	\$1,293,761	\$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	0	41,800	0	0	0
Outreach	115,406	13,160	50,080	16,760	0	0	0	0	0	0	0	30,406	5,000	0	0
Total Program Services	<b>\$2,765,119</b>	<b>\$63,160</b>	<b>\$475,080</b>	<b>\$251,760</b>	<b>\$222,293</b>	<b>\$1,293,761</b>	<b>\$100,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$281,459</b>	<b>\$72,206</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>
Totals	<b>\$7,922,056</b>	<b>\$1,141,304</b>	<b>\$2,059,510</b>	<b>\$818,994</b>	<b>\$338,687</b>	<b>\$1,444,117</b>	<b>\$201,461</b>	<b>\$70,000</b>	<b>\$87,318</b>	<b>\$70,000</b>	<b>\$651,599</b>	<b>\$737,486</b>	<b>\$72,962</b>	<b>\$163,751</b>	<b>\$64,867</b>

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

	Total	Program	Administrative
<b>Funding Budgeted</b>	<b>\$7,922,056</b>	<b>\$7,269,226</b>	<b>\$652,830</b>
<b>Personnel Cost:</b>			
Salaries & Fringe Benefits	\$4,365,622	\$3,838,651	\$526,971
Staff Training & Education	35,000	31,500	3,500
<b>Total Personnel Costs</b>	<b>\$4,400,622</b>	<b>\$3,870,151</b>	<b>\$530,471</b>
<b>Facility Costs</b>	<b>\$460,000</b>	<b>\$449,322</b>	<b>\$10,678</b>
<b>Office Furniture &amp; Equipment</b>	<b>\$30,947</b>	<b>\$28,447</b>	<b>\$2,500</b>
<b>Operating Costs Career Ctrs &amp; Admin:</b>			
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
<b>Total Operating Costs</b>	<b>\$265,368</b>	<b>\$156,186</b>	<b>\$109,182</b>
<b>Program Services:</b>			
Client Training & Support	\$2,607,913	\$2,607,913	\$0
Employer & Client Services	41,800	41,800	0
Outreach	115,406	115,406	0
<b>Total Program Services</b>	<b>\$2,765,119</b>	<b>\$2,765,119</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$7,922,056</b>	<b>\$7,269,226</b>	<b>\$652,830</b>
<b>Percentage of Administrative Costs</b>			<b>8.24%</b>

**CareerSource Suncoast**  
**Individual Training Account (ITA) Waiver Request**  
**Board of Directors Approval Summary**  
**June 26, 2025**

**SUMMARY:**

Section 445.003(3)(a)1, Florida Statues (F.S.) requires that at least 50% of the Title I Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker funds that are passed through to a local workforce development board (LWDB) be allocated to ITAs, unless an LWDB obtains a waiver from the state workforce development board (CareerSource Florida Board of Directors).

An LWDB must submit an ITA Waiver Request to the Florida Department of Commerce (FloridaCommerce) no later than July 1<sup>st</sup>, pursuant to CareerSource Florida Administrative Policy # 074, Individual Training Account Expenditure Requirement and Waiver Request Process, effective June 29, 2012. Revised July 1, 2024, as follows:

1. 50% of the Title I WIOA Adult and Dislocated Worker funds that are passed through to LWDBs be allocated to ITAs has been approved by LWDB Board and chief local elected official.
2. ITA Waiver Request includes the following:
  - a. Documentation describing the local budget for ITAs itemized by sub-cost categories as listed in Section A Sub-Cost Categories.
  - b. Documentation showing local strategies and staff employed to increase access to training for customers and to enroll customers in training.
  - c. Documentation describing local and regional strategies to limit the ongoing need for a waiver.
  - d. The lack of demand for each authorized training service.
  - e. The financial impact on the provision of client services.
  - f. Documentation showing approval from the LWDB and CLEO.
  - g. Provide additional documentation as requested by FloridaCommerce.

FloridaCommerce's Bureaus of One-Stop and Program Support and Financial Management will review waiver requests for completeness and consult with CareerSource Florida to determine if waiver approval should be recommended to the state board.

Based on review of CSS current information outlined in the attached ITA Waiver Request, CSS will be submitting approval for a 40% ITA expenditure rate.

**REQUESTED ACTION:**

**A motion to approve CSS to submit an ITA Waiver Request for a 40% expenditure rate to FloridaCommerce for Review and Approval by CareerSource Florida.**

Respectfully submitted,  
Robin Dawson  
Chief Financial and Administrative Officer



## PY25–26 Individual Training Account (ITA) Waiver Request

CareerSource Suncoast (CSS) is requesting a 40% ITA waiver for Manatee & Sarasota Counties for Program Year 2025-2026. Listed below is the required documentation per CareerSource Florida's Administrative Policy # 074 – Individual Training Account Expenditure Requirements and Waiver Request Process.

- a. **Documentation describing the local budget for ITAs itemized by sub-cost categories as listed in Section A Sub-Cost Categories.**

<u>Sub-Cost Category</u>	<u>Amount</u>
Occupational Skills Training	\$350,000
Other WIOA Specified Training	\$ 75,000
Other Work-Based Learning Opportunities	\$ 0
Training Case Management	\$277,621
Training Program Management	<u>\$105,393</u>
Total Projected Expenditures PY25-26	\$808,014 43.6%

- b. **Documentation showing local strategies and staff employed to increase access to training for customers and to enroll customers in training.**

- A CSS Staff is co-located part-time at two local technical colleges to recruit participants either directly or by presenting in classrooms training services we offer.
- Bi-monthly community partner meetings – meeting with community agencies and training providers to provide information on participant training opportunities.
- Quarterly mandated one stop partner meetings – provide information to partners on available training and opportunities for their clients. Provide info on Crosswalk for referring participants to training services.
- All programs administered by CSS such as RESEA, Rapid Response, Apprenticeship Navigator, and Network Navigator share training opportunities with participants they are assisting.
- CSS Open house and local job fair opportunities introduce staff and training opportunities directly with participants and employers.
- Updated Online ITA/Scholarship portal for clients to apply for training on CSS website – which lists all training vendor programs available, training cost and program eligibility requirements.

- Utilizing social media and email outreach to community - recruiting participants for available training programs and opportunities.
- c. **Documentation describing local and regional strategies to limit the ongoing need for a waiver.**
  - Cross training of program staff to work in various programs allows for a shift in staffing as funding needs change each year. CSS has been focusing on subject matter experts to remain strong in enrolling clients in training.
  - As a position is vacated – the need is reviewed to determine case loads with increasing case loads whenever possible to reduce staffing costs in non-ITA charging activities.
- d. **The lack of demand for each authorized training service.**
  - Training service requests in PY23-24 were 1,105 participants. PY24-25 requests for training services dropped to 583 participants A decrease of 53%. The client portal has remained open and not closed for requests during this entire time.
  - Impact from back-to-back Hurricanes Helene and Milton resulted in serving participants under NEG temporary employment - providing disaster recovery efforts verses training enrollments. Disaster recovery efforts will continue through PY 25-26 with an additional \$1.4 million received for PY 25-26.
- e. **The financial impact on the provision of client services.**
  - Staff turnover caused loss of ITA related expenditures under Training Case Management.
  - Impact of Hurricane Helene last October 2024 closed some of our training providers in Sarasota County for a period of time.
  - During PY 23-24 we reduced our facilities annual rental cost by \$393,660 by downsizing one career center in an effort to reduce operating costs.
  - Significant outreach is required to promote CSS employer-based training services for participants such as OJT, Customized Training and Registered Apprenticeship programs. CSS business services staff provided outreach services to 2,753 employers in PY23/24 and 5,565 in PY24/25. To meet State performance on Repeat Business and Business Penetration, CSS will be required to contact 6,234 businesses in PY 25-26.
- f. **Documentation showing approval from LWDB and Chief Local Elected Officials (CLEOs).**
  - Presented ITA Waiver Request for approval at the CSS Board meeting June 26, 2025 including CLEOs.



# CEO REPORT

**Joshua Matlock**



# OTHER BOARD BUSINESS



## **One-Stop Operator Annual Report to the Suncoast Workforce Board, INC dba CareerSource Suncoast June 26, 2025**

In July 2024, TClark Workforce Solutions, LLC (TClark) was chosen as the One-Stop Operator (OSO) for CareerSource Suncoast (CSS). This document serves as the second of the two mandated Board reports and outlines the scope of work for the program year spanning from July 2024 to June 2025.

### **Introduction:**

Per **20 CFR 678.60**: At minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. TClark Workforce Solutions, LLC. (TClark) under contract with Suncoast Workforce Board, Inc., dba CareerSource Suncoast (CSS) will facilitate the coordination of one-stop center partners, including, at a minimum, the following responsibilities, as specified in the Request for Proposals:

1. Understand the mission, vision, and service delivery requirements of the required one-stop partners to strategically align with CSS priorities and services.
2. Develop, update, and track all memorandum of understandings (MOUs) and infrastructure funding agreements (IFAs) to maintain compliance with mandated partners. Ensuring timely execution of MOU's and IFA's with all mandated partners to prevent gaps in service delivery. All recommendations for shared costs, improvements, efficiencies, and modifications to current MOU's must be submitted in writing to the CSS One-Stop-Operator liaison.
3. Quarterly monitoring of mandated partner activity supporting the IFA. Providing blank quarterly infrastructure funding reports to each mandated partner prior to due dates. Ensure completed quarterly IFA reports are submitted by all mandated partners within forty-five (45) days after the completion of the previous quarter. Tracking and reporting on completed quarterly infrastructure funding reports submitted by mandated partners. Follow up with disengaged mandated partners to determine the cause, identify and initiate steps for reengagement with CSS one-stop centers.

4. Evaluate CSS Customer Satisfaction Survey results, providing quarterly reports on feedback received to include, number of surveys received and average score. Any recommendations for continuous improvement must be submitted in writing to the CSS One-Stop-Operator liaison.
5. Facilitate conversations and engagement with CSS mandated partners to support, increase and maintain the use of the Crosswalk – agency to agency referral system with the one stop center.
6. Convene virtual quarterly meetings with mandated partners to promote Crosswalk usage, share information, discuss strategies to positively impact employment outcomes for shared clients, and problem-solve collaboration issues. Based on mandated partner input the meetings may be held in person if there is a majority request to do so.
7. Work with CSS designated staff to support building relationships with the required partners of the one-stop centers, as defined by CSS, and track implementation of activities and collaborations as outlined in the MOUs. To provide, maintain, review, and monitor continuous improvement of the comprehensive one stop centers and cross-referring of clients. Written quarterly reports are to be submitted to the CSS One-Stop-Operator liaison within forty-five (45) days after the completion of the quarter.
8. With guidance from CSS, the sub-recipient shall prepare a summary report on the scope of services provided for the current program year for the January Board meeting, and year-end Board report in June. The summary report must be provided to the CSS liaison two weeks prior to Board meeting for review and distribution and include at minimum the following information.

## **Summary of Information Gathering Activities:**

### Leadership Meetings:

During PY 2024-2025, the One-Stop Operator (OSO) corresponded with CareerSource Suncoast and conducted a series of information-gathering initiatives, which included:

- Virtual Partner Meetings
- Education and Industry Consortium Meetings
- Infrastructure Agreement Reports and Memorandum of Understanding with Required Partners
- Customer Service Satisfaction Surveys
- Apprenticeship Employer Engagement
- Outreach and Community Events

Each month, the OSO holds virtual meetings with CSS leadership, to discuss OSO requirements and to review any updates relating to the Board, and any other information related to the OSO project.

#### **One-Stop Partner Meetings:**

The CareerSource Suncoast (CSS) Quarterly Partner Meetings were held via Teams on the following dates: August 28, 2024 (Q1), November 7, 2024 (Q2), February 19, 2025 (Q3), and June 18, 2025 (Q4). These sessions were organized and facilitated by Terri Clark. They serve as a platform for workforce, education, and community partners to discuss important updates, challenges, and collaborative opportunities. These meetings offer a valuable space for partners to share their successes, address ongoing workforce needs, and explore strategies to improve services for both job seekers and employers.

A standard meeting agenda includes:

- Welcome and Partner Introductions
- CareerSource Suncoast Updates
- Crosswalk Referral System
- Infrastructure Funding Agreements, Quarterly
- Partner Updates and Highlights

#### Conclusion and Recommendation:

Throughout these meetings, a consistent theme emerged: the necessity for improved outreach strategies and stronger collaborations among partners to bridge workforce gaps. CSS staff, along with T. Clark (OSO), have developed a plan to engage with community partners beyond the required ones to encourage participation in the quarterly partner meetings.

#### **Education and Industry Consortium:**

Per **2023.09.19.A.2:** Section 445.007(15), Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.

The CareerSource Suncoast (CSS) Education and Industry Consortium meetings were conducted via Team's on August 28, 2024 (Q1), November 7, 2024 (Q2), February 5, 2025 (Q3), and June 11, 2025 (Q4) planned and facilitated by Terri Clark. Per Florida Statue, meeting agendas are provided below, as well as posted to the CareerSource Suncoast website at least one week prior to the meeting.

### EIC Agenda for September 18, 2024 (Q1)

- Introductions - Terri Clark, TClark Workforce Solutions
- CEO Update - Joshua Matlock
- Discussion Items
  - Education and Industry Consortium Overview – Terri Clark
- Public Comments and Closing Remarks – Terri Clark
- Adjournment - Terri Clark

### EIC Agenda November 13, 2024 (Q2)

- Introductions - Terri Clark, TClark Workforce Solutions
- Discussion Items
  - Education Partner Updates
  - Industry Partner Updates
- CareerSource Suncoast Updates
- Public Comments and Closing Remarks – Terri Clark
- Adjournment - Terri Clark

### EIC Agenda February 5, 2025 (Q3)

- Introductions - Terri Clark, TClark Workforce Solutions
- Florida Commerce Top 30 Jobs by 2023 Report
- Discussion Items
  - Education Partner Updates
  - Industry Partner Updates
- CareerSource Suncoast Updates
- Public Comments and Closing Remarks – Terri Clark
- Adjournment - Terri Clark

### EIC Agenda June 11, 2025 (Q4)

- Introductions - Terri Clark, TClark Workforce Solutions
- CareerSource Suncoast Updates
- CSS Summer Youth Employment Program
- Discussion Items
  - Education Partner Updates
  - Industry Partner Updates
- Public Comments and Closing Remarks – Terri Clark
- Adjournment - Terri Clark

In addition to the local EIC meetings, TClark, together with the CSS leadership team, participates in the ‘Education & Industry Consortium LWDB Quarterly Calls’ organized by CareerSource Florida.

#### Education & Workforce Partner Highlights:

Education and training partners shared valuable insights into their recent achievements and areas for improvement:

- **Rising enrollment** in career and technical programs at local technical colleges and state institutions.
- **Collaboration with Credit One** to offer comprehensive apprenticeship support.
- **Expanded apprenticeship opportunities** across the CS Suncoast region.
- **Increased foot traffic** at the CSS One Stop location, with more individuals utilizing available services.
- **Local educational partners** organized job fairs and opportunities for industry engagement.

A significant portion of the meetings are dedicated to discussions, enabling partners to collectively brainstorm solutions to ongoing workforce challenges. The conversations focused on three main areas: Education & Workforce Incentives, Outreach, and Youth Engagement & Employer Partnerships.

#### **One Stop Partners and Education and Industry Meeting Conclusion:**

Across all groups, there was a common agreement on the significance of aligning educational initiatives with workforce programs, enhancing service accessibility, and cultivating stronger partnerships with employers.

#### Infrastructure Funding Agreements (IFA):

TClark facilitated the quarterly Infrastructure Funding Agreements (IFA) Report templates with the One Stop Mandated Partners via email using an Adobe Sign link,

[https://careersourcesc.na4.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAABLb1qZhCkvetfp3N6VHCKbwjeISEivcss\\_YaZTbh74-J6j2Z-AIRZrvNttYFXHvrYjQ1fsVE\\*](https://careersourcesc.na4.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAABLb1qZhCkvetfp3N6VHCKbwjeISEivcss_YaZTbh74-J6j2Z-AIRZrvNttYFXHvrYjQ1fsVE*)

This link is sent to the partner agencies at the beginning of each quarter and prior to the partner meeting. Time is set aside in the partner meeting for any questions related to completing the quarterly IFA reports. TClark reviews all completed and submitted IFA

reports and follows up with CS Suncoast leadership staff on any reporting funding questions.

**Customer Satisfaction Survey:**

CareerSource Florida Administrative Policy Number 93, Section C asks, “has the CareerSource Board established policies and procedures that provide one-stop career center customers the opportunity to provide feedback on services provided and customer satisfaction?” Quarterly, TClark reviews current customer satisfaction surveys available for all CSS clients. The survey is online and available for clients who receive staff assisted services directly through an email campaign. In addition to the Job Seekers survey, an Employer survey is also available. TClark reviews the individual comments and reported back to CSS Leadership on the comments. The comments continue to be very positive and supported a great environment and helpful staff.

Job Seeker Survey Prompt: Please share additional details about your experience with CareerSource Suncoast.

- “Everyone is very pleasant and helpful and very kind towards each other’s and towards each and every one that comes to the place and it’s very peaceful.”
- “Samantha was extremely helpful. Very professional and always making sure that my process was a success. I am very grateful.”
- “Melissa was so patient as I have not been out of work in a long time and brought me up to date on processes and improvements I can make to continue my next career path.”
- “All the employers were very welcoming and friendly. There weren’t a lot of opportunities for someone who had a 23-year career and had just been laid off, but everyone tried to be helpful and offered services to help someone like me get onto the next stage of their life and career.”

Employer Survey Prompt: How likely are you to recommend the services of CareerSource Suncoast?

- 100% Highly Likely to recommend services.

**Promoting the Crosswalk Referral System (CRS):**

TClark actively endorses the Crosswalk Referral System (CRS) at quarterly partners meetings and during Education and Industry Consortium gatherings. By offering training in collaboration with the CS Suncoast Leadership staff, we aim to enhance the number of agencies utilizing the system, leading to improved client outcomes.

## Referral Statistics

The table below outlines the monthly statistics for the number of referrals sent to partnering agencies, referrals received by CareerSource Suncoast, and the total referrals within the two-county service area for Program Year 2024-25. A second table compares these monthly referral figures for Program Year 2023-24, highlighting an 18% increase in Crosswalk Referral Services.

### **Crosswalk Referral System Monthly Report PY 2024-25:**

<b>Month</b>	<b>Agency Referrals Sent</b>	<b>Agency Referrals Received</b>	<b>Total Referrals</b>
July 2024	9	77	86
August	10	78	88
September	13	67	80
October	6	42	48
November	2	23	25
December	5	11	16
January 2025	16	20	36
February	8	27	33
March	17	29	44
April	16	35	48
May	13	68	79
<b>Totals for PY 24/25</b>	<b>115</b>	<b>477</b>	<b>583</b>

*\*Total referrals may include duplication of referrals.*

### **Comparison of Crosswalk Referral System Monthly Report PY 2023-24:**

<b>Month</b>	<b>Agency Referrals Sent</b>	<b>Agency Referrals Received</b>	<b>Total Referrals</b>
July 2024	2	24	26
August	5	16	21
September	8	27	31
October	4	25	28
November	3	15	18
December	10	29	39
January 2025	15	61	71
February	8	68	76
March	12	77	88
April	6	58	65
May	13	40	37
<b>Totals for PY 23/24</b>	<b>86</b>	<b>440</b>	<b>500</b>

When comparing data from PY 2023-2024 to PY 2024-2025, referrals have risen across all three categories. This indicates a growing utilization of the referral system within CareerSource Suncoast and among other partner agencies.

One Stop Operator Recommendations for Consideration:

1. **Boost employer engagement** regarding the Customer Satisfaction Survey.
2. **Encourage non-mandated partner** involvement in the quarterly One Stop Partner meetings.
3. **Provide bi-annual training** for the Crosswalk Referral System (CRS) aimed at enhancing participation among all mandated partner agencies, businesses, and local non-profit organizations.

**Conclusion:**

The CSS Quarterly Partners and Education and Industry Consortium meetings highlight the importance of collaboration in enhancing workforce development initiatives. By exchanging insights, crafting innovative solutions, and committing to service accessibility, partners are uniting to provide vital support for both job seekers and employers. The ongoing involvement of workforce centers, educational institutions, and community organizations will play a crucial role in cultivating a more responsive and inclusive workforce ecosystem in the Suncoast region.

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Section 3729-3730 and 3801-3812).



Terri Clark

June 4, 2025



## STAFF REPORTS

- Kathy Bouchard

- Anthony Gagliano