



**Commission Coordinating Council
Meeting Agenda**

Tuesday, March 17, 2026

10:00 a.m.

[Join Microsoft Teams Meeting](#)

Call-In Option: +1 786-600-3104

Phone Conference ID: 360 122 351#

- I. Call to order - Christina Witt, Senior Director of Economic Development
- II. Motion to approve the following Board Member Appointment – Christina Witt
 - Justin Bellante, CEO/Founder of Titan Placement Group. Representing a small business.
 - **Appointment Term 3/17/2026 – 3/16/2030**
 - Kim Dalglish, Vice President of Manatee Chamber of Commerce. Representing and Economic and community development entity.
 - **Appointment Term 3/17/2026 – 3/16/2030**
- III. Motion to approve the following Board Member Re-Appointments – Christina Witt
 - Allison Imre, CEO, Grapevine Communications – Business Representation
 - **Appointment Term 7/18/2026 – 7/17/2030**
 - Ken Waters, COO/ Deputy Director , Sarasota Housing Authority - Governmental and economic and community development entities who represent transportation, housing, and public assistance programs
 - **Appointment Term 3/25/2026 – 3/24/2030**
- IV. Motion to Approve Revised CareerSource Suncoast Bylaws – Christina Witt
- V. Board Certification and Composition/Direct Service Provider – Christina Witt
- VI. Board Member Updates – Christina Witt
 - Jacki Dezelski- Resignation effective 2/25/2026



VII. Board Vacancies:

- Representative of a Business sector (pending board composition approval)
- Representative of a Labor organization in the local area/ Joint labor-management organization.

VIII. Next Meeting Scheduled: August 20, 2026 at 9:00 am. Virtual Teams Meeting

IX. Meeting Adjournment



ACTION ITEM

CAREERSOURCE SUNCOAST
Bylaws Review Committee
Commission Coordinating Council Summary
March 17, 2026

Background Information:

Bylaws are the provisions by which the local area is governed, and the Local Workforce Development Board(LWDB) and its operations are managed. They provide consistency and clarification on the roles and responsibilities of the various representatives governing the local workforce development system. The LWDB must ensure that its bylaws are up- to-date and in alignment with requirements of WIOA and state policy. CareerSource Florida (CSF)/ FloridaCommerce Policy #110 - Local workforce Development Area and Board Governance and Policy #091 - Local Workforce Development Board Composition and Certification are the state policies in which CareerSource Suncoast follow.

Bylaws Approval Summary:

The Bylaws Review Committee met on Wednesday, March 4, 2026. Members of the committee included: Lisa Eding, Chair and Sarah Tar.

Christina Witt provided an overview of the purpose of the bylaws to the committee. All revisions were reviewed. The bylaws committee was provided a mark-up version of the current bylaws; changes were reflected in red font. A clean version of the revised bylaws has also been provided for a comparison and clear read.

Approved Summary of Significant Revisions:

- Section 4.4 -Term of Office
 - o An additional section to provide clear instructions on the renewal application process for expiring terms.
- Section 4.5 Vacancies
 - o Added notification process for vacant positions.
- Section 4.6 Removals
 - o Updated language for clarity on Chief Elected Local Officials authority to remove a Board member.
- Section 5.2(B) Duties
 - o Removed Finance & Performance Committee
- Section 6.2 Standing Committees
 - o Updated language stating that standing committees “must” have a non-board member to replace “may” have a non-board member.
 - o Non-Board members must submit an application to be appointed to a committee.
 - o Removal of the Finance & Performance standing committee.
- Section 7.3 Books and Records
 - o Removed requirement for the Treasure to certify the bylaws. CareerSource Florida policy and Code of Federal Regulation clearly state that the CLEO’s and Board Chair have authority to certify the Bylaws.
- Section 7.6 Budget
 - o Removed Finance & Performance Committee.

Requested Motion:

Requesting a motion for the Board of Directors to approve the revised CSS Bylaws to be presented to the Commission Coordinating Council for Approval on March 17, 2026.

Respectfully submitted,
Christina Witt, Senior Director of Economic Development

BYLAWS OF SUNCOAST WORKFORCE BOARD, INC.

ARTICLE I – NAME, INCORPORATION, TAX EXEMPT STATUS, PURPOSES AND POWERS

Section 1.1. Name. The name of this Corporation shall be **Suncoast Workforce Board, Inc.**, dba CareerSource Suncoast also referred to herein as “the Board” and “the Corporation” and “CSS”.

Section 1.2. Incorporation. The Corporation is a not-for-profit corporation organized and existing under the laws of the State of Florida.

Section 1.3. Tax Exempt Status. The Corporation is intended to be an organization which is exempt from federal income taxation under Code Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time.

Section 1.4. Suncoast Workforce Board, Inc. may also do business as CareerSource Suncoast.

Section 1.5. Mission and Purpose.

- A. Mission: Identify and invest in workforce development solutions to meet the needs of Manatee and Sarasota Counties.
- B. Vision: A highly skilled and responsive workforce that fuels a thriving economy.
- C. Values: Employer Centric, Integrity, Culture of Excellence, Collaboration, and Innovation.

The purpose of the Board shall be to provide strategic and operational oversight, assist in the achievement of the state's strategic and operational vision and goals, and maximize and continue to improve quality of services, customer satisfaction, and effectiveness of services provided for the Local Workforce Development Area (LWDA) serving Manatee and Sarasota counties. For a full list of functions and responsibilities of the Board, refer to CareerSource Florida Administrative Policy 110, WIOA, Section 107(d) and 20.CFR 679.370.

Section 1.6. Powers. The Corporation shall have and exercise all rights and powers stated in its Articles of Incorporation, Bylaws, and as permitted by the laws of the State of Florida for not-for-profit corporations, including, but not limited to, the power to do all acts necessary or proper for the administration of its affairs and the attainment of its purposes.

ARTICLE II – OFFICES

Section 2.1. Principal Office. The principal office of this Corporation in the State of Florida shall be located in the County of Sarasota or Manatee.

Section 2.2. Other Office. The Corporation may establish additional offices, as the Board of Directors may from time to time determine.

ARTICLE III – LIMITATION ON ACTIVITIES

Section 3.1. The Corporation shall be non-partisan, non-sectional and non-sectarian and shall take no part in, or lend its influence or facilities to, the nomination, election, or appointment of any candidate for public office.

ARTICLE IV – DIRECTORS

Section 4.1. Function. The Board of Directors is vested with the management of the business and affairs of the Corporation, and all corporate powers shall be exercised by or under the authority of the Board subject to law, the Articles of Incorporation, and these Bylaws. Management of the corporation shall not be inconsistent with the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128, Chapter 445, Florida Statutes, as the same may be amended from time to time.

Section 4.2. Structure. The Chief Local Elected Officials shall be the appointing authority for the members of the Board of Directors of the Corporation. Membership and appointments must take consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area. Membership and appointment shall be consistent with the applicable provisions of Pub. L. No. 113-128 Title I and Chapter 445, Florida Statutes.

a. Business

A majority of the LWDB members must represent local businesses in the local area who:

- Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area (at least two representatives of small businesses must be included); and
- Are appointed from among individuals nominated by local business organizations and business trade associations.

[§ 107(b)(2)(A), WIOA]

b. Labor/Apprenticeships

No less than 20% of the members shall be representatives of the workforce within the local area, including:

- Include at least two representatives of labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two other representatives of employees will be included.
- Include at least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no such joint program exists in the area, at least one representative of an apprenticeship program in the area, if such a program exists.
- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.

[§ 107(b)(2)(B), WIOA]

c. Education

Each local board shall include representatives of entities administering education and training activities in the local area, including:

- Include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
- Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
- Include a private education provider. CareerSource Florida may waive this requirement if requested by the LWDB if it is demonstrated that such representatives do not exist in the local area.
- May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities.

[§ 107(b)(2)(C), WIOA, § 445.007(1), Fla. Stat.]

d. Governmental/Economic/Community Development and Other Entities

Each local board shall include representatives of governmental and economic and community development entities serving the local areas, including:

- Include a representative of economic and community development entities serving the local area. An economic agency is defined as including a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.
- Include a representative of Vocational Rehabilitation serving the local area.
- May include representatives of agencies or entities serving the local area relating to transportation, housing, and public assistance.
- May include representatives of philanthropic organizations serving the local area.
- May include other individuals or representatives of entities as the Chief Local Elected Officials in the local areas determines to be appropriate.

[§ 107(b)(2)(D) & (E), § 3(17) WIOA]

Section 4.3. Appointments

The CLEOs will coordinate with the President/CEO in identifying potential Board of Director members with consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area.

Individuals applying for membership to the Board of Directors must complete the application posted on the CSS website. Applicants who are a member of the Business sector must also be recommended by a local business organization or business trade association. The application is reviewed for qualifications and then presented to the Commission Coordinating Council for review and approval. Once approved by the Commission Coordinating Council, the appointment date is recorded as the date of approval.

All Commission Coordinating Council meetings are publicly posted in accordance with the grantee-subgrantee agreement and Sunshine Law. Meeting frequency shall be set as needed.

Section 4.4. Term of Office.

- A. All appointments to the Board shall be for four (4) years, subject to approval of the Chief Local Elected Officials²⁵ and shall commence upon approval of the Chief Local Elected Officials.

~~B. B. —When a Board member’s term expires, they can reapply using the same process as the original procedure.~~ Members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Individuals who have served eight (8) consecutive years may reapply for membership after not serving as a Board member for a minimum of one year.

~~B.C. When a Board member’s term expires, they can submit a renewal application and must be reconfirmed by Chief Local Elected Officials. Members who are representatives of a government entity who hold the same position or status at appointment are exempt from the reapplication requirement and their term will automatically renew, as they are exempt from term limits.~~

Section 4.5. Vacancies. A vacancy shall occur automatically when a Board member no longer meets the criteria for membership as originally appointed in accordance with their category of membership.

~~A. Vacancies will be announced at the next scheduled Commission Coordinating Council and Board meeting.~~

~~A.B.~~ Vacancies in Board membership created by death, resignation or disqualification shall be filled by an appointment made in the same manner as the original appointment.

~~B.C.~~ Vacancies must be filled within a reasonable amount of time, but no more than twelve (12) months from the vacancy occurrence.

~~C.D.~~ New Board members must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same organization as the members being replaced. All appointments for vacancies shall begin a new term.

Section 4.6. Removals.

A. Absence of a member of the Board from three (3) consecutive regular meetings of the Board without a valid reason and/or prior written request shall be grounds for removal of the member from the Board. ~~upon recommendation of the Executive Committee and vote of the Board.~~

B. A member of the Board may be removed when deemed to be in the best interest of the Board upon recommendation by the Executive Committee, and a two-thirds (2/3) vote of the Board members present after a quorum is seated at a meeting noticed for said purpose.

- C. ~~Upon a motion~~The Board approved recommendation to remove a board member approved by the Board the recommendation for the removal of a member shall be communicated-presented to the Chief Local Elected Officials. The Chief Local Elected Officials may then appointing authority which may act to remove the member and shall then appoint an individual in the same category as the terminated member.
- D. Board members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. Board members must reapply with their new position to be considered for re-appointment.

Section 4.7. Meetings. All meetings shall be open to the public and noticed in accordance with the requirements of the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes. The Board of Directors shall hold the following types of meetings:

- A. Regular Meetings. Regular meetings of the Board shall be held on a quarterly or more frequent basis if necessary. ~~The annual meeting shall be scheduled for the month of September.~~
- B. Ad-Hoc Meetings. Special meetings of the Board may be called by the Chair of the Board, a majority of the Executive Committee, or by no fewer than ten (10) members of the Board.
- C. The Chair shall designate the date, time, and place of meetings, otherwise, the President/CEO may do so.
- D. All meetings shall be held in a meeting place open and accessible to the general public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes. All meetings will have a virtual attendance and/or call-in option available.
- E. Parliamentary procedures not otherwise governed by the Bylaws shall be guided by with Roberts Rules of Order, Revised.
- F. Participation in meetings shall be limited to members of Board, or their designated representative (who shall have no voting rights and who shall not count toward a quorum at the meeting) with the following exceptions:
 1. Regularly scheduled agenda items that call for reports or participation by nonmembers.
 2. The Chairman shall allow for public comments or other participation by nonmembers on items under consideration before the group prior to the vote. However, the Chair may limit the time allotment for those seeking to comment.

Section 4.8. Quorum and Voting.

- A. A majority of the total current membership of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors.
- B. Once a quorum has been seated, a vote by a majority of the members present is required to organize and conduct the business of the Board, except when otherwise provided for herein. There shall be no alternates or proxy voting. Board members may send a representative in their place but will not be counted toward a quorum.
- C. A Board member shall not cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents) nor on any matter which would provide any direct financial benefit to that member, or a member of their immediate family as defined by the Florida Statutes. A Conflict-of-Interest form must be filled out by board members having any conflict and filed with the meeting minutes.

Section 4.9. Notice of Meetings. Written or electronic notice stating the place virtual link, the day and hour of the meeting together with a written agenda of the business to be conducted shall be emailed to all members entitled to vote at least seven (7) days in advance of the meeting. But in case of an emergency the Board Chair may call a meeting on less notice. Said notice shall be delivered by electronic mail and publicly posted on the CareerSource Suncoast Website. Items not on the agenda may be taken up subject to a two-thirds (2/3) vote of the members present and voting.

Section 4.10. Minutes. Minutes shall be prepared, documenting attendance and all formal actions of the Board and its Committees. Minutes will be posted on the corporation's website within 15 days of approval by the Board of Directors. Public postings will remain for the specific time period outlined in the Corporations Grantee-Subgrantee Agreement with the state.

Section 4.11. Powers. Except as otherwise provided in the Articles of Incorporation, Workforce Innovation and Opportunity Act, Public Law 113-128, Chapter 445, Florida Statutes, or these Bylaws, the powers of this Corporation shall be exercised, its properties controlled, and its affairs conducted by the Board of Directors, which may, however, delegate the performance of any duties or the exercise of any powers to such officers and agents as the Board may from time to time designate.

Section 4.12. Duties. In addition to all customary duties to be carried out by the Board of Directors, as set forth herein and as provided by law, including but not limited to the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128

Chapter 445, Florida Statutes, or these Bylaws as amended from time to time, the duties of the Board of Directors of this Corporation shall include:

~~A.~~ Annually establishing, reviewing and/or amending performance goals for the Corporation designed to fulfill the mission of the Corporation.

~~A.~~

~~A.B.~~ The Board of Directors and its officers shall be responsible for the prudent use by the Corporation of all public and private funds and shall ensure that the use of each fund is in accordance with all applicable laws, Bylaws, or contractual requirements.

~~B.C.~~ The Board of Directors and its officers shall be responsible for selecting and hiring a President/Chief Executive Officer to perform operational and administrative functions of the corporation.

~~C.D.~~ In the performance of its functions and duties, the Board of Directors may establish and implement policies, strategies, and programs so long as they are not in conflict with state or federal law.

~~D.E.~~ Except as delegated or authorized by the Board of Directors, individual Board members have no authority to control or direct the operations of the Corporation or the actions of its officers and employees, including the President/CEO.

~~E.F.~~ Board Members appointed to the Board of Directors are required to participate in orientation and annual refresher training to ensure they understand the purpose of their participation on the Board to effectively serve. All new Board Members must complete the orientation within six (6) months of appointment. The Board is responsible for developing Board Member orientation.

~~F.G.~~ New Board of Directors Members and refresher training may be offered in-person and/or virtually at the discretion of the Board. New Board of Directors Members and refresher training may be offered in-person and/or virtually at the discretion of the Board. The Board must retain and provide attendance records of participants and the dates of completion.

Section 4.13. Common Trust Funds. The Board of Directors may duly adopt and establish one or more common trust funds for the purpose of furnishing investments to the Corporation, or to any organization for any purpose permitted exempt organizations as set forth in Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time, or to any organization, society, or corporation holding funds or property for the benefit of any of the foregoing institutions whether holding such

funds or property as fiduciary or otherwise, subject to such terms and conditions as are set forth in the Articles of Incorporation of this Corporation and Bylaws.

Section 4.14. Indemnification of Officers and Directors and Bonding. The Board shall indemnify, defend, save, and hold harmless each member from personal liability to the maximum extent authorized by law as same may exist from time to time. It is specifically understood that each member is serving in a volunteer capacity and without compensation. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions, except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving, and holding harmless such member. The Suncoast Workforce Board, Inc. will therefore maintain Directors and Officers liability insurance for board members.

The rights accruing to any person under the foregoing provisions of this Section shall not exclude any other right to which such person may be lawfully entitled, nor shall anything herein contained, restrict the right of the Corporation to indemnify or reimburse such person in any proper case even though not specifically herein provided for.

The Directors of this Corporation shall not be personally liable for its debts, liabilities, or other obligations.

The President/CEO and such other officers and staff as the Board of Directors may designate shall be bonded by a sufficient fidelity bond in the amount set forth under State and Federal requirements and shall be protected through the purchase of Directors and Officers Liability Insurance.

ARTICLE V – OFFICERS

Section 5.1. Elected and Appointed Officers: The officers of the Corporation shall consist of a President/CEO, a Chair, a Chair-Elect, and a Treasurer designated by the Board. The Chair may also appoint at-large Board member(s). The Chair-Elect and the Treasurer may be the same person.

An at-large Board member is a Board member that does not hold a defined position within the Board of Directors.

Section 5.2. Duties. The officers of the Corporation shall have the following duties:

- A. President/CEO. The President/CEO of the Corporation shall be hired by the Board of Directors who shall determine the salary and other terms and conditions of employment, upon the recommendation of the Executive Committee.

The President/CEO is the chief administrative and operational officer of the Board of Directors and of the Corporation and shall direct and supervise the

administrative affairs of the Board of Directors and any Committees of the Corporation. The Board of Directors may delegate to the President/CEO those powers and responsibilities it deems appropriate.

The President/CEO shall have the authority to assign any of the following duties or responsibilities to another CSS executive staff member to act as a designee executive in the President/CEO's stead, in the event the President/CEO is unavailable.

The President/CEO or their designee shall have authority to hire, supervise, direct, and terminate all employees, and to determine their compensation within approved budget limitations.

The President/CEO or their designee shall have the authority to enter into contracts and MOUs.

The President/CEO shall have overall responsibility for the development, planning and implementation of the workforce development program including WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system for the Corporation in accordance with policies established by the Board of Directors.

The President/CEO shall establish staff policies, participate in the preparation of annual budgets, monitor the administration of the programs, engage the services of outside professionals, and otherwise attend to the day-to-day operation of the Corporation and carry out the instructions of the Board of Directors and the Executive Committee.

The President/CEO shall be ex-officio, non-voting member of the Board, Executive Committee, and all other Committees serving as the advisor to the Board Chair and all Committee Chairs and shall assemble information and data to be used to prepare reports as directed by the Board.

In coordination with the Treasurer, the President/CEO shall be responsible for the preparation of an operating budget covering all activities of the Board, subject to approval by the Board. The President/CEO shall further be authorized to make disbursements within approved budget allocations.

The President/CEO shall report to the Board through the Executive Committee. The Executive Committee shall review the performance of the President/CEO on an annual basis.

The President/CEO shall serve as the Executive Secretary of the Corporation. The President/CEO shall keep a record of the proceedings of the Board of Directors and is the custodian of all books, documents, and papers filed with the Board of Directors, the minutes of the meetings, and all

board membership records, and exhibit such records to any director of the Corporation, or to his agent, or to any person or agency authorized by law to inspect them, at all reasonable times and on demand.

The President/CEO shall coordinate with the CLEOs regarding the identification and nomination of Board members to the LWDB and ensuring membership is compliant with WIOA and Florida Statutes;

The President/CEO shall organize board meetings and ensure meetings are held in accordance with the LWDB's bylaws and Florida's sunshine laws;

The President/CEO shall coordinate with the Board of Directors and CLEOs, in developing and submitting the local and regional workforce development plan;

The President/CEO shall negotiate and reach an agreement on local performance measures with the CLEOs and the state;

The President/CEO shall certify the one-stop career centers.

The President/CEO shall ensure the outcomes of local performance measures are provided to the LWDB members and CLEO no less than semi-annually. The President/CEO shall negotiate with CLEO and required partners for the Memorandum of Understanding as prescribed in Administrative Policy 106-Memorandums of Understanding and Infrastructure Funding Agreements.

The President/CEO shall provide oversight of the competitive procurement process for procuring or awarding contracts for providers of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (i) of 20 CFR 679.370;

The President/CEO shall provide copies of all monitoring and audit reports and related materials to the LWDB members, LWDB chairperson, and CLEO within five business days of receipt.

- B. Chair. The Chair shall be elected from among the members of the Board who are representatives of the private business sector and shall have been a member of the Board for at least one (1) year prior to taking office. The Chair may serve for a term of no more than two years, with service limited to two consecutive terms.

The Chair shall appoint Committee Chairs for all Committees from members of the Board. The Chair may serve on all Committees and shall perform such other duties as set forth in the Bylaws or as determined by the Board.

The Chair shall lead the board to develop a strategic plan that aligns with the state's priorities;

The Chair shall act as the lead strategic convener to promote and broker effective relationships between CLEOs and economic development, education, and workforce partners in the local area;

The Chair shall lead an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and

The Chair shall lead the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings.

The Chair shall appoint members to the Education and Industry Consortium;

The Chair shall provide the annual performance review of the President/CEO to the CLEO(s) and at least once annually to the Board of Directors, and upon request of the LWDB; and

The Chair shall, upon the request of the state board, appear before the state workforce development board (state board) to discuss the performance of the LWDB.

- C. Chair-Elect. The Chair-Elect shall be elected from among the members of the Board who are representatives of the private business sector and shall have been a member of the Board for at least one (1) year prior to taking office, and shall, in the absence of the Chair or in the event of the Chair's inability, perform the duties of the Chair and shall perform such other duties as are assigned by the Chair.
- D. Treasurer. The Treasurer shall serve on the Executive Committee ~~and as the chair of the Finance & Performance Committee~~. The Treasurer is responsible to the Board for oversight of the Corporation's financial management system.

Section 5.3. Officer Nominating Committee. The Nominating Committee shall be appointed by the Chair. The Nominating Committee shall accept recommendations from the Board in assembling a slate of officers. The Nominating Committee will recommend to the full Board a slate of officers to serve on the Executive Committee.

Section 5.4. Elections. Officers shall be elected on two-year cycles. The Nominating Committee will provide the recommended slate of officers to be voted and approved by majority vote of full Board of Directors, when a quorum is established. The confirmed slate of Officers will be installed at the annual Board meeting held in September.

Officers shall serve a two-year term commencing the day of the installation at the annual meeting and ending upon the installation of a replacement at the annual meeting of the Board. The terms of the officers are limited to two (2) consecutive two-year terms in the same office. There are no limitations on the number of terms, not in sequences or in different offices.

Section 5.5. Removal. The Board of Directors may recommend to the Chief Local Elected Officials the removal of any officer when it is deemed in the best interest of the Corporation.

ARTICLE VI – COMMITTEES

Section 6.1. Executive Committee.

- A. The Executive Committee shall be composed of the Chair, Chair-Elect, Treasurer, Chairs of all Committees, and at-large Board member, with the Past Chair having the choice of serving on the Executive Committee. At least a majority of the members of the Executive Committee shall be representatives of the private business sector. The Executive Committee is empowered to act and take necessary interim action between meetings of the Board.
- B. The Executive Committee and the President/CEO shall have such additional authority as the Board of Directors lawfully delegates to it.
- C. The Executive Committee shall assist the Treasurer with financial and performance review responsibilities and shall review the President/CEO's recommended budget and make recommendations regarding the budget to the Board. The annual audit will be reviewed by the Executive Committee when the audit report is completed.

Section 6.2. Standing Committees. The Chair may appoint committees to fulfill the Boards' responsibilities to obtain technical assistance. The Board Chair shall name a Committee Chair for each Committee from among the members of the Committee who are also members of the Board of Directors. Each Committee may meet at the

call of its Chair or at the direction of the Board of Directors but shall meet at least quarterly. Standing Committees ~~may~~must include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board.

Non-Board member committee members must apply for committee membership and be appointed by the Board Chair.

~~Finance & Performance Committee. The Finance & Performance Committee shall review the President/CEO's recommended budget and make recommendations regarding the budget to the Executive Committee. The Finance & Performance Committee shall consist of the Treasurer as the Chair of the Committee, and such members of the Board of Directors as are appointed by the Chair. The Finance & Performance Committee shall serve as the Audit Committee.~~

Section 6.3. Ad hoc Committees. Ad hoc Committees may be created and established by the Board of Directors. The scope and function, including any budget allocation, shall be established by the Board. Any special committee created by the Board of Directors shall automatically be abolished one (1) year after its creation unless the need for its continued existence is justified to the satisfaction of the Board of Directors. Ad- Hoc Committees may include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board. The Board Chair will appoint committee members.

Section 6.4. Compliance with Sunshine Law. All Committee meetings shall be noticed and conducted in compliance with the requirements of the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

ARTICLE VII – OPERATIONS

Section 7.1. Fiscal Year. The fiscal year of the Corporation shall be July 1st through June 30th of the following calendar year.

Section 7.2. Execution of Documents. The President/CEO or their designee shall have the authority to enter into contracts as the Board or Executive Committee may approve from time to time, or as approved by the Board or Executive Committee through the enactment of policies pertaining to matters of procurement and program delivery.

Section 7.3. Books and Records. The Corporation shall keep correct and complete books and records of account and shall keep minutes on the proceedings of the Board of Directors. The Corporation shall keep at its principal place of business a membership register listing the names, addresses and other details of each Board of Directors' member, and the original or a copy of its Bylaws, including amendments to date, certified by the Treasurer of the Corporation.

Section 7.4. Inspection of Books and Records. All books and records of the Corporation shall be public records subject to inspection and copying as provided for in Chapter 119, Florida Statutes, as amended from time to time.

Section 7.5. Contracts. The Corporation shall have the authority to contract with public and private entities as necessary to further the purposes of the Corporation. All contracts executed by the Corporation must include specific performance expectations and deliverables.

Section 7.6. Budget. The Board of Directors of this Corporation shall adopt for each fiscal year a budget for the organization in accordance with the requirements of law. A budget shall be prepared annually prior to the commencement of the fiscal year. The President/CEO shall be responsible for preparation of the budget. The President/CEO will present the budget for review by the ~~Finance & Performance Committee and the~~ Executive Committee and approval by the Board of Directors. Allocation and expenditure of the funds of the Corporation shall be governed by the budget previously approved for the current fiscal year. The budget may be amended from time to time by the Board of Directors.

Section 7.7. Gifts and Contributions. The Board of Directors is authorized to accept on behalf of the Corporation any contribution, gift, bequest, or devise of any property whatsoever, for the general and special purposes of this Corporation. The Board of Directors may from time to time on behalf of the Corporation accept gifts of money or securities upon such terms as they shall approve, and may hold such cash or securities in the name of the Corporation or of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof and devote the principal or income of such gifts to such purposes within the scope of the activities of the Corporation as the Board of Directors may determine.

The Board of Directors may enter into an agreement with any donor to continue to devote the principal or income of his gift to such particular purpose as the donor may designate, provided that such purpose is duly approved or ratified by resolution of the Board of Directors; and after such agreement, the principal or income of that particular gift shall be devoted in accordance with such agreement for the time specified therein.

Section 7.8. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

ARTICLE VIII – AMENDMENT

Section 8.1. Amendment. The Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of a majority of the full membership of the Board at

a regular or special meeting, provided that any proposal to alter, amend or repeal Bylaws be submitted to each Board member at least fifteen (15) days prior to the meeting at which the proposal is to be considered.

ARTICLE IX – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

Section 9.1. Prohibition Against Sharing in Corporate Earnings. No member, director, officer, or employee of or member of a Committee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Corporate assets upon the dissolution of the Corporation. All members of the Corporation shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, remaining in the hands of the Board of Directors shall be distributed within the intendment of Section 501(c) of the Internal Revenue code of 1954 and its Regulations as they now exist or as they may be amended, and consistent with other applicable law.

ARTICLE X – EXEMPT ACTIVITIES

Section 10.1. Exempt Activities. Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, no member, director, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c) of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may be amended.

ARTICLE XI – DISSOLUTION OF CORPORATION

Section 11.1. Dissolution. In the event of the liquidation or dissolution of the Corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Corporation from any source, after the payment of all debts and obligations of the Corporation, shall be used or distributed to the State of Florida within the intendment of Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder.

ARTICLE XII – NON-DISCRIMINATION POLICY

Section 12.1 The members, Officers, Directors, committee members, employees, and persons served by this Corporation shall be interviewed, selected, appointed, and promoted

without regard to race, color, religion, sex, national origin, age, disability, handicap, marital status, sexual orientation, or status as a veteran except as provided for in applicable federal and/or state legislation.

ARTICLE XIII – HARASSMENT POLICY

Section 13.1 It is the policy of the Corporation to strive for an environment that is free from all forms of Harassment based upon a protected category. Harassment based upon any of the categories found in Article XII, or found in any federal, state, or local law, in any manner or form is expressly prohibited. Any concerns and complaints should be brought to the attention of the Board Chair, or the President/CEO. CareerSource Suncoast also has a Whistleblower Policy with an Integrity Hotline posted on the CSS Website, which goes to the attention of the Board Chair.

WE HEREBY CERTIFY that these Bylaws have been adopted by the Board of Directors of the Suncoast Workforce Board, Inc., dba CareerSource Suncoast on the _____ day of _____, 2026, by the requisite affirmative vote of a majority of the full membership of the Board pursuant to the prior Bylaws.

DRAFT

David Kraft, Chair of the Board of Directors

Date: _____

Joshua Matlock, President/CEO/Executive Secretary to the Board of Directors

Date: _____

CHIEF LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

Sarasota County Commissioner

Name: Tal Siddique

Name: Teresa Mast

Signature: _____

Signature: _____

Date: _____

Date: _____

DRAFT

BYLAWS OF SUNCOAST WORKFORCE BOARD, INC.

ARTICLE I – NAME, INCORPORATION, TAX EXEMPT STATUS, PURPOSES AND POWERS

Section 1.1. Name. The name of this Corporation shall be **Suncoast Workforce Board, Inc.**, dba CareerSource Suncoast also referred to herein as “the Board” and “the Corporation” and “CSS”.

Section 1.2. Incorporation. The Corporation is a not-for-profit corporation organized and existing under the laws of the State of Florida.

Section 1.3. Tax Exempt Status. The Corporation is intended to be an organization which is exempt from federal income taxation under Code Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time.

Section 1.4. Suncoast Workforce Board, Inc. may also do business as CareerSource Suncoast.

Section 1.5. Mission and Purpose.

- A. Mission: Identify and invest in workforce development solutions to meet the needs of Manatee and Sarasota Counties.
- B. Vision: A highly skilled and responsive workforce that fuels a thriving economy.
- C. Values: Employer Centric, Integrity, Culture of Excellence, Collaboration, and Innovation.

The purpose of the Board shall be to provide strategic and operational oversight, assist in the achievement of the state's strategic and operational vision and goals, and maximize and continue to improve quality of services, customer satisfaction, and effectiveness of services provided for the Local Workforce Development Area (LWDA) serving Manatee and Sarasota counties. For a full list of functions and responsibilities of the Board, refer to CareerSource Florida Administrative Policy 110, WIOA, Section 107(d) and 20.CFR 679.370.

Section 1.6. Powers. The Corporation shall have and exercise all rights and powers stated in its Articles of Incorporation, Bylaws, and as permitted by the laws of the State of Florida for not-for-profit corporations, including, but not limited to, the power to do all acts necessary or proper for the administration of its affairs and the attainment of its purposes.

ARTICLE II – OFFICES

Section 2.1. Principal Office. The principal office of this Corporation in the State of Florida shall be located in the County of Sarasota or Manatee.

Section 2.2. Other Office. The Corporation may establish additional offices, as the Board of Directors may from time to time determine.

ARTICLE III – LIMITATION ON ACTIVITIES

Section 3.1. The Corporation shall be non-partisan, non-sectional and non-sectarian and shall take no part in, or lend its influence or facilities to, the nomination, election, or appointment of any candidate for public office.

ARTICLE IV – DIRECTORS

Section 4.1. Function. The Board of Directors is vested with the management of the business and affairs of the Corporation, and all corporate powers shall be exercised by or under the authority of the Board subject to law, the Articles of Incorporation, and these Bylaws. Management of the corporation shall not be inconsistent with the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128, Chapter 445, Florida Statutes, as the same may be amended from time to time.

Section 4.2. Structure. The Chief Local Elected Officials shall be the appointing authority for the members of the Board of Directors of the Corporation. Membership and appointments must take consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area. Membership and appointment shall be consistent with the applicable provisions of Pub. L. No. 113-128 Title I and Chapter 445, Florida Statutes.

a. Business

A majority of the LWDB members must represent local businesses in the local area who:

- Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area (at least two representatives of small businesses must be included); and
- Are appointed from among individuals nominated by local business organizations and business trade associations.

[§ 107(b)(2)(A), WIOA]

b. Labor/Apprenticeships

No less than 20% of the members shall be representatives of the workforce within the local area, including:

- Include at least two representatives of labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two other representatives of employees will be included.
- Include at least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no such joint program exists in the area, at least one representative of an apprenticeship program in the area, if such a program exists.
- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.

[§ 107(b)(2)(B), WIOA]

c. Education

Each local board shall include representatives of entities administering education and training activities in the local area, including:

- Include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
- Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
- Include a private education provider. CareerSource Florida may waive this requirement if requested by the LWDB if it is demonstrated that such representatives do not exist in the local area.
- May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities.

[§ 107(b)(2)(C), WIOA, § 445.007(1), Fla. Stat.]

d. Governmental/Economic/Community Development and Other Entities

Each local board shall include representatives of governmental and economic and community development entities serving the local areas, including:

- Include a representative of economic and community development entities serving the local area. An economic agency is defined as including a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.
- Include a representative of Vocational Rehabilitation serving the local area.
- May include representatives of agencies or entities serving the local area relating to transportation, housing, and public assistance.
- May include representatives of philanthropic organizations serving the local area.
- May include other individuals or representatives of entities as the Chief Local Elected Officials in the local areas determines to be appropriate.

[§ 107(b)(2)(D) & (E), § 3(17) WIOA]

Section 4.3. Appointments

The CLEOs will coordinate with the President/CEO in identifying potential Board of Director members with consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area.

Individuals applying for membership to the Board of Directors must complete the application posted on the CSS website. Applicants who are a member of the Business sector must also be recommended by a local business organization or business trade association. The application is reviewed for qualifications and then presented to the Commission Coordinating Council for review and approval. Once approved by the Commission Coordinating Council, the appointment date is recorded as the date of approval.

All Commission Coordinating Council meetings are publicly posted in accordance with the grantee-subgrantee agreement and Sunshine Law. Meeting frequency shall be set as needed.

Section 4.4. Term of Office.

- A. All appointments to the Board shall be for four (4) years, subject to approval of the Chief Local Elected Officials, and shall commence upon approval of the Chief Local Elected Officials.

- B. Members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Individuals who have served eight (8) consecutive years may reapply for membership after not serving as a Board member for a minimum of one year.
- C. When a Board member's term expires, they can submit a renewal application and must be reconfirmed by Chief Local Elected Officials. Members who are representatives of a government entity who hold the same position or status at appointment are exempt from the reapplication requirement and their term will automatically renew, as they are exempt from term limits.

Section 4.5. Vacancies. A vacancy shall occur automatically when a Board member no longer meets the criteria for membership as originally appointed in accordance with their category of membership.

- A. Vacancies will be announced at the next scheduled Commission Coordinating Council and Board meeting.
- B. Vacancies in Board membership created by death, resignation or disqualification shall be filled by an appointment made in the same manner as the original appointment.
- C. Vacancies must be filled within a reasonable amount of time, but no more than twelve (12) months from the vacancy occurrence.
- D. New Board members must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same organization as the members being replaced. All appointments for vacancies shall begin a new term.

Section 4.6. Removals.

- A. Absence of a member of the Board from three (3) consecutive regular meetings of the Board without a valid reason and/or prior written request shall be grounds for removal of the member from the Board.
- B. A member of the Board may be removed when deemed to be in the best interest of the Board upon recommendation by the Executive Committee, and a two-thirds (2/3) vote of the Board members present after a quorum is seated at a meeting noticed for said purpose.

- C. The Board approved recommendation to remove a board member shall be presented to the Chief Local Elected Officials. The Chief Local Elected Officials may then act to remove the member.
- D. Board members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. Board members must reapply with their new position to be considered for re-appointment.

Section 4.7. Meetings. All meetings shall be open to the public and noticed in accordance with the requirements of the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes. The Board of Directors shall hold the following types of meetings:

- A. Regular Meetings. Regular meetings of the Board shall be held on a quarterly or more frequent basis if necessary. The annual meeting shall be scheduled for the month of September.
- B. Ad-Hoc Meetings. Special meetings of the Board may be called by the Chair of the Board, a majority of the Executive Committee, or by no fewer than ten (10) members of the Board.
- C. The Chair shall designate the date, time, and place of meetings, otherwise, the President/CEO may do so.
- D. All meetings shall be held in a meeting place open and accessible to the general public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes. All meetings will have a virtual attendance and/or call-in option available.
- E. Parliamentary procedures not otherwise governed by the Bylaws shall be guided by with Roberts Rules of Order, Revised.
- F. Participation in meetings shall be limited to members of Board, or their designated representative (who shall have no voting rights and who shall not count toward a quorum at the meeting) with the following exceptions:
 - 1. Regularly scheduled agenda items that call for reports or participation by nonmembers.
 - 2. The Chairman shall allow for public comments or other participation by nonmembers on items under consideration before the group prior to the vote. However, the Chair may limit the time allotment for those seeking to comment.

Section 4.8. Quorum and Voting.

- A. A majority of the total current membership of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors.
- B. Once a quorum has been seated, a vote by a majority of the members present is required to organize and conduct the business of the Board, except when otherwise provided for herein. There shall be no alternates or proxy voting. Board members may send a representative in their place but will not be counted toward a quorum.
- C. A Board member shall not cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents) nor on any matter which would provide any direct financial benefit to that member, or a member of their immediate family as defined by the Florida Statutes. A Conflict-of-Interest form must be filled out by board members having any conflict and filed with the meeting minutes.

Section 4.9. Notice of Meetings. Written or electronic notice stating the place virtual link, the day and hour of the meeting together with a written agenda of the business to be conducted shall be emailed to all members entitled to vote at least seven (7) days in advance of the meeting. But in case of an emergency the Board Chair may call a meeting on less notice. Said notice shall be delivered by electronic mail and publicly posted on the CareerSource Suncoast Website. Items not on the agenda may be taken up subject to a two-thirds (2/3) vote of the members present and voting.

Section 4.10. Minutes. Minutes shall be prepared, documenting attendance and all formal actions of the Board and its Committees. Minutes will be posted on the corporation's website within 15 days of approval by the Board of Directors. Public postings will remain for the specific time period outlined in the Corporations Grantee-Subgrantee Agreement with the state.

Section 4.11. Powers. Except as otherwise provided in the Articles of Incorporation, Workforce Innovation and Opportunity Act, Public Law 113-128, Chapter 445, Florida Statutes, or these Bylaws, the powers of this Corporation shall be exercised, its properties controlled, and its affairs conducted by the Board of Directors, which may, however, delegate the performance of any duties or the exercise of any powers to such officers and agents as the Board may from time to time designate.

Section 4.12. Duties. In addition to all customary duties to be carried out by the Board of Directors, as set forth herein and as provided by law, including but not limited to the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128 Chapter 445, Florida Statutes, or these Bylaws as amended from time to time, the duties of the Board of Directors of this Corporation shall include:

- A. Annually establishing, reviewing and/or amending performance goals for the Corporation designed to fulfill the mission of the Corporation.
- B. The Board of Directors and its officers shall be responsible for the prudent use by the Corporation of all public and private funds and shall ensure that the use of each fund is in accordance with all applicable laws, Bylaws, or contractual requirements.
- C. The Board of Directors and its officers shall be responsible for selecting and hiring a President/Chief Executive Officer to perform operational and administrative functions of the corporation.
- D. In the performance of its functions and duties, the Board of Directors may establish and implement policies, strategies, and programs so long as they are not in conflict with state or federal law.
- E. Except as delegated or authorized by the Board of Directors, individual Board members have no authority to control or direct the operations of the Corporation or the actions of its officers and employees, including the President/CEO.
- F. Board Members appointed to the Board of Directors are required to participate in orientation and annual refresher training to ensure they understand the purpose of their participation on the Board to effectively serve. All new Board Members must complete the orientation within six (6) months of appointment. The Board is responsible for developing Board Member orientation.
- G. New Board of Directors Member and refresher training may be offered in-person and/or virtually at the discretion of the Board. New Board of Directors Member and refresher training may be offered in-person and/or virtually at the discretion of the Board. The Board must retain and provide attendance records of participants and the dates of completion.

Section 4.13. Common Trust Funds. The Board of Directors may duly adopt and establish one or more common trust funds for the purpose of furnishing investments to the Corporation, or to any organization for any purpose permitted exempt organizations as set forth in Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time, or to any organization, society, or corporation holding funds or property for the benefit of any of the foregoing institutions whether holding such funds or property as fiduciary or otherwise, subject to such terms and conditions as are set forth in the Articles of Incorporation of this Corporation and Bylaws.

Section 4.14. Indemnification of Officers and Directors and Bonding. The Board shall indemnify, defend, save, and hold harmless each member from personal liability to the maximum extent authorized by law as same may exist from time to time. It is specifically understood that each member is serving in a volunteer capacity and

without compensation. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions, except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving, and holding harmless such member. The Suncoast Workforce Board, Inc. will therefore maintain Directors and Officers liability insurance for board members.

The rights accruing to any person under the foregoing provisions of this Section shall not exclude any other right to which such person may be lawfully entitled, nor shall anything herein contained, restrict the right of the Corporation to indemnify or reimburse such person in any proper case even though not specifically herein provided for.

The Directors of this Corporation shall not be personally liable for its debts, liabilities, or other obligations.

The President/CEO and such other officers and staff as the Board of Directors may designate shall be bonded by a sufficient fidelity bond in the amount set forth under State and Federal requirements and shall be protected through the purchase of Directors and Officers Liability Insurance.

ARTICLE V – OFFICERS

Section 5.1. Elected and Appointed Officers: The officers of the Corporation shall consist of a President/CEO, a Chair, a Chair-Elect, and a Treasurer designated by the Board. The Chair may also appoint at-large Board member(s). The Chair-Elect and the Treasurer may be the same person.

An at-large Board member is a Board member that does not hold a defined position within the Board of Directors.

Section 5.2. Duties. The officers of the Corporation shall have the following duties:

- A. President/CEO. The President/CEO of the Corporation shall be hired by the Board of Directors who shall determine the salary and other terms and conditions of employment, upon the recommendation of the Executive Committee.

The President/CEO is the chief administrative and operational officer of the Board of Directors and of the Corporation and shall direct and supervise the administrative affairs of the Board of Directors and any Committees of the Corporation. The Board of Directors may delegate to the President/CEO those powers and responsibilities it deems appropriate.

The President/CEO shall have the authority to assign any of the following duties or responsibilities to another CSS executive staff member to act as a

designee executive in the President/CEO's stead, in the event the President/CEO is unavailable.

The President/CEO or their designee shall have authority to hire, supervise, direct, and terminate all employees, and to determine their compensation within approved budget limitations.

The President/CEO or their designee shall have the authority to enter into contracts and MOUs.

The President/CEO shall have overall responsibility for the development, planning and implementation of the workforce development program including WIOA adult, dislocated worker, youth programs and the entire one-stop delivery system for the Corporation in accordance with policies established by the Board of Directors.

The President/CEO shall establish staff policies, participate in the preparation of annual budgets, monitor the administration of the programs, engage the services of outside professionals, and otherwise attend to the day-to-day operation of the Corporation and carry out the instructions of the Board of Directors and the Executive Committee.

The President/CEO shall be ex-officio, non-voting member of the Board, Executive Committee, and all other Committees serving as the advisor to the Board Chair and all Committee Chairs and shall assemble information and data to be used to prepare reports as directed by the Board.

In coordination with the Treasurer, the President/CEO shall be responsible for the preparation of an operating budget covering all activities of the Board, subject to approval by the Board. The President/CEO shall further be authorized to make disbursements within approved budget allocations.

The President/CEO shall report to the Board through the Executive Committee. The Executive Committee shall review the performance of the President/CEO on an annual basis.

The President/CEO shall serve as the Executive Secretary of the Corporation. The President/CEO shall keep a record of the proceedings of the Board of Directors and is the custodian of all books, documents, and papers filed with the Board of Directors, the minutes of the meetings, and all board membership records, and exhibit such records to any director of the Corporation, or to his agent, or to any person or agency authorized by law to inspect them, at all reasonable times and on demand.

The President/CEO shall coordinate with the CLEOs regarding the identification and nomination of Board members to the LWDB and ensuring membership is compliant with WIOA and Florida Statutes;

The President/CEO shall organize board meetings and ensure meetings are held in accordance with the LWDB's bylaws and Florida's sunshine laws;

The President/CEO shall coordinate with the Board of Directors and CLEOs, in developing and submitting the local and regional workforce development plan;

The President/CEO shall negotiate and reach an agreement on local performance measures with the CLEOs and the state;

The President/CEO shall certify the one-stop career centers.

The President/CEO shall ensure the outcomes of local performance measures are provided to the LWDB members and CLEO no less than semi-annually. The President/CEO shall negotiate with CLEO and required partners for the Memorandum of Understanding as prescribed in Administrative Policy 106-Memorandums of Understanding and Infrastructure Funding Agreements.

The President/CEO shall provide oversight of the competitive procurement process for procuring or awarding contracts for providers of youth program services, providers of workforce services (if applicable), and the one-stop operator as required in paragraph (i) of 20 CFR 679.370;

The President/CEO shall provide copies of all monitoring and audit reports and related materials to the LWDB members, LWDB chairperson, and CLEO within five business days of receipt.

- B. Chair. The Chair shall be elected from among the members of the Board who are representatives of the private business sector and shall have been a member of the Board for at least one (1) year prior to taking office. The Chair may serve for a term of no more than two years, with service limited to two consecutive terms.

The Chair shall appoint Committee Chairs for all Committees from members of the Board. The Chair may serve on all Committees and shall perform such other duties as set forth in the Bylaws or as determined by the Board.

The Chair shall lead the board to develop a strategic plan that aligns with the state's priorities;

The Chair shall act as the lead strategic convener to promote and broker effective relationships between CLEOs and economic development, education, and workforce partners in the local area;

The Chair shall lead an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and

The Chair shall lead the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings.

The Chair shall appoint members to the Education and Industry Consortium;

The Chair shall provide the annual performance review of the President/CEO to the CLEO(s) and at least once annually to the Board of Directors, and upon request of the LWDB; and

The Chair shall, upon the request of the state board, appear before the state workforce development board (state board) to discuss the performance of the LWDB.

- C. Chair-Elect. The Chair-Elect shall be elected from among the members of the Board who are representatives of the private business sector and shall have been a member of the Board for at least one (1) year prior to taking office, and shall, in the absence of the Chair or in the event of the Chair's inability, perform the duties of the Chair and shall perform such other duties as are assigned by the Chair.
- D. Treasurer. The Treasurer shall serve on the Executive Committee. The Treasurer is responsible to the Board for oversight of the Corporation's financial management system.

Section 5.3. Officer Nominating Committee. The Nominating Committee shall be appointed by the Chair. The Nominating Committee shall accept recommendations from the Board in assembling a slate of officers. The Nominating Committee will recommend to the full Board a slate of officers to serve on the Executive Committee.

Section 5.4. Elections. Officers shall be elected on two-year cycles. The Nominating Committee will provide the recommended slate of officers to be voted and approved by majority vote of full Board of Directors, when a quorum is established. The confirmed slate of Officers will be installed at the annual Board meeting held in September.

Officers shall serve a two-year term commencing the day of the installation at the annual meeting and ending upon the installation of a replacement at the annual meeting of the Board. The terms of the officers are limited to two (2) consecutive two-year terms in the same office. There are no limitations on the number of terms, not in sequences or in different offices.

Section 5.5. Removal. The Board of Directors may recommend to the Chief Local Elected Officials the removal of any officer when it is deemed in the best interest of the Corporation.

ARTICLE VI – COMMITTEES

Section 6.1. Executive Committee.

- A. The Executive Committee shall be composed of the Chair, Chair-Elect, Treasurer, Chairs of all Committees, and at-large Board member, with the Past Chair having the choice of serving on the Executive Committee. At least a majority of the members of the Executive Committee shall be representatives of the private business sector. The Executive Committee is empowered to act and take necessary interim action between meetings of the Board.
- B. The Executive Committee and the President/CEO shall have such additional authority as the Board of Directors lawfully delegates to it.
- C. The Executive Committee shall assist the Treasurer with financial and performance review responsibilities and shall review the President/CEO's recommended budget and make recommendations regarding the budget to the Board. The annual audit will be reviewed by the Executive Committee when the audit report is completed.

Section 6.2. Standing Committees. The Chair may appoint committees to fulfill the Boards' responsibilities to obtain technical assistance. The Board Chair shall name a Committee Chair for each Committee from among the members of the Committee who are also members of the Board of Directors. Each Committee may meet at the call of its Chair or at the direction of the Board of Directors but shall meet at least quarterly. Standing Committees must include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board.

Non-Board member committee members must apply for committee membership and be appointed by the Board Chair.

Section 6.3. Ad hoc Committees. Ad hoc Committees may be created and established by the Board of Directors. The scope and function, including any budget allocation, shall be established by the Board. Any special committee created by the Board of Directors shall automatically be abolished one (1) year after its creation unless the need for its continued existence is justified to the satisfaction of the Board of Directors. Ad- Hoc Committees may include non-Board members, but the Chair and Vice Chair of all Committees shall be members of the Board. The Board Chair will appoint committee members.

Section 6.4. Compliance with Sunshine Law. All Committee meetings shall be noticed and conducted in compliance with the requirements of the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

ARTICLE VII – OPERATIONS

Section 7.1. Fiscal Year. The fiscal year of the Corporation shall be July 1st through June 30th of the following calendar year.

Section 7.2. Execution of Documents. The President/CEO or their designee shall have the authority to enter into contracts as the Board or Executive Committee may approve from time to time, or as approved by the Board or Executive Committee through the enactment of policies pertaining to matters of procurement and program delivery.

Section 7.3. Books and Records. The Corporation shall keep correct and complete books and records of account and shall keep minutes on the proceedings of the Board of Directors. The Corporation shall keep at its principal place of business a membership register listing the names, addresses and other details of each Board of Directors' member, and the original or a copy of its Bylaws, including amendments to date.

Section 7.4. Inspection of Books and Records. All books and records of the Corporation shall be public records subject to inspection and copying as provided for in Chapter 119, Florida Statutes, as amended from time to time.

Section 7.5. Contracts. The Corporation shall have the authority to contract with public and private entities as necessary to further the purposes of the Corporation. All contracts executed by the Corporation must include specific performance expectations and deliverables.

Section 7.6. Budget. The Board of Directors of this Corporation shall adopt for each fiscal year a budget for the organization in accordance with the requirements of law. A budget shall be prepared annually prior to the commencement of the fiscal year. The President/CEO shall be responsible for preparation of the budget. The President/CEO will present the budget for review by the Executive Committee and

approval by the Board of Directors. Allocation and expenditure of the funds of the Corporation shall be governed by the budget previously approved for the current fiscal year. The budget may be amended from time to time by the Board of Directors.

Section 7.7. Gifts and Contributions. The Board of Directors is authorized to accept on behalf of the Corporation any contribution, gift, bequest, or devise of any property whatsoever, for the general and special purposes of this Corporation. The Board of Directors may from time to time on behalf of the Corporation accept gifts of money or securities upon such terms as they shall approve, and may hold such cash or securities in the name of the Corporation or of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof and devote the principal or income of such gifts to such purposes within the scope of the activities of the Corporation as the Board of Directors may determine.

The Board of Directors may enter into an agreement with any donor to continue to devote the principal or income of his gift to such particular purpose as the donor may designate, provided that such purpose is duly approved or ratified by resolution of the Board of Directors; and after such agreement, the principal or income of that particular gift shall be devoted in accordance with such agreement for the time specified therein.

Section 7.8. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

ARTICLE VIII – AMENDMENT

Section 8.1. Amendment. The Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of a majority of the full membership of the Board at a regular or special meeting, provided that any proposal to alter, amend or repeal Bylaws be submitted to each Board member at least fifteen (15) days prior to the meeting at which the proposal is to be considered.

ARTICLE IX – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

Section 9.1. Prohibition Against Sharing in Corporate Earnings. No member, director, officer, or employee of or member of a Committee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Corporate assets upon the

dissolution of the Corporation. All members of the Corporation shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, remaining in the hands of the Board of Directors shall be distributed within the intentment of Section 501(c) of the Internal Revenue code of 1954 and its Regulations as they now exist or as they may be amended, and consistent with other applicable law.

ARTICLE X – EXEMPT ACTIVITIES

Section 10.1. Exempt Activities. Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, no member, director, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c) of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may be amended.

ARTICLE XI – DISSOLUTION OF CORPORATION

Section 11.1. Dissolution. In the event of the liquidation or dissolution of the Corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Corporation from any source, after the payment of all debts and obligations of the Corporation, shall be used or distributed to the State of Florida within the intentment of Section 501(c) of the Internal Revenue Code of 1954 and the Regulations thereunder.

ARTICLE XII – NON-DISCRIMINATION POLICY

Section 12.1 The members, Officers, Directors, committee members, employees, and persons served by this Corporation shall be interviewed, selected, appointed, and promoted without regard to race, color, religion, sex, national origin, age, disability, handicap, marital status, sexual orientation, or status as a veteran except as provided for in applicable federal and/or state legislation.

ARTICLE XIII – HARASSMENT POLICY

Section 13.1 It is the policy of the Corporation to strive for an environment that is free from all forms of Harassment based upon a protected category. Harassment based upon any of the categories found in Article XII, or found in any federal, state, or local law, in any manner or form is expressly prohibited. Any concerns and complaints should be brought to the attention of the Board Chair, or the President/CEO. CareerSource Suncoast also has a Whistleblower Policy with an Integrity Hotline posted on the CSS Website, which goes to the attention of the Board Chair.

WE HEREBY CERTIFY that these Bylaws have been adopted by the Board of Directors of the Suncoast Workforce Board, Inc., dba CareerSource Suncoast on the _____ day of _____, 2026, by the requisite affirmative vote of a majority of the full membership of the Board pursuant to the prior Bylaws.

David Kraft, Chair of the Board of Directors

Date: _____

Joshua Matlock, President/CEO/Executive Secretary to the Board of Directors

Date: _____

CHIEF LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

Name: Tal Siddique

Signature: _____

Date: _____

Sarasota County Commissioner

Name: Teresa Mast

Signature: _____

Date: _____

Draft - no mark up



INFORMATION ITEMS

- Direct Service Provider Extension
- Board Certification/Composition

**STATEMENT OF INTENT
(Requesting Permission to Serve As a Direct Service Provider)**

LOCAL WORKFORCE AREA INFORMATION

Name of Local Area:		CareerSource Suncoast
LWDB Number:		18
Date of Submission:		
Contact Person Name:	Christina Witt	Phone: 941-315-9020 Email Address: cwitt@careersourcesc.com

AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN

This amendment authorizes designation of the Local Workforce Development Board as a direct provider of certain services by agreement of the Chief Elected Official and the Governor.

The Local Workforce Service Plan will be amended to include designation of the Local Workforce Development Board as a direct provider of workforce services (other than training services). This amendment to the Local Workforce Service Plan will be effective for the period from July 1, 2026 through June 30, 2029.

The signatures below certify agreement to the plan amendment submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this plan amendment and applicable federal and state laws and regulations.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN

Name: David Kraft	Title: Chairman of the Board
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Tal Siddique, Commissioner	County: Manatee
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title: Teresa Mast, Commissioner

County: Sarasota

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

LOCAL CHIEF ELECTED OFFICIAL

Name and Title:

County:

Signature:

Date:

CareerSource Suncoast Request for Extension to Provide Direct Services

As the Local Workforce Development Board for Area 18, Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is hereby applying to extend its designation as a direct service provider of certain workforce services.

1. A review of how the provision of direct services during the prior period fit the business model that the local workforce development board (LWDB) proposed in its original request, and any proposed changes in the business model or the particular workforce services the LWDB intends to provide during the extension period.

The original business model proposed at start-up of direct service provision allowed for more direct communication between administrative staff and program staff in the career centers. With more direct accountability, program managers quickly realized the need to train and improve overall staff skill levels and customer service. Previously, sub-contractors claimed to provide expertise in all program areas but proved ineffective. However, the original model left program silos in place, and had a Chief Operating Officer (COO) with the service provider and Board. Several interim models were tested that would have created additional senior management positions, but this ran contrary to the intent of consolidating functions and increasing efficiencies.

Administrative and Financial functions have been consolidated into one position of Chief Financial & Administrative Officer (CFAO), and program operations under one Chief Operating Officer. This eliminated two positions - a COO with the service provider and an administrative officer. Team structure, priorities, and policies are evaluated continuously to ensure best use of resources. As the direct provider of services, CSS continues the process of training career center staff to be proficient in all programs. This provides a better client experience and allows for staff to shift to areas as funding increases or decreases. As a direct provider of services, CSS is aligned to change quicker and easier to workforce needs in our local area, reduce costs, provide consistent staff training and integration within the career centers. CSS's goal is to provide the best client experience for both the employer and job seeker.

2. The effective date for when the extension would begin.

July 1, 2026, is the effective date for the extension.

3. The period of time not to exceed three years for when the extension would be in effect.

The extension would be in effect, for the allowed 3-year period, through June 30, 2029.

4. A review of the LWDB's stated reasons in its previous request why the LWDB has decided to directly provide the workforce services, and an explanation of how it is still in the best interest of the LWDB's customers that the LWDB continue to provide these services.

As stated in the original application, over a 10-year period, CareerSource Suncoast had procured both private non-profit and for-profit organizations to operate the One-Stops and provide services. Direct and indirect compensation or fees to other organizations reduced the amount of funding available to provide training and support to clients.

CareerSource Suncoast continues to remain dedicated to continuous improvement focusing on customer service and outcomes, streamlining processes and services, improving organizational

structure, innovation on program delivery, and delivering quality services and support to CSS job seekers and businesses in the local area.

5. A review of the effectiveness of the firewall established by the LWDB to clearly separate existing roles as oversight body for the region's workforce delivery system and its role as the operational services directly provided by the RWB, and an explanation of changes to be made to the firewall.

The business model now in place clearly separates administrative and oversight functions from the program and operating functions through CareerSource's Leadership Team which consists of the Chief Executive Officer, Chief Operating Officer, Chief Financial and Administrative Officer, and Chief Talent Development Officer. This Leadership Team along with the Directors set goals for the staff and for each of the career centers. Directors report to the leadership team on the operations in the career centers. The Leadership Team reports to the CSS Executive Committee and Board of Directors.

CSS maintains a strong internal monitoring process with good internal controls. A Quality Assurance Manager provides ongoing monthly programmatic monitoring. CSS has also implemented the use of the automated monitoring tool to assist with maintaining programmatic compliance. CSS contracts services with independent vendors to conduct annual financial audits and monitoring in addition to the annual state monitoring provided by the state of Florida. Our policies reflect internal controls and accountability for our employees, directors, and managers. Our internal controls are reviewed annually to ensure effective firewalls are in place. Performance and financial audits/monitoring are shared with the Commission Coordinating Council, Executive Committee, and full Board of Directors providing oversight to these functions.

6. An identification of the grant program(s) that fund the workforce service delivery model.

- Workforce Innovation and Opportunity Act (WIOA) Adult, Youth, and Dislocated Worker
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program, Employment & Training (SNAP)
- Reemployment Services and Eligibility Assessment (RESEA)
- Wagner-Peyser Employment Services (WP) - Jointly managed FloridaCommerce & CSS
- Disabled Veterans Outreach Program (DVOP) - Jointly managed FloridaCommerce & CSS
- Local Veterans Employment Representative (LVER) - Jointly managed FloridaCommerce & CSS
- Trade Adjustment Assistance Training Services (TAA) – Jointly managed FloridaCommerce & CSS
- Non-Custodial Parent Employment Program (NCPEP) – State General Revenue
- Rural Initiatives – State General Revenue

7. An analysis of the costs of the services that documents the actual reduction in costs with the LWDB providing the services rather than contracting that service to another provider, and an estimate of such costs and savings for the upcoming period.

CSS develops an annual budget to effectively manage and sustain the CSS programs operations. The ability to be direct providers of services has allowed CSS to minimize administrative and overhead cost and prevent duplication of staff positions. This allows CSS to redirect more funding

to program services. These past three program years; 2022-2023, 2023-2024, and 2024-2025 CSS has saved an additional **\$1,408,456** in profit and overhead costs that would have gone to the service provider and left the region and state. These funds have been reinvested in the local workforce region by increasing funds available for occupational skills training, work-based training funds and providing services to local employers. Local Workforce Development Board - CareerSource Suncoast #18 is a private, non-profit 501(c)3, with administrative costs limited to 10%, and no profit.

Refer to the attached **Exhibit "A"** spreadsheet for more details regarding the realized savings.

8. A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.
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Direct operation of programs and services has given CareerSource Suncoast the flexibility to respond quickly to the business community and needs of our local area. It has allowed us to innovate quickly and create new programs. CSS has cross trained coaches to work with multiple workforce programs to better service clients and produce improved outcomes.

During program year 2023- 2024 CareerSource Suncoast:

- \$15,3331.13 average annual wage increase for individuals served in WIOA Adult and Dislocated Worker programs.
- 1,615 Employ Florida Participants served
- 194 WIOA Adult, Dislocated Worker and Youth clients served
- 66.7% of adult served by the WIOA Dislocated Worker program obtained an industry-recognized credential
- 76% of adults served in the WIOA Adult program obtained an industry-recognized credential

During program year 2024- 2025 CareerSource Suncoast:

- \$16,910.13 average annual wage increase for individuals served in WIOA Adult and Dislocated Worker programs.
- 1,653 Employ Florida Participants served
- 221 WIOA Adult, Dislocated Worker and Youth clients served
- 50%of adult served by the WIOA Dislocated Worker program obtained an industry-recognized credential
- 76% of adults served in the WIOA Adult program obtained an industry-recognized credential

During the current 2025-2026 program year as of December 31,2025, CareerSource Suncoast has provided 8,282 services to 1,921 unique clients. The year prior (July 1, 2024, to June 30, 2025),CSS provided 12,376 services to 2,534 unique clients. This puts CSS on track to exceed the number of services provided with more than a quarter remaining in the year.

During the current 2025-2026 program year as of December 31,2025 ,CareerSource Suncoast has provided 9,176 employer services to 6,593 unique employers. The year prior (July 1, 2024, to June 30, 2025),CSS provided 8,435 services to 5,540 unique employers already exceeding the number of employers and services provided from the previous year.

Funding previously lost to an out-of-state provider through indirect charges and profit rates is now being invested locally, allowing us to increase employer outreach with designated Business Services Staff. CSS has enhanced our relationships with the local economic development corporations. On the Job Training (OJT) funds have been used to deliver work-based training in

the region. Over the years, we have continually helped to increase the number of employed workers receiving skills training and providing on the job training grants. Upgrading skills at existing businesses keeps them strong and competitive and has helped with retention, wage increases, and putting many job seekers to work. Additionally, the CSS Apprenticeship Navigator continues to build employer relationships with a focus on developing and expanding apprenticeship opportunities in the region.

During the past year CSS has:

- Reduced the number of findings during FloridaCommerce programmatic monitoring by 50%.
- Consistently having no findings or observations with FloridaCommerce Financial Monitoring.
- No significant findings on independent financial audits.
- Consistently exceeds the out-of-school youth and paid-work experience expenditure requirements.

In PY2024-2025 CareerSource Suncoast (CSS) met four (4) and exceeded twelve (12) out of eighteen (18) negotiated goals for performance indicators.

For four (4) performance indicators, CareerSource Suncoast met the target by scoring at least 96% of the negotiated goal. CareerSource Suncoast came within less than 4% exceeding those negotiated goals. It is important to note that CSS improved the dislocated worker performance metric 'Employed 4th Quarter after exit' from 88.66% in PY2023-2024 to 125% of performance goal met in PY 2024-2025, exceeding the negotiated performance rate.

For PY2025-2026 CSS is meeting or exceeding all but one performance metrics as of quarter two of the program year.

LWDB 18

Measures	PY2025-2026 1st Quarter Performance	PY2025-2026 % of Performance Goal Met For Q1	PY2025-2026 2nd Quarter Performance	PY2025-2026 % of Performance Goal Met For Q2	PY2025-2026 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	88.6	103.02	88.7	103.14	86
Median Wage 2nd Quarter After Exit	\$11,971	130.95	\$11,806	129.14	\$9,142
Employed 4th Qtr After Exit	82.9	93.78	89.7	101.47	88.4
Credential Attainment Rate	69.5	90.26	72.9	94.68	77
Measurable Skill Gains	79.5	153.18	74.6	143.74	51.9
Dislocated Workers:					
Employed 2nd Qtr After Exit	85.7	103.25	80	96.39	83
Median Wage 2nd Quarter After Exit	\$12,482	115.57	\$12,482	115.57	\$10,800
Employed 4th Qtr After Exit	100	125.00	100	125.00	80
Credential Attainment Rate	50	83.33	50	83.33	60
Measurable Skill Gains	90.9	117.14	84.6	109.02	77.6
Youth:					
Employed 2nd Qtr After Exit	81	98.78	77.3	94.27	82
Median Wage 2nd Quarter After Exit	\$11,045	240.63	\$6,348	138.30	\$4,590
Employed 4th Qtr After Exit	94.7	118.38	85	106.25	80
Credential Attainment Rate	44.4	59.20	77.8	103.73	75
Measurable Skill Gains	77.8	103.73	86	114.67	75
Wagner Peysers:					
Employed 2nd Qtr After Exit	67.5	99.70	66.7	98.52	67.7
Median Wage 2nd Quarter After Exit	\$8,771	131.87	\$8,638	129.87	\$6,651
Employed 4th Qtr After Exit	66.1	103.77	65.8	103.30	63.7
Not Met (less than 90% of negotiated)					
Met (90-100% of negotiated)					
Exceeded (greater than 100% of negotiated)					

[Indicators of Performance Reports - FloridaJobs.org](#)

CareerSource Florida Letter Grades:

CareerSource Suncoast improved annual letter grade performance in the last program year. In Program Year 2023, CSS had a 91.02 “A-” and in Program Year 2024 CSS had a 94.43 “A” . In the current program year, the first quarter letter grade stands at a 91.22 “A-”, putting CSS on track to achieve another “A” rating for program year 2025.

Local Board Performance



CareerSource Suncoast Program Year 2024-2025 Grade

A

Letter Grade

94.43%

Annual Score

Metrics Data

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

Data as of: 6/30/2025

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met ¹ (%)	Weighted Performance ² (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	568	1,267	44.83	-	50.00	89.66	22.4150
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	480	983	48.83	-	50.00	97.66	24.4150
3. Employment and Training Outcomes	Employment and Training Services	0.20	16	18	88.89	-	100.00	88.89	17.7780
4. Participants in Work-Related Training	Training Services	0.00	504	2,150	23.44	-	25.00	93.76	9.3760
5. Continued Repeat Business	Business Services	0.05	2,092	4,093	51.11	-	35.00	100.00	5.0000
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	16.84	100.00	100.00	5.0000
IPY 2023-2024 Business Penetration		-	2,682	14,239	18.84	-	-	-	-
PY 2024-2025 Business Penetration		-	5,822	14,522	35.68	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.00	153	2.81	54.45	-	100.00	54.45	5.4500
Exiters: Local Board (N) / Statewide (D)		-	1,003	71,878	1.53	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$4,043,667	\$143,729,734	2.81	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	1,443.50	2,387	60.47	-	-	-	5
								ANNUAL SCORE	94.43

[CareerSource Florida Letter Grades](#)

Best Practices That Could Be Shared with Other Regional Workforce Boards

By directly administering state-level grant awards, we have been able to select quality professionals to develop innovative projects and continuously leverage community partners and relationships. We have had many successes that can be deemed best practices:

Apprenticeship

CareerSource Suncoast sought to better understand apprenticeship in 2017, so we began working with CareerSource Florida and its partner Jobs for the Future to help implement them further in our region. We identified our largest private employer and biggest manufacturer, PGT, who had already begun investigating apprenticeships as a workforce solution. Together, we registered a sponsorship for Tool & Die Makers with CareerSource Suncoast as the sponsor in April 2018. We became the first workforce region in the state to sponsor an apprenticeship and have shared our best practices on a national level.

CSS is committed to building a robust, inclusive, and future-ready workforce across Sarasota and Manatee counties. Its apprenticeship strategy focuses on:

- Diversifying industries: Expanding into healthcare, education, manufacturing, hospitality, skilled trades, and public service.
- Employer-driven models: Supporting both Independent Non-Joint (INJ) and Group Non-Joint (GNJ) sponsor types.
- FLDOE alignment: Ensuring all programs meet Florida Department of Education standards for registered apprenticeships and pre-apprenticeships.

Sponsored Apprenticeships:

CSS has directly sponsored programs with employers across multiple sectors:

Employer	Occupation	Launch Date
PGT Innovations	Tool and Die, Industrial Maintenance Mechanic	4/2018, 5/2023
Teakdecking Systems	Additive Manufacturing Technician, Project Manager, Industrial Production Supervisor	7/2023
Crown Linen	Laundry-Machine Mechanic	4/2024
Gold Coast Eagle Distributing	Merchandise Designer	12/2024

CSS-Supported Apprenticeship Development:

CSS has helped develop programs for educational institutions, nonprofits, and private employers:

Partner	Occupation(s)	Launch Date
Early Learning Coalition of Sarasota County	Child Care Development Specialist (Apprenticeship & Pre-Apprenticeship)	10/2023
Manatee Technical College	Child Care Development Specialist, Pharmacist Assistant, Window Installer	12/2023–12/2024
Humane Society of Manatee County	Veterinary-focused Apprenticeship	9/2024
Bayside Pet Resort & Spa	Animal Care Apprenticeship	9/2024
Laser RITE Business Services	Business Services Apprenticeship	9/2024
SAK Enterprises	Construction Apprenticeship	11/2024
NCN Electric	Electrical Apprenticeship	12/2024

Programs Awaiting FLDOE Approval

CSS continues to expand its pipeline with new programs under review:

Registered Apprenticeships:

- Simply Tree’s LLC – Arborist (INJ)
- Manatee Technical College – Cook (GNJ)
- Sarasota Memorial Hospital – Registered Nurse Resident

Pre-apprenticeship:

- School District of Manatee County – Construction (Maintenance and Repair Workers, General)

Best Practices & Implementation Insights

Stakeholder Engagement: CSS actively collaborates with employers, educational institutions, and community partners to identify workforce gaps and co-design apprenticeship pathways.

Flexible Sponsorship Models: Use of INJ and GNJ structures allows customization based on employer size, capacity, and industry norms.

Integrated Support Services: CSS provides technical assistance, funding guidance (e.g., OJT, ETPL inclusion), and marketing support to help employers launch and sustain programs.

Training & Capacity Building: Utilization of the Business Services Team to identify opportunities for employers to connect to existing apprenticeship programs or connecting them with the Apprenticeship Navigator to develop a program to fit their needs. Training and Education & Industry Consortium meetings equip staff and partners with tools to scale apprenticeships effectively.

Digital Infrastructure: Development of an apprenticeship landing page improves visibility and access for job seekers and employers. CSS has implemented a Power BI dashboard for apprenticeship related activities, providing real time data on local apprenticeship activities.

Continuous Improvement: CSS tracks program performance, employer feedback, and apprentice outcomes to refine its approach and inform future initiatives.

CSS continues to work with local employers in an effort to develop and/or expand apprenticeship programs in the local area.

Community Entrepreneur Opportunity (CEO)

CareerSource Suncoast had been a partner in the Community Entrepreneur Opportunity (CEO) program for a decade as the nonprofit fiscal agent. CSS is an affiliate of the [Ewing Marion Kauffman Foundation](#) and partners with the Small Business Development Center (SBDC), Service Corp of Retired Executives (SCORE), Woman's Resource Center/Sarasota, Fifth Third Bank, Wells Fargo Bank, City of Sarasota, and the Greater Sarasota Chamber of Commerce. CareerSource Suncoast delivers this 10-week free course three to four times a year to individuals looking to start a small business.

Additionally, CSS holds an annual [eRising](#) conference in-person and online, bringing together the region's most connected minds on entrepreneurship under one roof. A distinguished panel of experts offer their perspectives on critical components needed by those seeking to start or grow their business.

Agency-to-Agency Referral System

CareerSource Suncoast developed the Crosswalk system to make confidential referrals with mandated and community partners. The online system now encompasses fourteen Local Workforce Development Boards (38 Counties total) around the state of Florida along with 141 agencies around the state within those regions. The goal is to make referrals between agencies to get individuals the services they need. It is a helpful tool to ensure the region is following the support services policy and seeking assistance from agencies first before using workforce dollars for support. An update for the coming year will allow employers access to ensure that they can make referrals for their employees who may need help with food, clothing, and shelter. The system is searchable by service within the specific county where the client resides.

9. Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. Any submitted comments must be included.
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Our notice of intent to apply for an extension of our designation as direct provider of workforce services was published on our website, careersourcesuncoast.com, beginning March 10, 2026, allowing for the 10-day comment period. The CSS Board of Directors received an email notification on March 10, 2026. No Comments were received by the close of the comment period. Refer to the attached **Exhibit "B"** for supporting documentation of public posting.

EXHIBIT A

CareerSource Suncoast
 LWDB #18
 Cost Savings from LWDB Providing Direct Services
 PY 2023-2024, 2024-2025, 2025-2026

	PY 2023-2024		PY 2024-2025		PY 2025-2026	
	Overall Expenditures	Expenditures IF Wkfrc Svcs Under Contract	Overall Expenditures	Expenditures IF Wkfrc Svcs Under Contract	Overall Expenditures	Estimated Expenditures IF Wkfrc Svcs Under Contract
Total Personnel Costs	\$4,049,886	\$3,577,343	\$4,128,756	\$3,529,623	\$4,414,626	\$3,602,454
Facility Costs	\$529,396	\$0	\$474,407	\$0	\$515,000	\$0
Office Furniture & Equipment	\$33,276	\$0	\$18,200	\$0	\$35,947	\$0
Operating Costs	\$239,571	\$160,400	\$224,147	\$169,941	\$304,000	\$171,100
Total Program Services	\$2,587,103	\$194,783	\$2,261,373	\$165,744	\$3,215,559	\$165,744
Totals	\$7,439,232	\$3,932,526	\$7,106,883	\$3,865,308	\$8,485,132	\$3,939,298
Profit & Overhead on a Direct Services Contract		12%		12%		12%
Cost Savings for Providing Direct Svcs fr Profit & OH		\$471,903		\$463,837		\$472,716
Total Cost Savings from Profit & OH for 3 Years						\$1,408,456

EXHIBIT B

Public Notices - CareerSource Sun X +

https://careersourcesuncoast.com/public- Notices/

Home - FloridaJob... Administrative Poli... GSAFSD Tier 0 Kno... Digital Verification... mipcloud - AWS A... CIP user site Regional Demand... SAM.gov | Home Discriminatory Ven... CareerSource Flori... Other favorites

English

CareerSource SUNCOAST Careers Employers Entrepreneurs Persons With Disabilities Veterans Scholarships Calendar

Public Notices

About Us

- Board of Directors
- Client Orientation
- Education and Industry Consortium
- Agendas and Minutes
- Public Notices**
- Public Records
- Policies
- Become a Training Provider

Stevens Amendment

CareerSource Suncoast is committed to fulfilling our mission with integrity, accountability and transparency. If you cannot find what you're looking for here, visit our [Public Records](#) page, [Policies](#) page, or send us an [email](#). CareerSource Suncoast is 100% supported by the Employment & Training Administration of the U.S. Department of Labor, Health & Human Services, and Agriculture through awards totaling \$8,411,137

Local Workforce Development Board (LWDB) Request for Extension to Provide Direct Services

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast (CSS), is applying for an extension of the designation as direct service provider of certain workforce services in Sarasota and Manatee counties through June 30, 2029.

CareerSource Suncoast, the Local Workforce Development Board for Area 18, hereby publishes its intent to apply for an extension of their designation as a direct provider to provide the public with an opportunity to comment on the proposed extension.

Public comments must be received no later than March 20, 2026 and can be sent to Christina Witt, Senior Director of Economic Development, at cwitt@careersourcesc.com (subject line: Provide Direct Services).

[Click here](#) to view the information required for CareerSource Suncoast to formally request an extension to operate as a direct provider of services. The completed application for a 3- year extension, including public comments, must be submitted by March 23, 2026.

**REQUEST FOR QUOTES - SUMMER YOUTH EMPLOYMENT PROGRAM
PRE-EMPLOYMENT SERVICES**

CareerSource Suncoast (CSS) currently offers a Summer Youth Employment Program (SYEP) to underserved

Search

11:30 AM 3/10/2026

Request for Subsequent Local Workforce Development Area Designation

Name of Local Workforce Development Area: CareerSource Suncoast - Region 18

Name of Contact Person:

Christina Witt

Phone Number:

941-315-9020

Title:

Senior Director of Economic Development

Email Address:

Cwitt@careersourcesc.com

Date of Request:

Local workforce development areas that receive an initial designation will be granted a subsequent designation if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity.

Performed Successfully

The term “Performed Successfully” means the local workforce development area met or exceeded the identified levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and the local area has not failed the same individual measure for the last two consecutive program years.

Sustained Fiscal Integrity

The term “Sustained Fiscal Integrity” means that the Secretary of Labor has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the local workforce development area has mis-expended funds provided.

LOCAL AREA LEVELS OF PERFORMANCE

For subsequent designation of local workforce development areas, the local area must include the local negotiated levels of performance and actual levels of performance for the two program years (PY) for which data are available prior to the program year for which designation is requested.

Name of Local Workforce Development Area:				
Measures	Negotiated	Actual	Negotiated	Actual
	PY: <u>23/24</u>	PY: <u>23/24</u>	PY: <u>24/25</u>	PY: <u>24/25</u>
Adult				
Employed 2 nd Quarter After Exit	90.60	87.30	86	89.7
Median Wages 2 nd Quarter After Exit	\$9,351	\$10,033	\$9,142	\$11,971
Employed 4 th Quarter After Exit	87.00	89.10	88.4	85.2
Credential Attainment Rate	78.00	76.90	77	76
Measurable Skill Gains	73.40	79.50	51.9	92
Dislocated Worker				
Employed 2 nd Quarter After Exit	77.60	83.30	83	100
Median Wages 2 nd Quarter After Exit	\$10,078	\$9,920	\$10,600	\$6,701
Employed 4 th Quarter After Exit	82	72.70	80	100
Credential Attainment Rate	58.4	66.70	50	50
Measurable Skill Gains	71.10	83.30	77.6	81.8
Youth				
Employed 2 nd Quarter After Exit	85.10	85.00	82	80
Median Wages 2 nd Quarter After Exit	\$4,430	\$6,142	\$4,590	\$10,266
Employed 4 th Quarter After Exit	86.00	81.00	80	83.3
Credential Attainment Rate	80.70	72.70	75	30
Measurable Skill Gains	68.00	93.30	75	91.2
Wagner-Peyser				
Employed 2 nd Quarter After Exit	65.00	70.90	67.7	68.9
Median Wages 2 nd Quarter After Exit	\$5,950	\$8,118	\$6,651	\$8,764
Employed 4 th Quarter After Exit	63.50	69.40	63.7	68.3

CERTIFICATION AND APPROVAL OF REQUEST

By signing below, the local workforce board chairperson and chief local elected official certify that the local area has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

Local Workforce Development Board Chairperson	
Name: David Kraft	
Signature:	
Date:	

Chief Local Elected Official	
Name: Tal Siddique	County: Manatee
Signature:	
Date:	

Chief Local Elected Official	
Name: Teresa Mast	County: Sarasota
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

Chief Local Elected Official	
Name:	County:
Signature:	
Date:	

The completed request and certification page(s) must be submitted to: LWDBGovernance@commerce.fl.gov.

Summary Information for Chief Local Elected Officials (CLEOs)

Application for Subsequent Local Workforce Development Area Designation

For CareerSource Suncoast (CSS) to be granted Subsequent Local Workforce Development Board (LWDB) Area Designation, an application must be submitted to CareerSource Florida and the Florida Department of Commerce (FloridaCommerce) every two years. The application must be signed by the two CSS Chief Local Elected Officials (CLEO's), CSS Board of Directors Chair, and the CSS President/CEO certifying that our region (Manatee & Sarasota Counties) has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

CareerSource Suncoast's Performance and Fiscal Overview was provided by FloridaCommerce, to the CSS Board of Directors on November 14, 2024, for Program Year (PY) 2022-2023. Performance Measure reports are also published on the FloridaCommerce website at [Indicators of Performance Reports - FloridaJobs.org](https://www.floridajobs.org/indicators-of-performance-reports). CSS continues to share copies of FloridaCommerce Programmatic, Fiscal Monitoring Reports, and Independent Auditor's Reports annually through distribution of the Board Meeting packets and review at Board of Directors meetings.

Performed Successfully:

For the purpose of determining subsequent local workforce development area designation, the term "performed successfully" means the local workforce development area met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and that the local area has not failed the same measure for the last two consecutive program years.

Program Year July 1, 2023 – June 30, 2024:

For PY 23-24 LWDB18 exceeded in eleven (11), met six (6) and did not meet in one (1) of the fourteen (14) Florida WIOA Primary Indicators of Performance.

PY 23-24 Performance Measures:

LWDB 18									
Measures	PY2023-2024 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q1	PY2023-2024 2n Quarter Performance	PY2023-2024 % of Performance Goal Met For Q2	PY2023-2024 3rd Quarter Performance	PY2023- 2024 % of Performance Goal Met For Q3	PY2023- 2024 4th Quarter Performanc e	PY2023-2024 % of Performance Goal Met For Q4	PY2023-2024 Performance Goals
Adults:									
Employed 2nd Qtr After	87.30	96.36	88.10	97.24	88.20	97.35	87.30	96.36	90.60
Median Wage 2nd Quarter	\$10,452	111.77	\$10,030	107.26	\$9,477	101.35	\$10,033	107.29	\$9,351
Employed 4th Qtr After	87.00	100.00	83.60	96.09	87.30	100.34	89.10	102.41	87.00
Credential Attainment	61.30	78.59	67.00	85.90	73.40	94.10	76.90	98.59	78.00
Measurable Skill Gains	72.70	99.05	59.80	81.47	67.50	91.96	79.50	108.31	73.40
Dislocated Workers:									
Employed 2nd Qtr After	75.00	96.65	72.70	93.69	73.30	94.46	83.30	107.35	77.60
Median Wage 2nd Quarter	\$12,811	127.12	\$12,811	127.12	\$11,972	118.79	\$9,920	98.43	\$10,078
Employed 4th Qtr After	72.70	88.66	81.30	99.15	83.30	101.59	72.70	88.66	82.00
Credential Attainment	39.60	67.81	54.50	93.32	61.90	105.99	66.70	114.21	58.40
Measurable Skill Gains	50.00	70.32	75.00	105.49	75.00	105.49	83.30	117.16	71.10
Youth:									
Employed 2nd Qtr After	80.00	94.01	81.00	95.18	76.20	89.54	85.00	99.88	85.10
Median Wage 2nd Quarter	\$3,813	86.07	\$3,573	80.65	\$4,649	104.93	\$6,142	138.65	\$4,430
Employed 4th Qtr After	77.50	90.12	81.80	95.12	80.00	93.02	81.00	94.19	86.00
Credential Attainment	78.90	97.77	63.60	78.81	72.70	90.09	72.70	90.09	80.70
Measurable Skill Gains	75.00	110.29	60.00	88.24	83.30	122.50	93.30	137.21	68.00
Wagner Peyser:									
Employed 2nd Qtr After	71.30	109.69	70.20	108.00	71.20	109.54	70.90	109.08	65.00
Median Wage 2nd Quarter	\$7,952	133.65	\$7,864	132.16	\$8,070	135.63	\$8,118	136.44	\$5,950
Employed 4th Qtr After	68.40	107.72	68.90	108.50	69.20	108.98	69.40	109.29	63.50
Not Met (less than 90% of negotiated)									
Met (90-100% of negotiated)									
Exceeded (greater than 100% of negotiated)									

Program Year July 1, 2024 – June 30, 2025:

For PY 24-25 LWDB18 exceeded in twelve (12), met in four (4) and did not meet in two (2) of the fifteen (15) WIOA Primary Indicators of Performance. The two metrics not meeting performance were Dislocated Worker Median Wage 2nd Quarter After Exit and Youth Credential Attainment Rate.

PY 24-25 Performance Measures:

LWDB 18									
Measures	PY2024-2025 1st Quarter Performance	PY2024-2025 % of Performance Goal Met For Q1	PY2024-2025 2nd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q2	PY2024-2025 3rd Quarter Performance	PY2024-2025 % of Performance Goal Met For Q3	PY2024-2025 4th Quarter Performance	PY2024-2025 % of Performance Goal Met For Q4	PY2024-2025 Performance Goals
Adults:									
Employed 2nd Qtr After Exit	85.2	99.07	88.5	102.91	84.3	98.02	89.7	104.30	86
Median Wage 2nd Quarter After Exit	\$10,199.50	111.57	\$11,178	122.27	\$12,032	131.61	\$11,971	130.94	\$9,142
Employed 4th Qtr After Exit	89.5	101.24	85.9	97.17	85.2	96.38	85.2	96.38	88.4
Credential Attainment Rate	80.9	105.06	82	106.49	71.1	92.34	76	98.70	77
Measurable Skill Gains	70.9	136.61	78.7	151.64	78.9	152.02	92	177.26	51.9
Dislocated Workers:									
Employed 2nd Qtr After Exit	87.5	105.42	100	120.48	100	120.48	100	120.48	83
Median Wage 2nd Quarter After Exit	\$9,639	90.93	\$10,200	96.23	\$10,302	97.19	\$6,701	63.21	\$10,600
Employed 4th Qtr After Exit	60	75.00	66.7	83.38	75	93.75	100	125.00	80
Credential Attainment Rate	72.7	145.40	77.8	155.60	50	100.00	50	100.00	50
Measurable Skill Gains	77.8	100.26	50	64.43	55.6	71.65	81.8	105.41	77.6
Youth:									
Employed 2nd Qtr After Exit	87.5	106.71	88.9	108.41	89.5	109.15	80	97.56	82
Median Wage 2nd Quarter After Exit	\$7,094	154.55	\$8,104	176.56	\$9,287	202.33	\$10,266	223.66	\$4,590
Employed 4th Qtr After Exit	71.4	89.25	80	100.00	81.3	101.63	83.3	104.13	80
Credential Attainment Rate	66.7	88.93	40	53.33	37.5	50.00	30	40.00	75
Measurable Skill Gains	56.5	75.33	76.9	102.53	71.4	95.20	91.2	121.60	75
Wagner Peysers:									
Employed 2nd Qtr After Exit	71.8	106.06	69.6	102.81	68.7	101.48	68.9	101.77	67.7
Median Wage 2nd Quarter After Exit	\$8,302	139.53	\$8,572	128.88	\$8,364	125.76	\$8,764	131.76	\$6,651
Employed 4th Qtr After Exit	69.5	109.45	68.2	107.06	69.2	108.63	68.3	107.22	63.7
Not Met (less than 90% of negotiated)									
Met (90-100% of negotiated)									
Exceeded (greater than 100% of negotiated)									

CSS has completed an analysis of the missed performance metrics. Dislocated Worker (DW) and Youth performance metrics were missed during the reporting period primarily due to the very small number of participants served. With such low enrollment levels, each individual outcome carries a disproportionately high impact on overall performance results. As a result, when even one or two participants did not successfully complete a measure—such as credential attainment, or wage gains—the effect was enough to cause the metric to fall below the required threshold. This dynamic makes it especially challenging to meet performance targets when participant volume is limited, as the metrics are not buffered by a larger population of outcomes.

Region 18 unemployment rate averaged around 4.5%, limiting the number of clients entering training. Additionally, CSS continues to leverage the National Emergency Dislocated Worker Grant (NEDWG) to serve eligible Dislocated Worker clients placing them in temporary employment to aid in disaster recovery. NEDWG has been an important tool for providing services and supporting affected workers. The combined effect of low overall DW and Youth participant counts and the reliance on grant-funded services contributed to the difficulty in meeting performance expectations during this period.

CSS monitors performance metrics using Power BI predictive analysis on performance metrics of clients served in all programs. We are projected to meet these performance metrics for PY 25/26. Currently, CSS is meeting or exceeding all WIOA indicators of performance except for one as of the 2nd quarter of the program year.

Sustained Fiscal Integrity:

Sustained Fiscal Integrity for all program years means the Secretary of the United States Department of Labor has not made a formal determination that either the grant recipient or the administrative entity of the area mis-expended funds due to willful disregard of the requirements of the provision involved, gross negligence or failure to comply with accepted standards of administration for the two-year period preceding the determination.

Information from Independent Auditor’s Report for Program Year July 1, 2023 – June 30, 2024:

SUNCOAST WORKFORCE BOARD, INC. dba CAREERSOURCE SUNCOAST
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

I - Summary of Auditor’s Results

Financial Statements

Type of auditor's report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? No

Noncompliance material to the financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? No

- Significant deficiency(ies) identified? Yes

Type of auditor's report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2CFR 200.516(a) NO

No Identification of major programs:

Identification of major Federal programs:

<u>Assistance Listing Number(s)</u>	<u>Program Name/Cluster</u>
17.277	National Emergency Grant
93.558	Temporary Assistance for Needy Families

Dollar threshold to distinguish between type A and type B Federal Programs: \$750,000

Auditee qualified as low risk auditee? Yes

II - Financial Statement Findings: None

III - Federal Award Findings and Questioned Costs:

2024-01 – Information on the Federal Program: ALN 93.558 – Temporary Assistance for Needy Families – WTS23/24 – Compliance Requirement: Activities Allowed – Control Finding: Improperly Approved Disbursements.

Criteria: The Organization has established internal controls pertaining to disbursement requirements. For any disbursements made by the Organization which exceed \$10,000, it is a requirement for there to be two signors from the established list of approved check/disbursement signors.

Condition: For two disbursements tested out of 40, both of which exceeded \$10,000, the Organization did not obtain the required second signature prior to disbursement.

Cause: The requirement to perform these control elements was not followed by the Organization.

Effect: The disbursements which were not properly completed in accordance with documented internal controls could result in improperly approved disbursements relating to grant agreements.

Recommendation: We recommend that the Organization follow the disbursement guidelines as set forth in their internal controls to ensure disbursements are properly approved before disbursement occurs.

IV. State of Florida, Department of Commerce (DOC) Reporting Requirements: The Organization performed timely reconciliations between the general ledger accounting system and the Subrecipient Enterprise Resource Application maintained by DOC. Also, based on the DOC reporting requirements, there were no additional findings required to be reported in fiscal year 2024.

V. Federal Award Summary Schedule of Prior Year Findings: There were no audit findings for the year ended June 30, 2023.

VI. Corrective Action Plan:

The Schedule of Findings and Questioned Costs provided comments and recommendations for improved financial management accounting procedures. The following is Management's response to the finding. The Auditors' comment number and description is included in reference.

2024-01 – Information on the Federal Program: ALN 93.558 – Temporary Assistance for Needy Families – WTS 23/24 – Compliance Requirement: Activities Allowed – Control Finding Improperly Approved Disbursements

This finding recommends the Organization follow the disbursement guideline for second check signature for disbursements \$10,000 or more. The organization will manually review disbursements of \$10,000 or more before they go out for a second signature. In addition, the organization reviewed check registers for program year 2023-2024 and program year 2024-2025 as of December 2024 and verified disbursements \$10,000 or more were supported with two signatures. There were no additional discrepancies.

Information from Independent Auditor's Report for Program Year July 1, 2024 – June 30, 2025:

SUNCOAST WORKFORCE
BOARD, INC. D/B/A
CAREERSOURCE SUNCOAST

SCHEDULE OF FINDINGS AND
QUESTIONED COSTS FOR THE YEAR
ENDED JUNE 30, 2023

I. Summary of Auditors' Results:

Financial Statements:

Type of audit report issued on the financial statements:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified? no
Significant deficiency(ies) identified? none reported
Noncompliance material to financial statements noted? no

Federal Awards:

Internal control over major Federal programs:

Material weakness(es) identified? no
Significant deficiency(ies) identified? none reported

Type of auditors' report issued on compliance for major Federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? no

Identification of major Federal programs:

<u>Assistance Listing Number(s)</u>	<u>Program Name/Cluster</u>
17.258, 17.259, 17.278	WIOA Cluster

Dollar threshold used to distinguish between type A and type B Federal programs: \$750,000

Auditee qualified as low-risk auditee? yes

II. **Financial Statement Findings:** None.

III. **Federal Awards Findings and Questioned Costs:** None.

IV. **State of Florida, Department of Commerce (DOC) Reporting Requirements:**

III. Federal Award Summary Schedule of Prior Year Findings: None

1.	Timely reconciliation between the general ledger accounting system and the Subrecipient Enterprise Resource Application (SERA) maintained by the DOC.	Yes
2.	Annual reconciliation to year-end financial records must include the following:	
a.	Each federal award passed through DOC balanced by the individual DOC NFA ID# since each NFA is required to be a	Yes

	self-balancing set of accounts	
b.	Net assets of each federal award equaled zero.	Yes
c.	Federal awards did not have negative cash balances without sufficient explanation.	Yes
d.	All cost pools were allocated to their final cost objectives.	Yes
3.	Application of indirect cost rate agreements negotiated with the federal cognizant agency of DOC had no areas of noncompliance noted.	Yes
4.	Federal case management processes complied with DOC requirements.	Yes

V. **Federal Award Summary Schedule of Prior Year Findings:** See Schedule of prior findings below:

Schedule of Prior Year Finding:

2024-01 – Information on the Federal Program: ALN 93.558 – Temporary Assistance for Needy Families – WTS 23/24 – Compliance Requirement: Activities Allowed

Corrective action taken – CSS reviewed our check issuance procedure to identify discrepancies and areas of improvement. A revised check issuance procedure was approved by the Board in May 2025 and provided to FloridaCommerce that same month. The changes have been implemented and being consistently followed. No repeat comment in current year.

Board of Directors List Tool

Program Year (PY) 2025-2026

Date of Review: 3/8/2026

Name of Board Member	Position on Board	Term of Appointment	Appointment Date	Name of Member's Business, Company, or Employer and Title or Position	Representation ****	Additional Representation
<p>Complete the Board of Directors template below. Include current board members at the time this document is completed including vacant seats from each Sector, if applicable. In the Representation column, you must choose an option from the drop-down menu. If a board member has more than one affiliation, select the additional representation category from Column F. Once the Board of Directors template has been completed, check the table located at the bottom of the page. The table calculates both Business and Workforce percentages, as well as the required board roles.</p> <p>Please note: <i>Providing a reference to website will not satisfy this request . The template holds up to 36 board members. If you have more than 36 members on your board reach out to your Programmatic Monitor Unit directly.</i></p>					<p>Sector & Description (See 20 CFR 679.320)</p>	<p>Sector & Description (See 20 CFR 679.320)</p>
					<p>Choose Sector and Description from the drop down menu</p>	<p>Choose Sector and Description from the drop down menu</p>
Jim Bos	Treasurer	01/01/2023 - 01/01/2027	1/14/2019	MBI Group, President	Business: Member of Small Business	
Jane Roseboro	Member	10/2/2024 - 10/2/2028	10/2/2024	Centerstone of Florida, Vice President	Business: Other Business Sector	
Lisa Eding	Vice Chair	05/20/2022 -05/19/2026	10/1/2014	Teak Decking , Human Resource Director	Business: Other Business Sector	
Lorri Kidder	Member	10/2/2024 - 10/2/2028	10/2/2024	Carr Riggs & Ingram LLC, Partner/CPA	Business: Member of Small Business	
Heather Kasten	Member	2/6/2026 - 6/30/2029	9/6/2017	Greater Sarasota Chamber of Commerce, President	Other: Economic and community development entity	
David Kraft	Chair	09/26/2024 - 09/26/2028	10/22/2012	Vision Consulting Group, Founder/CEO	Business: Member of Small Business	
Allison Imre	Member	07/18/2022 -07/18/2026	7/18/2022	Grapevine Communications , President/CEO/ Partner	Business: Member of Small Business	
Will Cromie	Member	10/2/2024 - 10/2/2028	10/2/2024	Synovus Bank	Business: Other Business Sector	
Eric Troyer	past-chair	09/26/2024 - 09/26/2028	9/16/2016	Kerkering Barberis , CPA/Partner	Business: Other Business Sector	
Craig Warzecha	Member	05/23/2023 - 05/23/2027	5/23/2023	Pittsburg Pirate , General Manager	Business: Other Business Sector	
Sarah Tar	Member	3/11/2024 - 03/11/2028	3/11/2024	PNC Bank, VP - Commercial Relationship Manager II	Business: Other Business Sector	
Ashley Brown	Member	01/01/2023 - 01/01/2027	1/14/2019	Women's Resource Center, President	Workforce: Community based organization with experience and expertise in addressing the employment, training or education need of individuals with barriers to employment	
Geoffrey Gilot	Member	7/3/2024 - 7/3/2028	7/3/2024	Boys & Girls Clubs of Sarasota and Desoto Counties, Teen Program Director	Workforce: Organization with experience and expertise in addressing the employment, training, or education needs of eligible youth	
Mark Viggiano	Member	3/11/2024 - 03/11/2028	3/11/2024	Local 123 Members and Pipefitter, Training Coordinator	Workforce: Labor organization in the local area	Workforce: Union affiliated registered apprenticeship program
Michael Endee	Member	9/23/2025 - 9/23/2029	9/23/2025	Sarasota County Schools, Executive Director, Suncoast Technical College	Other: Training provider administering adult education and literacy activities under WIOA title II	
Paul Gansemar	Member	9/23/2025 - 9/23/2029	9/1/2022	Manatee Technical College (Manatee Co. School Board, Executive Director	Other: Training provider administering adult education and literacy activities under WIOA title II	
Anne Lebaron	Member	9/11/2023-9/11/2027	9/11/2023	Take Stock in Children Manatee, Chief Executive Officer	Workforce: Organization with experience and expertise in addressing the employment, training, or education needs of eligible youth	
Kathleen Dwyer	Member	7/3/2024 - 7/3/2028	7/3/2024	Galen College of Nursing, VP of Operations and Regulatory Affairs	Other: Institution of higher education providing workforce investment activities	Business: Other Business Sector
Ken Waters	Member	03/25/2022 - 03/25/2026	8/5/2014	Sarasota Housing Authority, VP Residential Services	Other: Governmental and economic and community development entities who represent transportation, housing, and public assistance programs	
Ericka Randall	Member	01/24/2022 - 01/24/2026	1/24/2022	Vocational Rehabilitation, Area Supervisor	Other: Program carried out under title I of the Rehabilitation Act o 1973, other than sec.112 or part C of that title	
Patricia Rand	Member	1/20/2026 - 1/20/2030	1/20/2026	VP Academic Affairs, State College of Florida	Other: Institution of higher education providing workforce investment activities	
Shaun Polasky	Member at-large	11/7/2022 -11/7/2026	11/7/2022	Helios Technologies, VP, Human Resources & People Operations	Business: Other Business Sector	
James Nick Choat	Member	2/13/2025 - 2/13/2029	2/13/2025	Owner, Abink LLC, dab Sports Clips Haircuts	Business: Member of Small Business	
Sherod Halliburton	Member	2/13/2025 - 2/13/2029	2/13/2025	VP/Market President, Credit Union 1	Business: Other Business Sector	
Vacant	Member				Business: Member of Small Business	
Vacant	Member				Business: Other Business Sector	
Vacant	Member				Workforce: Labor organization in the local area	
Vacant	Member				Other: Economic and community development entity	

**** Please note that this column is solely used to calculate compliance with the 50% business and 20% workforce membership requirement. For members that serve multiple roles, please select *business* or *workforce* sector in the first column and the secondary role in the second column.

	Member Count	Member Percentage	
Board Members in Business Sector	15	54%	Total must 50% or greater
<i>Member of Small Business</i>	6	Meets Minimum	Minimum of 2 business representatives
<i>Other Business Sectors</i>	9		Remaining business representatives
<i>Vacant Business Sector seats</i>	0		Vacant Seats
Board Members in Workforce Sector	6	21%	Total must be 20% or greater
<i>Labor organization in the local area</i>	2	Meets Minimum	If in existence, must include 2 or more Workforce representatives
<i>Joint labor-management organization</i>	0		
<i>Union affiliated registered apprenticeship program</i>	1	Meets Minimum	If in existence, must include 1 or more Workforce representatives from these three categories
<i>Non-union affiliated registered apprenticeship program</i>	0		
<i>Community-based organization with experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment</i>	1		May include 1 or more Workforce representatives
<i>Organization that serves veterans</i>	0		May include 1 or more Workforce representatives
<i>Organization which provides or supports competitive integrated employment for individuals with disabilities</i>	0		May include 1 or more Workforce representatives
<i>Organization with experience and expertise in addressing the employment, training, or education needs of eligible youth</i>	2		May include 1 or more Workforce representatives
<i>Vacant Workforce Sector Seats</i>			Vacant Seats
Board Members in Other Sectors		29%	Remaining Percentage
<i>Training provider administering adult education and literacy activities under WIOA title II</i>	2	Meets minimum	Must include 1 representative
<i>Institution of higher education providing workforce investment activities</i>	1	Meets minimum	Must include 1 representative
<i>Economic and community development entity</i>	2	Meets minimum	Must include 1 representative
<i>State Employment Service Office under Wagner Peyser Act (29 U.S.C. 49) serving the local area</i>	0		Must include 1 representative - DEO realizes that this position may not be filled.
<i>Program carried out under title I of the Rehabilitation Act of 1973, other than sec.112 or part C of that title</i>	1	Meets minimum	Must include 1 representative
<i>Other Entity that administers education and training activities, represents local educational agencies or community-based organizations that have expertise in addressing the education or training needs for individuals with barriers to employment</i>	0		May include representatives
<i>Governmental and economic and community development entities who represent transportation, housing, and public assistance programs</i>	1		May include representatives
<i>Philanthropic organizations serving the local area</i>	0		May include representatives
<i>Other appropriate individuals as determined by the chief elected official</i>	0		May include representatives
<i>Vacant Other Seats</i>	0		Vacant Seats
Member Count	28		
Representation Count	29		