Board of Directors Meeting Agenda
Thursday, November 12, 2026 - 8:00 a.m. to 9:30 a.m.
Location: 3660 N. Washington Blvd. Sarasota, Fl. 34234
Join Microsoft Teams Virtual Meeting
Call-in Capabilities
Phone 1-786-600-3104
Conference ID: 819 592 380#

Call to Order and Roll Call – Sarah Tar, Vice Chair

Board Member Updates - Sarah Tar, Vice Chair
- Sherod Haliburton Resignation effective 9/30/2026

Action Items – Sarah Tar, Vice Chair
- Approval of Consent Agenda
  - Approval of the September 24, 2026 Board of Directors Meeting Minutes
  - Approval of Local Targeted Occupations List
  - Approval of Revised CSS Policy #08-21 Travel Authorizations and Reimbursements.
  - Approval of WIOA Local and Regional Plan Two-Year Modification.
- Acceptance of the PY2025-2026 Financial Audit - Corinne LaRoche, Partner-James Moore
- Approval of Joshua Matlock, President/CEO Compensation - Shaun Polasky

CEO Report – Joshua Matlock

Finance and Performance Reports
- Finance Reports – Lorri Kidder
- Performance Reports - Anthony Gagliano

Staff Reports
- Kathy Bouchard, VP/CTO
- Anthony Gagliano, VP/COO

Public Comments/Closing Remarks – Sarah Tar, Vice Chair

Next Board of Directors Meeting – Sarah Tar, Vice Chair
When: January 28, 2027
Location: 3660 N. Washington Blvd. , Sarasota, Fl. 34234

Meeting Adjournment – Sarah Tar, Vice Chair

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

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Action Item -
Consent Agenda

- Approval of the September 24, 2026 Board of Directors Meeting Minutes
- Approval of PY2026-2027 Local Targeted Occupations List
- Approval of Revised CSS Policy #08-21 Travel Authorizations and Reimbursements.

- Approval of WIOA Local and Regional Plan Two-Year Modification.

CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, September 24, 2026
8:00 A.M.

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

Installation of Officers September 2026-2028 - David Kraft, Chair
- Chair, Shaun Polasky – Helios Technologies
- Chair-elect, Sarah Tar - PNC Bank
- Treasurer, Lorri Kidder - Carr, Riggs, Ingram.

Board Member Updates – David Kraft, Chair
At-Large Member Appointment 2026-2028:
- Nick Choat, Owner – Sport Clips

Welcome New Board Members:
- John K. Bucy, Founder & Principal Consultant - Avail Business Ventures
- Jodi Kirk, Director – Manatee Technical College

Resignations:
- Heather Kasten Effective September 30, 2026

Action Items – David Kraft, Chair

- **Approval of the June, 2026 Board of Directors Meeting Minutes - David Kraft**
  David Kraft requested a motion to approve the June 25, 2026 Board of Directors Meeting Minutes

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

CEO Report - Joshua Matlock
Joshua Matlock provided updates on the following items: WIOA Authorization, State Board meetings, CareerSource Polk leadership changes, and Letter Grade metric changes.

Other Board Business:
Performance Report - James Disbro reviewed the CSS WIOA Performance Indicators for the program year 2025-26. A copy of the performance results were provided in the agenda packet.

Staff Reports:

Robin Dawson

Robin Dawson provided updates on the following: annual independent financial audit with James Moore and the FloridaCommerce annual financial monitoring. A budget modification will be completed for the next Executive Committee meeting.

Kathy Bouchard

Kathy Bouchard provided an update on staff presenting workshops at the Workforce Professional Summit, the recent staff retreat, sharing the results of the culture survey conducted and a new Wagner Peyser staffing rule that will transition State staff to Board staff.

Anthony Gagliano

Anthony Gagliano provided a video update on the following: Apprenticeship expansion efforts, Entrepreneurship initiatives, annual Workforce Development Summit participation, grant awards from Credit Union1, workforce award nominees- Sharona Robinson, Jill Hyatt, Chet Filanowski, and Nicholas Quinn, upcoming events e-Rising 2026, Financial Freedom Workshop, the Paychecks for Patriots – Job Seeker - CareerSource Suncoast and an apprenticeship accelerator event.

Public Comments: None

Next Meeting:

Next Board of Directors Meeting is November 12, 2026

This meeting will be a combined full Board of Directors and Executive Committee Meeting.
Location: 3660 N. Washington Blvd, Sarasota, FL

Adjournment: The meeting was adjourned at 9:13 a.m.

Respectfully submitted,

Joshua Matlock
Joshua Matlock (Nov 5, 2026 10:20:34 EST)

Joshua Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MBJ Group
P*	Justine Bellante, Titan Placement Group
P*	Ashley Brown, Women's Resource Center
P	John Bucy, Avail Business Ventures
P	Will Cromie, Synovus Bank
P	Nick Choat, Sport Clips Haircuts
P	Kim Dalglish, Manatee Chamber of Commerce
A	Kathy Dwyer, Galen College of Nursing
P	Lisa Eding, Teak Decking Systems
P*	Michael Endee, Sarasota County School – Suncoast Technical College
P*	Geoffry Gilot, Boys & Girls Clubs
P*	Sherod Haliburton, Credit Union1
P*	Allison Imre, Grapevine Communications
A	Heather Kasten, Sarasota Chamber of Commerce
A	Lori Kidder, Carr Riggs, & Ingram, LLC.
P*	Dr. Jodi Kirk, Manatee Technical College
P	David Kraft, Vision Consulting Group
P*	Anne LeBaron, Take Stock in Children Manatee
P	Shaun Polasky, Helios Technologies
P*	Patricia Rand, State College of Florida
P*	Ericka Randall, Vocational Rehabilitation
P*	Sarah Tar, Truist
P	Eric Troyer, Kerkering Barberio & Company
A	Mark Viggiano, Local 123 Plumbers, and Pipefitters Union
A	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
	Staff Present: Josh Matlock, Robin Dawson, Anthony Gagliano, Kathy Bouchard, Christina Witt, Michelle Snyder, James Disbro, Lori Sardinas, , Nicholas Quinn*, Chet Filanowski*, Karima Habity*
P*	Commissioner Tal Siddique - Manatee County
P*	Commissioner Teresa Mast – Sarasota County

26 Board Members – 21 present, 5 absent
**Virtual*

CAREERSOURCE SUNCOAST
Local Targeted Occupations List for PY2026-2027
Board of Directors Summary
November 12, 2026

Background Information:
As part of Workforce Innovation and Opportunity Act (WIOA) implementation, CareerSource Florida Administrative Policy 82 provides guidance for the development of Local Workforce Development Boards' Local Targeted Occupations List (LTOL). The LTOL is a critical tool used to identify high-demand occupations and ensure training resources are aligned with regional workforce needs.

The LTOL is derived from the annual Regional Demand Occupations List (RDOL), which is released by the Florida Department of Commerce (FloridaCommerce) and serves as the foundation for identifying occupations eligible for training services funded through WIOA and other workforce programs

Summary:
On August 11, 2026 the FloridaCommerce released the **2026-2027 Statewide and Regional Demand Occupations List (RDOL).** On August 25, 2026 FloridaCommerce sent a subsequent email to all Local Workforce Development Boards of an upcoming policy change that will eliminate the use of Local Targeted Occupations Lists, moving to the use of the RDOL, in an effort to strengthen alignment between the Demand Occupations List and the Master Credential List (MCL). While CSS is pending additional information and the release of the updated CareerSource Florida Policy in regard Regional Demand Occupations List. CSS developed the LTOL in alignment with our current policy:

- Used the RDOL published by FloridaCommerce as the base for the LTOL.
- Solicited the input of business and industry stakeholders and partners regarding the ability to add occupations to the list based on local demand and associated wages.
- No submissions were received to review for addition to the LTOL.

Result:
The CSS Local Targeted Occupation reflects the occupations on the FloridaCommerce RDOL with no additions or removals.

Requested Action:

A motion to approve the PY2026–2027 Local Targeted Occupations List (LTOL).

Respectfully submitted,

James Disbro,
Vice President, Strategic Workforce Alignment

PY 2026-2027 Local Targeted Occupations List

Workforce Development Area 18 - Manatee and Sarasota Counties

Sorted by Standard Occupational Classification Code

Effective November 12, 2026

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
111011	Chief Executives	HSHW	6	N
111021	General and Operations Managers	HSHW	6	R
112011	Advertising and Promotions Managers		6	E
112021	Marketing Managers	HSHW	6	R
112022	Sales Managers	HSHW	6	R
113012	Administrative Services Managers	HSHW	6	R
113013	Facilities Managers	HSHW	6	N
113021	Computer and Information Systems Managers	HSHW	6	R
113031	Financial Managers	HSHW	6	R
113051	Industrial Production Managers	HSHW	6	N
113071	Transportation, Storage, and Distribution Managers	HSHW	6	R
113111	Compensation and Benefits Managers	HSHW	6	E
113121	Human Resources Managers	HSHW	6	S
119013	Farmers, Ranchers, and Other Agricultural Managers	HSHW	6	E
119021	Construction Managers	HSHW	6	R
119041	Architectural and Engineering Managers	HSHW	6	S
119051	Food Service Managers	HSHW	3	R
119111	Medical and Health Services Managers	HSHW	6	R
119121	Natural Sciences Managers	HSHW	6	N
119141	Property, Real Estate, and Community Association Managers	HSHW	6	R
119151	Social and Community Service Managers	HSHW	6	S
119199	Managers, All Other	HSHW	6	S
131020	Buyers and Purchasing Agents	HSHW	6	R
131031	Claims Adjusters, Examiners, and Investigators	HSHW	3	R
131032	Insurance Appraisers, Auto Damage	HSHW	4	E
131041	Compliance Officers	HSHW	6	R
131051	Cost Estimators	HSHW	6	R
131071	Human Resources Specialists	HSHW	6	R
131081	Logisticians	HSHW	6	R
131082	Project Management Specialists	HSHW	6	R
131111	Management Analysts	HSHW	6	R
131121	Meeting, Convention, and Event Planners		6	
131131	Fundraisers	HSHW	6	S
131141	Compensation, Benefits, and Job Analysis Specialists	HSHW	6	S
131151	Training and Development Specialists		6	
131161	Market Research Analysts and Marketing Specialists	HSHW	6	R
131199	Business Operations Specialists, All Other	HSHW	6	R
132011	Accountants and Auditors	HSHW	6	R
132041	Credit Analysts	HSHW	6	E
132051	Financial and Investment Analysts	HSHW	6	R
132052	Personal Financial Advisors	HSHW	6	R
132053	Insurance Underwriters	HSHW	6	E
132054	Financial Risk Specialists	HSHW	6	E
132061	Financial Examiners	HSHW	6	E
132072	Loan Officers	HSHW	6	S
132082	Tax Preparers		4	
132099	Financial Specialists, All Other	HSHW	6	N
151211	Computer Systems Analysts	HSHW	6	R
151212	Information Security Analysts	HSHW	6	S
151231	Computer Network Support Specialists	HSHW	5	E

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
151232	Computer User Support Specialists		4	R
151241	Computer Network Architects	HSHW	6	S
151243	Database Architects	HSHW	6	E
151244	Network and Computer Systems Administrators	HSHW	6	S
151251	Computer Programmers	HSHW	6	E
151252	Software Developers	HSHW	6	R
151253	Software Quality Assurance Analysts and Testers	HSHW	6	R
151254	Web Developers	HSHW	5	R
151255	Web and Digital Interface Designers	HSHW	5	N
151299	Computer Occupations, All Other	HSHW	6	S
152011	Actuaries	HSHW	6	E
152031	Operations Research Analysts	HSHW	6	S
152051	Data Scientists	HSHW	6	S
171011	Architects, Except Landscape and Naval	HSHW	6	N
171012	Landscape Architects	HSHW	6	E
171022	Surveyors	HSHW	6	E
172011	Aerospace Engineers	HSHW	6	E
172031	Bioengineers and Biomedical Engineers	HSHW	6	E
172051	Civil Engineers	HSHW	6	R
172061	Computer Hardware Engineers	HSHW	6	E
172071	Electrical Engineers	HSHW	6	S
172072	Electronics Engineers, Except Computer	HSHW	6	E
172081	Environmental Engineers	HSHW	6	E
172112	Industrial Engineers	HSHW	6	R
172121	Marine Engineers and Naval Architects	HSHW	6	E
172141	Mechanical Engineers	HSHW	6	S
172151	Mining and Geological Engineers, Including Mining Safety Engineers	HSHW	6	E
172199	Engineers, All Other	HSHW	6	E
173011	Architectural and Civil Drafters	HSHW	5	R
173012	Electrical and Electronics Drafters	HSHW	5	E
173021	Aerospace Engineering and Operations Technologists and Technicians	HSHW	5	E
173022	Civil Engineering Technologists and Technicians	HSHW	5	E
173024	Electro-Mechanical and Mechatronics Technologists and Technicians	HSHW	5	E
173025	Environmental Engineering Technologists and Technicians		5	E
173026	Industrial Engineering Technologists and Technicians		5	E
173027	Mechanical Engineering Technologists and Technicians		5	E
173029	Engineering Technologists and Technicians, Except Drafters, All Other	HSHW	5	E
173031	Surveying and Mapping Technicians		5	R
191012	Food Scientists and Technologists	HSHW	6	E
191042	Medical Scientists, Except Epidemiologists	HSHW	6	N
192031	Chemists	HSHW	6	E
192032	Materials Scientists	HSHW	6	E
192041	Environmental Scientists and Specialists, Including Health	HSHW	6	N
192042	Geoscientists, Except Hydrologists and Geographers	HSHW	6	E
194013	Food Science Technicians		5	E
194021	Biological Technicians		6	
194031	Chemical Technicians		5	E
194042	Environmental Science and Protection Technicians, Including Health		5	E
194043	Geological Technicians, Except Hydrologic Technicians		5	E
194061	Social Science Research Assistants		6	E
194099	Life, Physical, and Social Science Technicians, All Other		6	
195011	Occupational Health and Safety Specialists	HSHW	6	S
195012	Occupational Health and Safety Technicians		4	E
211018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors		6	R
211021	Child, Family, and School Social Workers		6	R
211023	Mental Health and Substance Abuse Social Workers		6	S

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
211029	Social Workers, All Other	HSHW	6	N
211091	Health Education Specialists	HSHW	6	N
211093	Social and Human Service Assistants		3	
211094	Community Health Workers		6	N
211099	Community and Social Service Specialists, All Other		6	
232011	Paralegals and Legal Assistants		5	R
251071	Health Specialties Teachers, Postsecondary	HSHW	6	S
252012	Kindergarten Teachers, Except Special Education	HSHW	6	R
252021	Elementary School Teachers, Except Special Education		6	R
252022	Middle School Teachers, Except Special and Career/Technical Education		6	R
252031	Secondary School Teachers, Except Special and Career/Technical Education	HSHW	6	R
252032	Career/Technical Education Teachers, Secondary School	HSHW	6	R
252052	Special Education Teachers, Kindergarten and Elementary School		6	E
252058	Special Education Teachers, Secondary School	HSHW	6	R
253099	Teachers and Instructors, All Other	HSHW	6	R
271011	Art Directors	HSHW	6	S
271012	Craft Artists		3	
271024	Graphic Designers		6	R
271025	Interior Designers		6	
272012	Producers and Directors	HSHW	6	N
272042	Musicians and Singers	HSHW	3	R
273031	Public Relations Specialists		6	
273042	Technical Writers	HSHW	6	E
273043	Writers and Authors	HSHW	6	S
273091	Interpreters and Translators		6	
274011	Audio and Video Technicians		5	N
291031	Dietitians and Nutritionists	HSHW	6	E
291124	Radiation Therapists	HSHW	5	E
291126	Respiratory Therapists	HSHW	5	S
291129	Therapists, All Other	HSHW	6	
291141	Registered Nurses	HSHW	6	R
291292	Dental Hygienists	HSHW	5	R
292010	Clinical Laboratory Technologists and Technicians	HSHW	5	R
292031	Cardiovascular Technologists and Technicians		5	E
292032	Diagnostic Medical Sonographers	HSHW	5	S
292033	Nuclear Medicine Technologists	HSHW	5	E
292034	Radiologic Technologists and Technicians	HSHW	5	R
292035	Magnetic Resonance Imaging Technologists	HSHW	5	E
292036	Medical Dosimetrists	HSHW	4	E
292042	Emergency Medical Technicians		4	
292043	Paramedics		4	R
292052	Pharmacy Technicians		4	
292053	Psychiatric Technicians		4	
292055	Surgical Technologists	HSHW	4	N
292056	Veterinary Technologists and Technicians		5	
292057	Ophthalmic Medical Technicians		4	S
292061	Licensed Practical and Licensed Vocational Nurses		4	R
292072	Medical Records Specialists		4	R
292099	Health Technologists and Technicians, All Other		4	
299021	Health Information Technologists and Medical Registrars	HSHW	4	E
299093	Surgical Assistants	HSHW	4	E
299099	Healthcare Practitioners and Technical Workers, All Other	HSHW	4	E
311131	Nursing Assistants		4	
312011	Occupational Therapy Assistants	HSHW	5	S
312021	Physical Therapist Assistants	HSHW	5	R
319011	Massage Therapists		4	R

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
319091	Dental Assistants		4	R
319092	Medical Assistants		4	
319097	Phlebotomists		4	R
331012	FirstLine Supervisors of Police and Detectives	HSHW	6	E
332011	Firefighters		4	R
333051	Police and Sheriff's Patrol Officers	HSHW	5	R
351011	Chefs and Head Cooks	HSHW	5	R
371012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers		3	R
391014	First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services		3	S
391022	First-Line Supervisors of Personal Service Workers		3	
411011	First-Line Supervisors of Retail Sales Workers		3	
411012	First-Line Supervisors of Non-Retail Sales Workers	HSHW	3	R
413011	Advertising Sales Agents		3	
413021	Insurance Sales Agents	HSHW	4	R
413031	Securities, Commodities, and Financial Services Sales Agents	HSHW	6	R
413041	Travel Agents		3	
413091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel		6	
414011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	HSHW	6	R
414012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	HSHW	3	R
419021	Real Estate Brokers		4	N
419022	Real Estate Sales Agents		4	
431011	First-Line Supervisors of Office and Administrative Support Workers	HSHW	3	R
433031	Bookkeeping, Accounting, and Auditing Clerks		3	R
433051	Payroll and Timekeeping Clerks		3	
433099	Financial Clerks, All Other		3	E
434011	Brokerage Clerks	HSHW	3	E
434031	Court, Municipal, and License Clerks		3	R
434161	Human Resource Assistants, Except Payroll and Timekeeping		5	E
435061	Production, Planning, and Expediting Clerks		3	R
436011	Executive Secretaries and Executive Administrative Assistants	HSHW	3	R
436012	Legal Secretaries and Administrative Assistants		3	R
436013	Medical Secretaries and Administrative Assistants		3	
439199	Office and Administrative Support Workers, All Other		3	
471011	First-Line Supervisors of Construction Trades and Extraction Workers	HSHW	3	R
472031	Carpenters		4	R
472111	Electricians		4	R
472152	Plumbers, Pipefitters, and Steamfitters		4	R
474011	Construction and Building Inspectors	HSHW	4	R
491011	First-Line Supervisors of Mechanics, Installers, and Repairers	HSHW	3	R
492021	Radio, Cellular, and Tower Equipment Installers and Repairers	HSHW	5	E
492022	Telecommunications Equipment Installers and Repairers, Except Line Installers		4	R
492091	Avionics Technicians	HSHW	5	E
492098	Security and Fire Alarm Systems Installers		4	R
493011	Aircraft Mechanics and Service Technicians	HSHW	5	S
493021	Automotive Body and Related Repairers		4	R
493023	Automotive Service Technicians and Mechanics		4	R
493031	Bus and Truck Mechanics and Diesel Engine Specialists		4	R
493042	Mobile Heavy Equipment Mechanics, Except Engines		4	R
493051	Motorboat Mechanics and Service Technicians		4	S
499021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers		4	R
499041	Industrial Machinery Mechanics		4	R
499051	Electrical Power-Line Installers and Repairers	HSHW	4	N
499052	Telecommunications Line Installers and Repairers		4	R
499062	Medical Equipment Repairers		5	
511011	First-Line Supervisors of Production and Operating Workers	HSHW	3	R
512011	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	HSHW	4	E

SOC Code †	Occupational Title †	HSHW ††	LMEC Training Code †††	Qualifying Level ††††
514035	Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic		4	E
514041	Machinists		4	R
514111	Tool and Die Makers		4	E

CAREERSOURCE SUNCOAST
Policy Approval
Board of Directors Summary
November 12, 2026

Background Information:
CareerSource Florida Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain, or further specify federal or state legislation or policies developed by FloridaCommerce. As CareerSource Florida (CSF) approves new Administrative and/or Strategic Policies, CareerSource Suncoast will review these policies to create or revise existing CSS policy and procedures for proper alignment. FloridaCommerce requires local boards to present all local policies to the Board of Directors for review and approval. Outlined below is one (1) CSS Board Policy revision for your review and approval.

Summary of Policy Revision:

Policy# 08-21 Travel Authorizations

This policy was updated to provide some additional clarification to staff.

Revisions include:

1. Official Headquarters definition update and clarification on headquarters for remote work.
2. Definition of Vicinity mileage.
3. Clarification on the use of the Vicinity miles and the FDOT mileage map.
4. Car rental utilization requirement.
5. Removal of the minimum $100 requirement for an advance.

Requested Action:
A motion that the Board of Directors approve the revised Policy# 08-21 Travel Authorizations

Respectfully submitted,

Christina Witt
VP, Workforce Integration

POLICY# 08-21

Policy: Travel Authorizations and Reimbursements	**Page** 1 of 13
Program: Workforce Innovation and Opportunity Act (WIOA)	
Section: Finance/Operations	
Date of Issuance: 12/9/2021	**Revision Date:** 11/12/2026
Distribution: CareerSource Suncoast Staff Members	

Background

Florida Statutes outline the rules and regulations applicable to Board travel and reimbursement allowability. Florida Statute Section 112.061(3)(a) states: All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established by Florida Statute s. 112.061 and shall follow all applicable federal and state requirements.

Purpose

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

Policy

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

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

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

DRAFT

Definitions:

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

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

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

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

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

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

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

State Agency Organized Meeting, Conference, or Convention: Refers to any meeting, conference, or convention for which another state agency, FloridaCommerce staff, CareerSource Florida, or other FloridaCommerce partner entity or sub-recipient is involved in selecting the location or planning the activities to be conducted.

State Agency Sponsored Meeting Conference or Event: Refers to any meeting, conference, or convention for which another state agency, FloridaCommerce, CareerSource Florida, or other FloridaCommerce partner entity or sub-recipient has contributed money for the event to be held. This excludes membership and registration fees.

Travel Advances – An advance disbursement of funds prior to actual travel.

Official Headquarters: Per Section 112.061(4), Florida Statute, the headquarters of an authorized traveler assigned to an office shall be the city or town in which their designated office is located except that:

- For Board members, the headquarters is the primary address for the Board. {Source: Section 112.061(4), F.S.}

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

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

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

Per Section 112.061(6)(b), F.S., the current approved meal allowance rates are as follows:
- **Breakfast - $6.00** *when travel begins before 6 am and extends beyond 8 am*
- **Lunch - $11.00** w*hen travel begins before 12 noon and extends beyond 2 pm*
- **Dinner - $19.00** w*hen travel begins before 6 pm and extends beyond 8 pm*

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

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

In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved in advance. If returning one hour after or one hour before work hours, the destination, and therefore the point when travel concludes, is the traveler's home. The same considerations apply for determining when travel begins. This determination is used solely to establish travel time and does not govern mileage reimbursement, which is calculated separately under the Local Mileage provisions of this policy. The return destination should be the shortest distance from the starting point.

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

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All travelers are allowed either (1) the authorized per diem for each day of travel or (2) if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate if paid directly by the traveler. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. A travel day is a 24-hour period running from midnight to midnight and is split into four distinct 6-hour quarters:

- **1st Quarter:** 12:01 a.m. to 6:00 a.m.
- **2nd Quarter:** 6:01 a.m. to 12:00 noon
- **3rd Quarter:** 12:01 p.m. to 6:00 p.m.
- **4th Quarter:** 6:01 p.m. to 12:00 midnight

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

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

- The nature of the business. {Source: Section 112.061(7), F.S.}
- The most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. {Source: Section 112.061(7), F.S.}
- The number of people making the trip and the amount of equipment or material to be transported. {Source: Section 112.061(7), F.S.}
- Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles.
- Approval for anything other than joint utilization must be requested in advance on the Travel Authorization Request form and must include justification. In the event transportation other than the most economical class is provided at the preference of the traveler, the charges in excess of the most economical class must be paid by or refunded by the traveler to the agency.
    - For example: If a traveler opts out of an available carpool to a common destination, they will not be reimbursed for mileage.

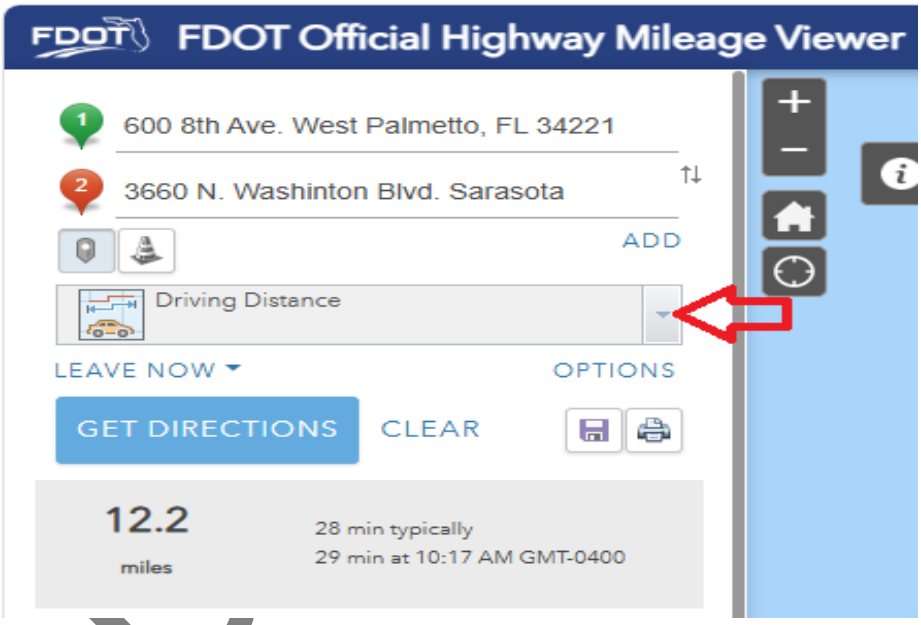
Use of Personal Vehicle:
When using a personal vehicle for business travel the following rules apply:

- Employees traveling to a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance on the Travel Authorization Request form and must include justification.
- If travel is complimentary, “COMP” should be entered in the map mileage column of the travel authorization. No reimbursement shall be made for gratuitous transportation. {Source: Section 112.061(7)(h) & Recommended Best Practice.}
- The traveler is entitled to mileage allowance at a fixed rate of **44.5 cents per mile** when using a personal vehicle. The reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public

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business and reimbursement is made via mileage allowance. {Source: Section 112.061(7)(d), F.S.}

- The point of origin of travel is the geographic location of a traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.
- Map Mileage is travel from city to city based on the official Florida Department of Transportation (FDOT) highway map located at FDOT Official Highway Mileage Viewer.
- Vicinity mileage is travel within Manatee and Sarasota Counties.
- Vicinity mileage necessary to conduct Board business must be shown separately on the *Travel Reimbursement / Reconciliation Request* form. Justification must be provided if the traveling employee logs vicinity miles in excess of 50 miles per day.
- Local vicinity and map mileage claimed must include a description with the address and purpose of the trip.
- Mileage claimed must be from point of origin to destination based on the official FDOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S} FDOT Official Highway Mileage Viewer. When using the FDOT mileage viewer, select the "Driving Distance" on the drop down for the appropriate mileage to claim. See Screenshot below.



- The CSS *Mileage Chart* for distances between CareerSource Suncoast (CSS) offices is published on the CareerSource Suncoast SharePoint in the Documents - Travel Forms - All Documents (sharepoint.com) folder. Staff members are required to use these distances when claiming Class C travel (day trips) when traveling between CSS offices.
- Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case, the mileage used to pick up other travelers can be claimed. {Source: 69I-42.008(4), F.A.C. & Recommendations Best Practice.}
- Mileage cannot be claimed while in a rental vehicle if the cost of that vehicle is reimbursed by the Board. Reimbursement shall be for the cost of mileage or the cost to rent the vehicle, whichever is more economical and authorized by the appropriate Board designee. {Source: Section 112.061, (7)(d)1, F.S.}
- Traveling employees shall not be paid a mileage allowance for travel between their residence and their headquarters, assigned work location for the day, or regular work location. An employee may claim mileage from their home to a work location outside their official headquarters if travel begins more than one hour before or one hour after the traveler's regular

work hours and provided the miles claimed do not exceed the miles actually driven. {Source: 69I-42.008(4),.A.C.}

- Local mileage will be reimbursed based on the actual map mileage, not estimates, except in the case of locations listed on the CSS Mileage Chart. The most direct driving route between the point of origin and each destination must be used. For telecommuters, on telecommuting days, the point of origin will be the driver's official headquarters location or the driver's home, whichever is closer to the (first) destination. Each stop must be documented with the name of the business or person, address, and purpose of the trip. CSS will not reimburse mileage for commuting between home and the employee's headquarters location. This policy includes temporary headquarters locations, such as when an employee is assigned to a different location for the day.
- When calculating mileage reimbursement, the amount must be rounded down. {Source: 2 CFR 230, Appendix B, Paragraph 16 (OMB A-122)}

Rental Cars:

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

- Transportation by chartered vehicles when traveling on official business may be authorized by the agency head when necessary or where it is to the advantage of the agency, provided the cost of such transportation **does not** exceed the cost of transportation by privately owned vehicle.
- Use of the state contract vendor for renting vehicles and should be used unless:
  - The use of another rental company provides lower net rates that include primary insurance coverage as listed in State contract, payment of the collision damage waiver fee, and controlled fuel price; or
  - When the State contracted provider cannot provide vehicles; or
  - When it is not feasible due to travel time or distance to a State contracted rental company.
- Consult the current contract for rate information and specific coverage: State Term Contract-DMS-Rental Vehicles. Vehicles rented from companies other than the State contracted vendor must include primary insurance coverage. Inquire prior to rental verify primary insurance coverage is provided. All major rental companies provide primary insurance coverage, but many small companies provide secondary coverage with the renter's personal vehicle insurance coverage serving as primary. *NOTE: Traveling employees should purchase collision damage insurance if a vehicle is rented from a vendor other than the State contracted vendor.*
- Traveling employees are to request to rent a Class "CCAR," compact car. Rental of larger vehicles must be properly justified, or reimbursement will be reduced. Upgrades by the State contract vendor at no additional cost are acceptable.
- Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return. Failure to do so may result in a reduction of the reimbursement.
- In areas where a non-airport rental facility exists at a comparable proximity, the non-airport facility should be used to avoid airport fees and surcharges.
- Rental Vehicles should be fueled according to rental agency instruction. Fuel should be purchased from self service facilities to avoid unnecessary fuel or convenience charges. All fuel receipts must be accompanied by a rental car receipt.

Airline Travel:

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

- Travel agency surcharges may be reimbursed if properly justified and a receipt is provided.

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

Commercial Air Travel:
Section 2 of the Code of Federal Regulation, Part 200, section 200.475(e), states the following rules apply:

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

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

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

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

Lodging Expenses:
The Code of Federal Regulation, Part 200, section 200.475(b), Lodging and Subsistence states: Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as a result of the non-profit organization's written travel policy. In addition, if these costs are charged directly to the Federal award, documentation must justify that:

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

The following rules and documentation requirements apply:

- An itemized hotel receipt must be submitted to claim reimbursement (a credit card receipt is not sufficient). {Source: 69I-42.006, F.A.C.}
    - The use of third-party travel sites (Hotels.com, Travelocity, etc.) are not allowed, as they do not provide an itemized hotel receipt.
- All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be properly listed in the incidental column of the *Travel Reimbursement / Reconciliation Request* form if paid by the Traveler.
- Employees can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.}
- Overnight lodging may not be reimbursed if travel is within 50 miles of headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the President/CEO or COO justification to be attached to the Travel Authorization Form.
    - Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.
- Hotel expenses over the daily room rate of $225 require justification and approval prior to traveling. Travel for meetings, conferences, or conventions that were organized or sponsored by a state agency, including FloridaCommerce, CareerSource Florida, a Local Workforce Development Board (LWDB), or any other partner entity or sub recipient of FloridaCommerce may **not** exceed $225 per night.
    - Hotel rates exceeding the $225 per night must be accompanied by three price comparisons for the same dates, room type, and area of travel.

Reimbursable Incidental Expenses:

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

- Taxi, or other means of rideshare such as Lyft or Uber fares in excess of $25, require a receipt. Amounts less than $25.00 do not require a receipt.
- Storage, parking fees, and tolls require a receipt if in excess of $25 on a per transaction basis. Such fees are not allowed on a weekly or monthly basis unless such a method result in savings to the Board.
- Dry cleaning, laundry, and pressing expenses when official travel extends beyond seven days and such expenses are necessary to complete the official business portion of the trip.
- Passport and visa fees required for official travel.
- Fees charged for the purchase of traveler's checks for official travel expenses.
- Fees for the exchange of currency necessary for official travel.
- Cost of maps necessary for conducting Board business.
- Travelers may check one bag when not included in the price of airfare. Fees for more than one bag must be justified.

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

Conference and Convention Travel:
Public funds shall not be expended for attendance at conferences or conventions **unless**:

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

No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by CareerSource Suncoast.

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

- Travel to a conference or convention must be approved in advance by the President/CEO, COO,, or their designee. Benefits to CareerSource Suncoast must be indicated on the *Travel Authorization Request* form. {Source: 69I-42.004(2), F.A.C.}
- The approved *Travel Authorization Request* form must be submitted with the *Travel Reimbursement / Reconciliation Request* form to receive payment. {Source: 69I-42.004(2), F.A.C.}
- A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the *Travel Reimbursement / Reconciliation Request* form when submitting for payment. {Source: 69I-42.004(3), F.A.C.}
- If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Travel Reimbursement / Reconciliation Request* form as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance. {Source: 69I-42.004(3), F.A.C.}
- Travel for a conference or convention must be determined to be mission critical and must be listed on the President/CEO Mission-Critical Travel Memorandum.

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- Copy of agenda for event denoting sessions attended must be attached to *Travel Reimbursement / Reconciliation Request* form.

If staff are traveling the day before the meeting and spending the night, they will be expected to leave the office at a reasonable time to get to the destination by 5 p.m.

Unless something unexpected occurs or a member of staff has special permission to leave a training session or conference early, staff will be expected to stay until the end of the session.

For non-exempt staff, the time marked on time sheets should reflect the actual travel time and time involved at the workshop or meeting, if it lasts all day. In most cases, attendance at receptions or other events after conference sessions have ended is not mandatory and should not be marked as time worked. Exceptions must be approved in advance.

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

Travel Advances:

- A request for advance on Travel Expense must be completed and approved by the traveling employee, the employee's supervisor, and the President/CEO or COO. Travel advances are made in accordance with 691- 42.005 F.A.C.
- Travel advances shall not exceed 80 percent of the estimated travel expenses that will ultimately be reimbursed to the traveling employee. An exception may be made to this 80 percent restriction to take advantage of a substantially discounted common carrier ticket.
- Travel advances cannot be requested earlier than 10 days before the travel period begins without written justification of circumstances that necessitate an exception to this restriction.
- Travel advances should not be requested if the traveling employee has a CSS assigned purchasing card, unless extenuating circumstances due to a declared emergency, such as natural disaster or power outage, prevent the use of the card. Any other exceptions to this directive must be justified in writing and approved in advance.
- Travel advances requested solely to cover fuel costs are not justifiable.
- When the advance travel period has ended, the traveling employee must complete a *Travel Reimbursement form*. The form must cover the travel period for which they received an advance. The form must be completed within five days of the employee's return to his or her headquarters. If an employee has advanced funds in excess of the travel expenses allowed for a particular travel period, a refund check or money order must be submitted to accounting within five days of the employee's return to their headquarters.
- A traveling employee may not have more than one travel advance outstanding at any time.

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

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

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

- A CSS employee, an applicant for a position or other covered person has requested "reasonable accommodation" pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity. {Source: 69I-42.012, F.A.C.}

- CSS has determined that the individual is a "qualified individual with a disability" as defined in the ADA. {Source: 69I-42.012, F.A.C.}
- CSS has determined that the payment is for "reasonable accommodation" pursuant to the ADA, for that employee, applicant, or person. {Source: 69I-42.012, F.A.C.}
- The Board will maintain all records related to this request for seven years and make those records available for review to people authorized to review such records. {Source: 69I-42.012, F.A.C.}

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

Emergency Situations:

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

- The traveler may be reimbursed for travel expenses incurred by themselves in traveling from their actual point of origin to their point of destination, which may be their official headquarters.
- If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.
    - For example, an individual on personal time in California whose official headquarters is Tallahassee is required to travel back to Tallahassee because of an emergency situation. If due to personal circumstances the individual is required to travel back to California after the emergency situation has ended instead of remaining in Tallahassee, the individual may be reimbursed their travel expenses to return to California.
- If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.
- The traveler's reimbursement request for travel expenses claimed from an actual point of origin rather than their official headquarters shall contain an explanation of the emergency situation that necessitated their travel from such point.
- If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to conduct such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the agency. Requests for reimbursement must be in writing and provide the circumstances of the emergency situation which prevented the traveler from carrying out his plans and shall clearly document the unrecoverable costs incurred by the person.

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Travel Request/Approval Process:
A *Travel Authorization Request* form must be completed in **advance** and signed by the staff traveling, immediate Supervisor and either the President/ CEO or the COO for trips under Class A and Class B Travel. **Failure to obtain authorization in advance will result in no reimbursement of costs.** This includes any and all requested or necessary Travel Advances.

- Complete the CSS *Travel Authorization Request* for. The request must include the following applicable supporting documentation.
    a. Agenda or program for the conference/meeting.
        i. Mandatory for approval.
        ii. Generic Agenda showing meals/lodging included when available at time of completion.
    b. Conference Registration fee if applicable
    c. If Applicable, costs for:
        i. Airfare – Fares must be the most economical cost available and include two quotes.
        ii. Hotel (with number of nights & rates)
            1. Florida hotels are tax exempt. The nightly rate on the TA form should include the nightly rate, and any mandatory resort fees.
            2. Hotels outside of Florida are not tax exempt. The nightly rate on the TA form should include the nightly rate, taxes, and any mandatory resort fees.
            3. Do not include unnecessary information on the hotels such as advertisements, lengthy disclaimers, etc.
            4. Include information showing the cost is a negotiated rate with a conference when applicable.
            5. Must match signed TA exactly before booking.
    d. Conference/Event Registration fees
    e. FDOT driving distance map mileage from point of departure (using FDOT map only) — **no MapQuest, Google Maps, etc.**
    f. Fees for parking, baggage, etc.
    g. If applicable, Justification for the following:
        i. Mileage to destination is **less than 50 miles** and traveler requests overnight stay. This must be approved by Executive leadership and noted on the travel authorization.
        ii. Travel begins from a location other than headquarters or home (emergencies).
- Email the completed Travel Authorization form to accounting@careersourcesc.com. **DO NOT COPY ACCOUNTING ON THE ADOBE SIGN PROCESS. ONLY SEND AFTER IT HAS BEEN COMPLETED** and indicate if there is a request for an advance.
- If payment and/or bookings for travel are required (i.e., Registrations, hotel bookings, flights, etc.) submit a Payment/Purchase Service order request for processing.
- All travel arrangements and registration for conferences and meetings, once authorized, will be made through the CSS designated staff unless other authorization is given.

Travel Reimbursements/Reconciliations:
A *Travel Reimbursement / Reconciliation Request* form for *Class C* travel only requesting reimbursement for day travel in region (local mileage within Sarasota and Manatee Counties) must be completed at least monthly.

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A *Travel Reimbursement / Reconciliation Request* form for *Class A* or *Class B* travel must be completed within five (5) working days of the return to the office, even if the net amount due the traveler is zero. The *Travel Reimbursement / Reconciliation Request* form must have the following items attached when applicable:

- Approved Travel Authorization (mandatory backup).
- Itemized hotel folio showing dates of check-in and departure. Credit card receipt is not sufficient, and the folio Must show zero balance if prepaid.
- Conference/Meeting agenda verifying event dates, sessions attended, and meals provided
- FDOT mileage map printout for each mileage claim. If carpooling and no mileage is claimed, please make a notation on the reimbursement form reason for no mileage and who you carpooled with.
- FDOT Vicinity mileage map printout for each mileage claim (if applicable).
- Receipts for all reimbursable expenses, including:
    - Parking
    - Tolls
    - Baggage fees
    - Taxi/rideshare
    - Incidentals (must be listed separately)
- Any advances for travel must be noted and deducted on the *Travel Reimbursement / Reconciliation Request* form. If the advance was less than your expenses, CSS will reimburse you based on the receipts and information on the form. If your advance is more than your expenses, you will reimburse CSS the difference in overpayment.

Email the completed *Travel Reimbursement / Reconciliation Request* form to accounting@careersourcesc.com. **DO NOT COPY ACCOUNTING ON THE ADOBE SIGN PROCESS. ONLY SEND AFTER IT HAS BEEN COMPLETED** and indicate if there is a request for an advance.

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

References:

- eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Chapter 112 Section 061 - 2011 Florida Statutes - The Florida Senate
- Section 445.007, Florida Statute
- eCFR :: 2 CFR 200.475 -- Travel costs.

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

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

DRAFT

CAREERSOURCE SUNCOAST
Local Plan Two- Year Modification
Board of Directors Summary Report
November 12, 2026

Background Information:
WIOA requires each local workforce development board (LWDB) to develop and deliver tothe state a comprehensive four-year plan.Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title Iof the Workforce Innovation and Opportunity Act, §676.135). On July 23, 2026 FloridaCommerce & CareerSource Florida released the "Streamlined Instructions for WIOA Two-Year Modification: Workforce Services Plan Guidelines" with two-options for submission: A Local Plan with Regional Plan Addendum (Due October 6, 2026) or the CareerSource Florida's preferred submission method, Regional Plan with Local Plan addendum (Due January 19, 2027).

Summary of Local Plan Changes:
The Two-Year Modification updates CareerSource Suncoast's 2024–2028 WIOA Local Plan for the January 1, 2027–December 31, 2028 period. The revised plan follows the streamlined guidance issued by FloridaCommerce and CareerSource Florida on July 23, 2026.

Significant updates include the addition of the Tampa Bay Regional Planning Area sections, developed in coordination with CareerSource Tampa Bay, CareerSource Polk, and CareerSource Pasco Hernando. The regional plan establishes shared strategies for coordinated service delivery, customer referrals, supportive services, administrative efficiencies, performance improvement, apprenticeship and work-based learning, credential alignment, and coordinated business services.

The modification was developed to be in alignment with the Florida WIOA Combined State Plan Two-year modification and the five pillars of the America's Talent Strategy, focusing on: Industry-Driven Strategies, Worker Mobility, Integrated Systems, Accountability, Flexibility and Innovation

The Local Plan Two-Year Modification was publicly posted for comment on the Public Notices - CareerSource Suncoast, October 12, 2026 – October 26, 2026. No public comments were received. The notification was sent to the CLEOs, Board of Directors, partner networks and local EDCs for an opportunity to provide comment.

Requested Action:
A motion that the Board of Directors to approve the CareerSource Suncoast Local Plan Two-Year modification for the January 1, 2027–December 31, 2028 period.

Respectfully submitted,

Christina Witt
Vice President, Workforce Integration

ACTION ITEM -

Acceptance of the PY2025-2026 Financial Audit

Suncoast Workforce Board, Inc.
DBA: CareerSource Suncoast
Audit for the Year Ended June 30, 2026

Overview

- Thank You and Audit Process

Independent Auditor Reports on:

- Financial Statements (pages 1-3) - Unmodified Opinion
- Internal Control and Compliance (pages 17-18) - No findings
- Compliance and Internal Control over Major Federal Program(s) (pages 19-21) – No findings, Major Programs for FY2026 are the National Emergency Grant (NEG) and Temporary Assistance to Needy Families (TANF).
- Florida Department of Commerce (DOC) Compliance Testing (page 23) – No areas of noncompliance noted.

Required Communications

- Our Responsibility in Relation to Financial Statement Audit
- Significant Disclosures
  - Note 5c – Significant Funding Source - 95%
  - Note 6 – Related Party Transactions
  - Note 9 – Liquidity and Availability - $1.48M
  - Note 11 – Contingencies
- Significant Difficulties Performing Audit, Disagreements with Management - None
- Audit Adjustments – None noted
- Passed Audit Adjustments – One passed adjustment
  - $29k passed adjustment to record right of use asset and operating lease liability
- Current Year Recommendations
  - No other current year recommendations.

Financial Highlights

- Revenues - $7,966,508
  - Grants: Increase of $407k (5.7%) from prior year
- Expenses - $7,797,253
  - Increase of $352k (4.7%) from prior year
- Net Assets - $975,470
  - Total: Increase of $169k from prior year (all Undesignated)

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ACTION ITEM -

Approval of Joshua Matlock, President/CEO Compensation

CAREERSOURCE SUNCOAST
Executive Compensation Approval
Board of Directors Summary
November 12, 2026

Background Information: In accordance with the CareerSource Suncoast Bylaws, the Executive Committee of the CareerSource Suncoast Board of Directors reviews the performance of the President/CEO on an annual basis. For Program Year 2025-2026, Joshua Matlock, President/CEO, performance evaluation was completed by the Executive Committee in place during the period of performance July 1, 2025 - June 30, 2026. The Executive Committee met on November 5, 2026 to review the results and determined the recommended salary increase and performance bonus. The Executive Committee's recommendation is outlined below for the Board of Directors' review and approval.

Summary of Executive Compensation Review:

Joshua Matlock, President/CEO Performance Evaluation

The PY 2025-2026 President/CEO performance evaluation reviewed five areas using a 1–4 rating scale, the areas include- Strategic Development, Board Relations, Serves as a Change Agent, Risk Taking & Problem Solving, and Community Leadership. Based on the ratings, the President/CEO received an overall rating of 3.44, which falls within the Exceeds Expectations range (2.50–3.49) The rating scale and ratings are shown below.

Overall Rating Scale:	**Overall Rating Title**
Numeric Range	
3.50 - 4.00	Outstanding
2.50 - 3.49	Exceeds Expectations
1.50 - 2.49	Meets Expectations
1.49 and below	Needs Improvement

Average ratings by area were:

Raters		**Strategic Development**	**Board Relations**	**Serves as a Change agent**	**Risk-Taking and Problem Solving**	**Community Leadership**	**Overall**
1		3	2	3	3	3	**2.8**
2		3	3	3	3	4	**3.2**
3		4	4	4	3	4	**3.8**
4		4	3	4	4	4	**3.8**
5		3	4	4	3	4	**3.6**
Average		**3.40**	**3.20**	**3.60**	**3.20**	**3.80**	**3.44**

CAREERSOURCE SUNCOAST
Executive Compensation Approval
Board of Directors Summary
November 12, 2026

Compensation and Bonus

The Executive Committee criteria for determining compensation and bonus were based on the President/CEO's Performance evaluation score of a 3.44 (exceeding Expectations) and the CareerSource Florida letter grade of 89.75% (B+). Under the CSS Executive Performance/Bonus Rubric, the annual performance incentive is a percentage of base salary tied to the CareerSource Florida letter grade. The CSS PY 2025-2026 letter grade of 89.75% (B+) corresponds to a 3% bonus.

Executive Bonus Rubric Used:

LETTER GRADE	BONUS %
A+: ≥ 97	**6**
A : 93 to < 97	**5**
A-: 90 to < 93	**4**
B+: 87 to < 90	**3**
B : 83 to < 87	**2**
B-: 80 to < 83	**1**
C OR BELOW	**0**

Executive Committee Recommendation

Based on the performance evaluation, the Executive Performance/Bonus Rubric, and the information above, the Executive Committee recommends the following compensation approvals for Joshua Matlock, President/CEO:

- Base salary increase: 5%, resulting in an annual base salary of $171,389.40, effective pay period beginning November 23, 2026.
- Performance bonus: 3% of base salary, totaling $4,897, payable December 4, 2026.

Requested Action:

A motion that the Board of Directors approve Joshua Matlock, President/CEO, bonus and compensation as recommended by the Executive Committee:

- Base salary increase: 5%, resulting in an annual base salary of $171,389.40, effective pay period beginning November 23, 2026.
- Performance bonus: 3% of base salary, totaling $4,897, payable December 4, 2026, consistent with the CSS PY 2025-2026 CareerSource Florida letter grade of 89.75% (B+) and the CSS Executive Performance/Bonus Rubric.

Respectfully Submitted,

Shaun Polasky
Board of Directors Chair



CEO REPORT

Joshua Matlock



Finance Report -

Approved Budget Modification Summary

CAREERSOURCE SUNCOAST
Budget Modification #1 for PY2026-2027
Board of Directors Summary
November 12, 2026

The Executive Committee met on October 15, 2026 and approved Budget Modification #1 for PY2026-2027.

Budget Modification #1 for PY 2026-2027:

The Summary of Funds Available and Budget Modification #1 reports were included in the meeting packet. Below is a summary of the modification:

- PY 26-27 Original Funding Available: $6,793,459
- Increase in Funding: $802,246
- Adjusted Funding Available: $7,595,705
- Less Reserve for PY 27-28: $635,000(increase of $235,000)
- Budget Modification #1 Funding Available $6,960,705

Budget adjustments for PY 26–27:

- Decrease $94,068 Personnel Cost
- Increase $30,001 Facility Costs
- Increase $29,462 Office Furniture & Equipment
- Increase $606 Operating Costs
- Increase $601,245 Program Services

Respectfully Submitted,

Lorri Kidder,
CSS Treasurer

CareerSource Suncoast
Summary of Funds Available - All Programs - Mod #1
Program Year 2026-2027
July 1, 2026 - June 30, 2027

Funding Streams	Original Funding Available PY 26-27	Increase or (Decrease) in Funding PY 26-27	Adjusted Funding Avail PY 26-27	Less Reserve for PY 27-28	Mod #1 Funding Budgeted for PY 26-27
Temporary Assistance for Needy Families (TANF) exp 6/30/27	$1,192,943	$0	$1,192,943	$0	$1,192,943
Temporary Assistance for Needy Families (TANF) Carry Fwd exp 8/31/26	$0	$80,046	$80,046	$0	$80,046
Total Temporary Assistance for Needy Families	**$1,192,943**	**$80,046**	**$1,272,989**	**$0**	**$1,272,989**
WIOA-Adult & Dislocated Worker exp 6/30/28	$2,112,501	$0	$2,112,501	$325,000	$1,787,501
WIOA-Adult & Dislocated Worker Carry Fwd exp 6/30/27	$158,880	$256,256	$415,136	$0	$415,136
Total WIOA Adult & Dislocated Worker	**$2,271,381**	**$256,256**	**$2,527,637**	**$325,000**	**$2,202,637**
WIOA-Youth estimate exp 6/30/28	$1,005,923	$0	$1,005,923	$250,000	$755,923
WIOA-Youth Carry Fwd exp 6/30/27	$156,000	$54,096	$210,096	$0	$210,096
Total WIOA Youth	**$1,161,923**	**$54,096**	**$1,216,019**	**$250,000**	**$966,019**
NEG Dislocated Worker Helene Carry Fwd exp 9/30/26	**$62,409**	**$177,591**	**$240,000**	**$0**	**$240,000**
NEG Dislocated Worker Opioid Carry Fwd exp 12/31/26	**$25,708**	**$21,557**	**$47,265**	**$0**	**$47,265**
Network Navigator WP 7B exp 6/30/27	**$163,571**	**$2,429**	**$166,000**	**$0**	**$166,000**
WIOA DW Rapid Response exp 6/30/27	**$90,000**	**$10,000**	**$100,000**	**$0**	**$100,000**
WIOA Sectors of Strategic Focus-Apprenticeship exp 06/30/27	**$0**	**$100,000**	**$100,000**	**$0**	**$100,000**
Non-Custodial Parent Employment Program exp 6/30/27	**$940,609**	**($12,855)**	**$927,754**	**$0**	**$927,754**
Wagner Peyser 7A exp 9/30/27	$604,043	$6,928	$610,971	$60,000	$550,971
Wagner Peyser 7A Carry Fwd exp 9/30/26	$40,000	$106,198	$146,198	$0	$146,198
Total Wagner Peyser	**$644,043**	**$113,126**	**$757,169**	**$60,000**	**$697,169**
Veteran's Programs (DVOP & LVER) estimate	**$74,592**	**$0**	**$74,592**	**$0**	**$74,592**
Reemployment Svcs & Eligibility Assess (RESEA) estimate	**$103,280**	**$0**	**$103,280**	**$0**	**$103,280**
Supple Nutrition Assist Prog Employment & Training (SNAP) est	**$63,000**	**$0**	**$63,000**	**$0**	**$63,000**
Total	**$6,793,459**	**$802,246**	**$7,595,705**	**$635,000**	**$6,960,705**
Original Reserve & Funding Budgeted				$400,000	$6,393,459
Increase in Reserve & Funding Budgeted				$235,000	$567,246

CareerSource Suncoast
Budget Mod #1
Program Year 2026-2027

	Original Funding Budgeted PY 26-27	Increase or (Decrease)	Mod #1 Funding Budgeted PY 26-27	Notes
Funding Available Less Reserves	**$6,393,459**	**$567,246**	**$6,960,705**	For details of increase see Summary of Funds Available Mod #1 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	$4,256,248	($105,468)	$4,150,781	Decrease in fringe benefit rate est 38% to actual 32% and staffing reduction due to attrition
Staff Training & Education	20,000	$11,400	31,400	Additional training needs
Total Personnel Costs	$4,276,248	($94,068)	$4,182,181	
Facility Costs	$505,348	$30,001	$535,349	IT maintenance and operational costs
Office Furniture & Equipment	$27,000	$29,462	$56,462	Increase for replacements
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	$74,000	$2,912	$76,912	
Consultants & Legal	45,500	$1,138	46,638	
General Insurance	61,189	($9,444)	51,745	Policies came in less than budgeted
Office Supplies & Expense	33,000	$2,000	35,000	
Travel & Meetings	80,000	$4,000	84,000	
Total Operating Costs	$293,689	$606	$294,295	
Program Services:				
Client Training & Support	$1,145,479	$570,785	$1,716,264	Increase to TANF PWE, Adult & DW Training, Youth Training & PWE, Helene Temp Jobs,Opioid Training and SOSF Training. Decrease for NCPEP Training & Support. The revised Adult & DW budget is set for 48% approved ITA waiver.
Employer & Client Services	40,000	3,813	43,813	For client assessments
Outreach	105,694	26,647	132,341	Outreach for new grants and existing
Total Program Services	$1,291,173	$601,245	$1,892,418	
Totals	**$6,393,459**	**$567,246**	**$6,960,705**	



Finance Reports -

Budget-to-Expenditures
and
Non-Federal Funds Cash Balance
Revenue & Expense Summary

CareerSource Suncoast
Expenditure To Budget Report - Summary
Program Year July 1, 2026 thru June 30, 2027
As Of 9/30/26 (with accruals)

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NOTES
PERSONNEL COSTS					
SALARIES/FRINGE BENEFITS	$4,256,248	$993,643	$3,262,605	23%	
STAFF TRAINING & EDU	$20,000	$9,338	$10,662	47%	Summit registrations (Sept) and staff development day
TOTAL PERSONNEL COSTS	$4,276,248	$1,002,980	$3,273,268	23%	
FACILITY COSTS	$505,348	$137,957	$367,391	27%	
EQUIP & FURNITURE	$27,000	$7,250	$19,750	27%	
OPERATING COSTS:					
ACCOUNTING/AUDIT	$74,000	$13,283	$60,717	18%	Obligation Audit $37,500
CONSULTANTS/LEGAL	$45,500	$9,687	$35,813	21%	OSO obligation $29,167
GENERAL INSURANCE	$61,190	$51,753	$9,437	85%	Policies paid in July each year
OFFICE SUPP & EXP	$33,000	$5,868	$27,132	18%	
TRAVEL & MEETINGS	$80,000	$20,035	$59,965	25%	
TOTAL OPERATING COSTS	$293,690	$100,625	$193,065	34%	
PROGRAM SERVICES:					
CLIENT TRAINING/SUPPORT	$1,145,479	$249,298	$896,181	22%	Obligations $90,334
EMPLOYER & CLIENT SERVICES	$40,000	$32,430	$7,570	81%	Employer used services renewed in July
OUTREACH	$105,694	$7,500	$98,194	7%	Obligations $80k EDCs & LCANs
TOTAL PROGRAM SERVICES	$1,291,173	$289,228	$1,001,945	22%	
TOTALS	$6,393,459	$1,538,040	$4,855,419	24%	**Rates below as of 9/30/2026:** Overall PYAdmin 9.56% - Max 10% Fiscal Year: ITA 54.44%. Min Req 48% LTD: Paid Internships Exp: PY25 35.39% - PY26 33.22%, Min Req 20% Yth Out of Sch Exp: PY25 95.34% - PY26 100.00% Min Req 50%.
			Expected burn rate	25%	

CareerSource SUNCOAST

Budget to Expenditure Report
By Fundsource
PY26-27
7/01/2026 - 9/30/2026

Revenue:	Annual Budget	TANF	WIOA AD/DW	WIOA Youth	WIOA Rap Resp	NEG Opioid Foster Rec	WP	SNAP	RESEA	NCPEP	Helene Milton	Sector Strat	Network Nav	Vet
Carry Forward Funds from PY 25-66	$442,997	$0	$158,880	$156,000	$0	$25,708	$40,000	$0	$0	$0	$62,409	$0	$0	$0
Allocation Awards PY 26-27	$6,350,462	$1,192,943	$2,112,501	$1,005,923	$90,000	$0	$604,043	$63,000	$103,280	$940,609	$0	$0	$163,571	$74,592
Total Available Funding	$6,793,459	$1,192,943	$2,271,381	$1,161,923	$90,000	$25,708	$644,043	$63,000	$103,280	$940,609	$62,409	$0	$163,571	$74,592
LESS: Planned Carry Fwd (Reserve) PY 27-28	($400,000)	$0	($200,000)	($175,000)	$0	$0	($25,000)	$0	$0	$0	$0	$0	$0	$0
Total Revenue Budgeted PY 26-27	**$6,393,459**	**$1,192,943**	**$2,071,381**	**$986,923**	**$90,000**	**$25,708**	**$619,043**	**$63,000**	**$103,280**	**$940,609**	**$62,409**	**$0**	**$163,571**	**$74,592**

Budgeted Expenditures:		Expenditures To Date:													Total Expenditures	% of Budget
Salaries & Benefits	$4,256,248	$283,446	$240,550	$100,560	$23,771	$11,295	$102,409	$10,486	$35,033	$74,143	$52,777	$9,933	$26,656	$22,582	**$993,643**	**23.3%**
Staff Training & Education	$20,000	$2,028	$1,654	$883	$376	$0	$3,312	$32	$74	$641	$86	$105	$1	$147	**$9,338**	**46.7%**
Facility Costs	$505,348	$22,324	$1,641	$688	$137	$674	$99,445	$4	$196	$8,647	$3,791	$36	$158	$216	**$137,957**	**27.3%**
Furniture & Equipment	$27,000	$476	$412	$166	$34	$15	$5,563	$0	$48	$150	$297	$8	$39	$41	**$7,250**	**26.9%**
Operating Costs	$293,690	$22,753	$12,898	$5,762	$929	$229	$42,752	$198	$967	$7,219	$4,600	$97	$1,127	$1,095	**$100,625**	**34.3%**
Program Services	$1,291,173	$21,202	$36,253	$30,459	$0	$730	$17,221	$0	$0	$16,688	$166,675	$0	$0	$0	**$289,228**	**22.4%**
Total Expenditures	$6,393,459	$352,230	$293,407	$138,518	$25,247	$12,945	$270,701	$10,719	$36,318	$107,488	$228,226	$10,179	$27,980	$24,082	**$1,538,040**	**24.1%**
		x	x	x	x	x	x	x	x	x	x	x	x	x		
Remaining Available Funds		**$840,713**	**$1,777,974**	**$848,405**	**$64,753**	**$12,764**	**$348,342**	**$52,281**	**$66,962**	**$833,121**	**-$165,817**	**-$10,179**	**$135,591**	**$50,510**	**$4,855,419**	
% of Funds Expended by Grant		**29.5%**	**14.2%**	**14.0%**	**28.1%**	**50.4%**	**43.7%**	**17.0%**	**35.2%**	**11.4%**	**365.7%**		**17.1%**	**32.3%**	**24.1%**	
Expiration Dates		6/30/2027	6/30/2028	6/30/2028	6/30/2027	12/31/2026	9/30/2027	9/30/2027	9/30/2027	6/30/2027	9/30/2026	6/30/2027	6/30/2027	9/30/2027		
											Sufficient Carryover Adj for both Bud Mod 1 App	New Grant				

CareerSource Suncoast
Non-Federal Funds Cash Balance Revenue & Expense Summary
From 7/1/2026 Through 9/30/2026

Account Code	Account Title	Debit Balance	Credit Balance
10001	Operating Account	$600,539	
10002	Money Market	$19,169	
10003	Savings - Edward Jones and	$525	
10004	ComData - Reloadable Card	$1,369	
10006	CD	$452,000	
10007	Credit Union 1 checking	$10,000	
Total Cash & CDs		**$1,083,601**	
16008	**One Stop Housing**	**$156,562**	
40801/40803	**Rev - Other Revenue**		**$123,769**
50001	Accounting & Audit	$273	
50005	Client Supportive Svcs	$2,400	
50008	Client Training	$5,299	
50009	Consultant & Legal	$194	
50012	Insurance - General	$360	
50015	IT Maint & Communication	$138	
50016	Travel & Meetings	$4,260	
50017	Staff Training	$1	
50020	Office Expense	$2,879	
50022	Outreach & PR	$557	
50025	Rent - Office & Bldg Exp	$10	
50026	Staff Salaries	$4,979	
50027	Equip & Furn under $5k/Unit	$34	
50033	401k Employer Contributions	$505	
50034	Payroll Tax	$508	
50035	Employee Benefits	$1,756	
50052	Client & Employer Services	$1,560	
50056	Client PR Tax & Processing-	$31	
70005	Interest Income Exp	$12	
Total Expenses		**$25,754**	



Performance Report

Local Board Performance

CareerSource Suncoast
Program Year 2025-2026 Grade

B+
Letter Grade

89.75%
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: 6/30/2026

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met (%)	Weighted Performance (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	582	1,459	39.89	-	50.00	79.78	**19.9450**
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	685	1,303	52.57	-	50.00	100.00	**25.0000**
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	0.10	510	2,282	22.35	-	25.00	89.40	**8.9400**
5. Continued Repeat Business	Business Services	0.05	5,250	7,449	70.48	-	35.00	100.00	**5.0000**
6. Year-Over-Year Business Penetration [1]	Business Services	0.05	-	-	-	3.39	100.00	90.00	**4.5000**
PY 2024-2025 Business Penetration		-	5,182	14,522	35.68	-	-	-	-
PY 2025-2026 Business Penetration		-	5,760	14,744	39.07	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.05	2.18	3.04	71.71	-	100.00	71.71	**3.5900**
Exiters: Local Board (N) / Statewide (D)		-	1,350	62,018	2.18	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	$4,182,988	$137,646,048	3.04	-	-	-	-
8. Serving Individuals on Public Assistance [2]	Employment and Training Services, Self-Sufficiency	0.05	1,604	2,736	58.63	-	-	-	**5**
								ANNUAL SCORE	**89.75**

[1] Percentage of Target Met for the Business Penetration metric is based on year-over-year percentage point difference as follows:

≥ 4 = 100%
2 to < 4 = 90%
0 to < 2 = 80%
-2 to < 0 = 70%
-4 to < -2 = 60%
-6 to < -4 = 40%
-8 to < -6 = 20%
< -8 = 0%

[2] Weighted Performance for Serving Individuals on Public Assistance is based on the rate as follows:

≥ 55% = 5 points
51% to < 55% = 4 points
49% to < 51% = 3 points
47% to < 49% = 2 points
45% to < 47% = 1 point



STAFF REPORTS

- Kathy Bouchard, VP/CTO

- Anthony Gagliano, VP/COO