



Board of Directors Meeting

Thursday, March 28, 2024 - 8:00 a.m. to 9:30 a.m.

Location: 3660 N. Washington Blvd, Sarasota, FL

This is an in-person meeting with virtual or call-in capabilities

[Join Microsoft Teams Meeting](#)

Call 1-786-600-3104

Phone Conference ID: 230 207 147 #

AGENDA

Call to Order / Introductions – Eric Troyer, Chair - Partner, Kerkering Barberio

New Board Member Introductions – Eric Troyer

- Sarah Tar - Vice President, Business Connect Advisor
- Mark Viggiano – Training Coordinator, Local 123 Plumbers and Pipefitters
- Ron Cutsinger- Sarasota County Commissioner, appointed Chief Local Elected Officials

Action Items – Eric Troyer

- Approval of January 25, 2024 Combined Executive Committee/ Board Meeting Minutes -Eric Troyer
- Approval of Budget Modification #3 for PY 2023-24 – Lisa Eding
- Approval of One-Stop Operator for PY2024/25

Other Board Business

- Mandatory Annual Refresher Training for Board Members - Leadership Team
 - Sunshine Law Training & Ethics – George Levesque, GrayRobinson
- Finance and Performance Committee Update – Lisa Eding

CEO Report – Joshua Matlock

Staff Reports

- Kathy Bouchard
- Anthony Gagliano

Public Comments/Closing Remarks – Eric Troyer, Chair

Adjournment - Eric Troyer, Chair

Next Board of Directors Meeting is May 23, 2024

Location: 3660 N. Washington Blvd, Sarasota, FL

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



ACTION ITEMS

CAREERSOURCE SUNCOAST
Combined Executive Committee and Board Meeting Minutes
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, January 25, 2024
8:00 A.M.

Call to Order

Eric Troyer, Chair, called the meeting to order at 8:03 a.m. Roll call was performed, and a quorum was established.

Introductions:

Eric Troyer introduced the 2024 Chief Local Elected Officials:

- Sarasota County Commissioner Neil Rainford
- Manatee County Commissioner George Kruse, reappointed

Board Membership Update:

Dr. Deborah Hawkes resigned from the Board effective January 5, 2024, leaving a vacant business seat open on the Board.

Action Items – Eric Troyer, Chair

- **Acceptance of the Financial Audit Report for Program Year Ending June 30, 2023.**
Ben Clark, Manager of James Moore & Company presented the financial audit report for the program year ending June 30, 2023. There were no findings or recommendations on the audit.

Eric Troyer requested a motion to accept the financial audit report for program year ending June 30, 2023 as presented.

Motion: David Kraft Second: Jim Bos
The motion passed unanimously.

- **Approval of December 14, 2023 Executive Committee Meeting Minutes - Eric Troyer**
Eric Troyer requested a motion to approve the December 14, 2023 Executive Committee Meeting Minutes.

Motion: David Kraft Second: Jim Bos
Motion passed unanimously

- **Approval of Consent Agenda – Eric Troyer**
Eric Troyer requested a motion to approve the consent agenda including the following items:
 - Approval of November 9, 2023, Board Meeting Minutes – Eric Troyer
 - Approval of Revised Policy #09-21 Client Grievance and Reporting Policy and Procedure
 - Approval of Revised Policy # 13-21 Disaster Recovery Dislocated Worker Grants

Motion: Ron DiPillo Second: David Kraft
Motion passed unanimously

- **Approval of Transfer of Funds from Dislocated Worker to Adult – Robin Dawson**
Robin Dawson presented the transfer of funds request document provided in the agenda packet.

Robin Dawson requested a motion to approve the transfer of \$576,000 Dislocated Worker funds to adult funds.

Motion: David Kraft Second: Jim Bos
Motion passed unanimously

- **Approval of Strategic Plan Updates- Joshua Matlock**
Joshua Matlock reviewed the updates made to the Strategic plan with the Board.

Joshua Matlock requested a motion to approve the updates to the CSS Strategic plan moving from a five (5) year plan to a two (2) year planning process.

Motion: Lisa Eding Second: Shaun Polasky
Motion passed unanimously

- **Approval of Related Party Agreements- Christina Witt**
Christina Witt presented the related party agreement to approve a maximum of \$9,000 in expenditures for work-based learning and work-based training agreements with Teakdecking Systems.

Christina Witt requested a motion to approve the related party agreements with Teakdecking Systems for work-based learning and/or work-based training agreements with a \$9,000 maximum expenditure for PY2023-2024.

Motion: Shaun Polasky Second: Jim Bos
Abstain: Lisa Eding and Doug Wagner
Motion passed unanimously

CEO Report:

Joshua Matlock reported to the Board on the following topics:

The Florida Workforce Development Board Association (FWDA) met and discussed a collaboration with a managed healthcare organization to partner with local boards to set up a referral system to refer their members to local boards for services to advance their training and obtain better employment. In addition to the referral system, there will be data sharing agreements with local boards.

In February, the FWDA Board and the CareerSource Florida Board will be holding their meetings in Tallahassee. Josh will be attending those meetings.

In March, The National Association of Workforce Development Boards will be holding their National Conference in Washington, D.C. There will be discussion at the conference regarding the reauthorization of the Workforce Innovation and Opportunity Act.

Another topic that is being discussed is the 50% expenditure requirement on Individual Training Accounts (ITA) for occupational skills training. Florida is currently under a waiver of 50% and local Boards are able to operate at a 35% expenditure rate for ITA's. The 50% requirement is difficult to obtain for smaller Boards.

Other Board Business:

- **One-Stop Operator Semi-Annual Report- Dr. Ron. Natale**

CSS One-Stop Operator, Dr. Ron Natale of Educational Management & Services FL LLC, provided the semi-annual One-Stop Operator report to the Board. Dr. Natale highlighted the quarterly mandated partner meeting's agenda, a teleworking study, the meeting satisfaction survey, the infrastructure funding quarterly report process, the Crosswalk agency-to-agency referral system and recommendations to CSS.

- **Finance and Performance Committee Report**

Lisa Eding provided an overview of the Finance & Performance Committee meeting from January 23, 2024. Robin Dawson, VP/CFAO, reviewed the following reports provided in the agenda packet.

- Review of Budget to Expenditure Report as of December 31, 2023.
 - Overall burn rate of 42%
 - YTD Federal and State requirements:
 - Admin: 9.33%; max allowed 10%
 - ITAs: 44.45%; min requirement 35%
 - Youth paid internships PY22 – 14.24%; min requirement 20%
 - Youth Out of School PY22 96.27%; min requirement 50%
- Summary of Non-Federal Funds Revenue & Expenditures as of December 31, 2023.
- Review of FloridaCommerce PY2022-23 Programmatic and Financial Compliance Monitoring Review:

A copy of the FloridaCommerce monitoring report for PY2022-23 was provided in the agenda packet. Anthony Gagliano reviewed the monitoring report. There was a total of ten (10) programmatic findings and nine (9) observations of non-compliance issues. There were no findings and no observations on the financial monitoring section.

- Performance Update:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for the first quarter of program year 2023-24 ending 09/30/2023. A copy of the performance results was provided in the agenda packet.

Staff Reports:

Kathy Bouchard - CTO

Kathy reported the Director of Continuous Improvement, Michelle Snyder, is currently working on the responses to the FloridaCommerce monitoring report and developing a plan to address those issues.

The Ticket-to-Work (TTW) program has generated \$97,251 this year, thank you to Linda Benedict and Kim Gonzalez. An additional staff member has been added to the program with a goal of adding fifty (50) more clients working and generating more income. There are currently fifty-two (52) clients working in this program.

Anthony Gagliano – COO

CSS hosted the Department of Revenue conducting in person interviews in November. The Department of Revenue were interested in hiring individuals with disabilities. Kim referred several TTW clients and one of them was hired. Additionally, the Veterans Team referred a disabled Veteran that was also hired the same day.

At the upcoming National Workforce Board Forum, James Disbro will be presenting along with Safal Partners on a panel discussion focused on Apprenticeship. Apprenticeships are being developed around retail management with Goodwill Industries and in public works in partnership with Manatee Technical College.

Next Wednesday, January 31, 2024 Michael Meerman's Workforce Education team will be conducting the second of the five part series of the [Pathway to Success](#) workshops. The workshops focus on the five key areas that cause small business to fail. These key areas were identified by Ted Abernathy's small business study conducted for CSS as part of the Rapid Response grant. CareerSource Florida President, Adrienne Johnson, will be speaking at this event virtually. Other speakers include college professors and small business owners such as, Skip Stanton from Aqua Plumbing and Air.

Chet Filanowski presented the Artificial Intelligence (AI) work he has completed to assist with automating tasks to speed up the Regional Security Officer (RSO) process for onboarding new staff. Chet provided a demo of the new automated system, time to process the new staff paperwork and data entry has significantly reduced. Chet has developed an IT inventory scanner application that has been implemented to assist the IT team with their annual inventory audits. The application will allow inventory to be taken fully on their phone as well as sign out any equipment to staff. The application was fully developed internally by Chet. Other process improvements include the client's file storage system to take the place of the ATLAS storage system CSS currently pays for.

Public Comments: None

Next Meeting:

Next Executive Committee Meeting is February 8, 2024

Location: Virtual Teams Meeting

Next Board of Directors Meeting is March 28, 2024

Location: 3660 N. Washington Blvd, Sarasota, FL

Meeting Adjournment:

The meeting was adjourned at 9:26 a.m.

Respectfully submitted,

Joshua Matlock

Joshua Matlock (Feb 1, 2024 15:33 EST)

Josh Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
P	Jim Bos, MJB Group
P*	Ashley Brown, Women’s Resource Center
P*	Christy Cardillo, Carr Riggs, & Ingram, LLC.
P*	Jackie Dezelski, Manatee Chamber of Commerce
P	Dr. Ron DiPillo, Sarasota County Schools
P	Lisa Eding, Teak Decking Systems
A	Luis Font, LIUNA, Laborers International Union
P*	Brian Gurucharri, Manatee Memorial Hospital
P*	Roscelyn Guenther, Boys & Girls Club of Sarasota County
P*	Peter Hayes, Tandem Construction
P*	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P*	William Zack Holland, Local 123 Plumbers, and Pipefitters Union
A	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P	David Kraft, Vision Consulting Group
P	Jennifer Green, Galen College of Nursing
P	Shaun Polasky, Helios Technologies
A	Ericka Randall, Vocational Rehabilitation
A	Vaughn Alexander Hendriex, State College of Florida
P*	Walter Spikes, Coldwell Banker Realty
P	Eric Troyer, Kerkering Barberio & Company
P*	Doug Wagner, Manatee County School Board
P*	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
P*	Anne LeBaron, Take Stock in Children Manatee
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity*, Linda Benedict*, Christina Witt, James Disbro, Chet Filanowski, Michael Meerman*
P*	Commissioner George Kruse - Manatee County
P*	Commissioner Neil Rainford – Sarasota County

25 Board Members – 21 present, 4 absent



Budget Modification

CareerSource Suncoast
Summary of Funds Available - All Programs Modification #3
Program Year 2023-2024
July 1, 2023 - June 30, 2024

Funding Streams	Mod #2 Funding Avail PY 23-24	Increase or (Decrease) in Funding	Adjusted Funding Avail PY 23-24	Less Reserve for PY 24-25	Mod #3 Funding Budgeted For PY 23-24	Notes
Temporary Assistance for Needy Families (TANF) exp 6/30/24	\$1,195,514	\$385,000	\$1,580,514	\$0	\$1,580,514	Addtl funds for Summer Youth Jobs
Temporary Assistance for Needy Families (TANF) exp 8/31/23	\$359,681	\$0	\$359,681	\$0	\$359,681	
Total Temporary Assistance for Needy Families	\$1,555,195	\$385,000	\$1,940,195	\$0	\$1,940,195	
WIOA-Adult & Dislocated Worker expires 6/30/25	\$1,649,440	\$0	\$1,649,440	\$247,416	\$1,402,024	
WIOA-Adult & Dislocated Worker Carry Fwd expires 6/30/24	\$235,633	\$0	\$235,633	\$0	\$235,633	
Total WIOA Adult & Dislocated Worker	\$1,885,073	\$0	\$1,885,073	\$247,416	\$1,637,657	
WIOA-Youth expires 6/30/25	\$644,356	\$0	\$644,356	\$131,813	\$512,543	
WIOA-Youth Carry Fwd expires 6/30/24	\$393,013	\$0	\$393,013	\$0	\$393,013	
Total WIOA Youth	\$1,037,369	\$0	\$1,037,369	\$131,813	\$905,556	
WIOA State Rapid Credentialing expires 6/30/24	\$363,533	\$0	\$363,533	\$0	\$363,533	
WIOA Rapid Response expires 6/30/2024	\$125,000	\$0	\$125,000	\$0	\$125,000	
WIOA Hope Florida expires 6/30/2025	\$104,687	\$0	\$104,687	\$81,666	\$23,021	
WP Hope Florida expires 6/30/2025	\$73,281	\$0	\$73,281	\$30,591	\$42,690	
NEG Dislocated Wkr Opioid-3 Fostering Recovery expires 8/31/24	\$305,537	\$0	\$305,537	\$0	\$305,537	
NEG Dislocated Worker- Hurricane Ian expires 9/30/24	\$1,628,583	\$0	\$1,628,583	\$70,000	\$1,558,583	
Apprenticeship Navigator	\$62,500	\$0	\$62,500	\$0	\$62,500	
Non-Custodial Parent Employment Program expires 6/30/24	\$689,208	\$300,000	\$989,208	\$0	\$989,208	Addtl Funds rec'd \$300,000
Wagner Peyser (WP) expires 9/30/24	\$553,620	\$40,000	\$593,620	\$28,004	\$565,616	State salary savings due to unable to fill positions timely under FL Commerce-transf to pass thru
Wagner Peyser (WP) Carry Fwd expires 9/30/23	\$46,552	\$0	\$46,552	\$0	\$46,552	
Total Wagner Peyser	\$600,172	\$40,000	\$640,172	\$28,004	\$612,168	
Veteran's Programs (DVOP & LVER) estimate	\$116,868	\$0	\$116,868	\$0	\$116,868	
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$405,945	\$0	\$405,945	\$99,901	\$306,044	
Supple Nutrition Asst Prog Emplmnt & Trng (SNAP) estimate	\$71,006	\$0	\$71,006	\$0	\$71,006	
Total	\$9,023,957	\$725,000	\$9,748,957	\$689,391	\$9,059,566	Increase for Funding Budgeted for Mod #3 \$ 725,000

\$9,748,957 \$689,391 \$9,059,566 ck fig

Reserve Orig Bal \$331,852 \$9,059,566 Funding Budgeted Mod #3

Reserve Mod 1 inc \$145,381 \$8,334,566 Funding Budgeted Mod #2

Reserve Mod 2 inc \$212,158 \$725,000 Increase for Funding Budgeted Mod #3

Total Res Mod 2 \$689,391

No change reserve Mod #3 \$6,399,042 Orig Funding Budgeted

**CareerSource Suncoast
Budget Mod #3
Program Year 2023-2024**

	Mod #2 Funding Budgeted PY 23-24	Increase or (Decrease)	Mod #3 Funding Budgeted PY 23-24	Notes
Funding Available Less Reserves	\$8,334,566	\$725,000	\$9,059,566	For details of increase see Summary of Funds Available Mod #3 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	\$4,282,731	\$16,000	\$4,298,731	NCPEP & TANF summer program
Staff Training & Education	45,000	2,000	47,000	
Total Personnel Costs	\$4,327,731	\$18,000	\$4,345,731	
Facility Costs	\$556,669	\$35,000	\$591,669	Potential increase IT maintenance/upgrades & increase in operating costs
Office Furniture & Equipment	\$26,502	\$10,000	\$36,502	Computer/Furniture replacements
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$73,657	\$10,000	\$83,657	Increase cost for TANF summer jobs
Consultants & Legal	60,000		60,000	
General Insurance	61,550		61,550	
Office Supplies & Expense	45,759	3,000	48,759	
Travel & Meetings	83,557		83,557	
Total Operating Costs	\$324,523	\$13,000	\$337,523	
Program Services:				
Client Training & Support	\$2,875,944	\$639,000	\$3,514,944	NCPEP Trng & Supp \$269,000/TANF summer jobs & job skill training \$370,000
Employer & Client Services	95,329		95,329	
Outreach	127,868	10,000	137,868	Outreach NCPEP
Total Program Services	\$3,099,141	\$649,000	\$3,748,141	
Totals	\$8,334,566	\$725,000	\$9,059,566	

CAREERSOURCE SUNCOAST
One-Stop Operator and Education Consortium Management
Board of Directors Meeting Summary
March 28, 2024

Background Information:

As described in the Workforce Innovation and Opportunity Act (WIOA), one-stop operators must be selected under a competitive process at least once every four years.

CareerSource Suncoast (CSS) released RFP #2023-01 on January 12, 2024 to solicit One-Stop Operator (OSO) and Education and Industry Consortium (EIC) management services for a one-year term to begin July 1, 2024, with the option to negotiate annual contracts for three (3) additional years to end June 30, 2028.

Request for Proposal Review:

The review committee included CSS staff: James Disbro, Anthony Gagliano, Kathy Bouchard, Josh Matlock, Robin Dawson, and Christina Witt. The committee met on February 29, 2024 to review the submissions received in response to the Request for Proposal #2023-01 for One-Stop Operator Services and Educational and Industry Consortium Management. The review committee evaluated the proposals to develop a recommendation to the Board to procure One-Stop Operator and Education and Industry Consortium management.

The Review Committee received the following materials:

1. Procedures and Rules
2. Non-Conflict of Interest Statement- signed prior to review
3. Proposal Evaluation / Rating Sheet
4. Original RFP
5. Copy of two (2) responsive proposals received for review
 - a. Koester Consulting Group dba Invigorate Nexus
 - b. TClark Workforce Solutions

Review Process:

- I. Identify responsive proposal to be reviewed:
 - ✓ Koester Consulting Group, dba Invigorate Nexus
 - ✓ TClark Workforce Solutions, LLC.
- II. Discuss Review Packet:
 - ✓ Complete Non-Conflict of Interest Statement
 - ✓ Review Procedures and Rules
 - ✓ Review RFP purpose and content
 - ✓ Review Proposal Evaluation / Rating Sheet
- III. Begin Evaluation and Rating Process:
 - ✓ Review proposals and discuss as appropriate
 - ✓ Complete Rating Sheet for each proposal
 - ✓ Compile Rankings & Summary of Results
- IV. Develop Recommendation for Board of Directors

CAREERSOURCE SUNCOAST
One-Stop Operator and Education Consortium Management
Executive Committee Summary
March 14, 2024

The summary of each proposers' ranking and points (max points 600):

Proposer	Total Ranking	Total Points
TClark Workforce Solutions, LLC.	1	555
Koester Consulting Group, dba Invigorate Nexus	2	519

On Monday March 11, 2024 the Commission of Coordinating Council met and approved CSS to pursue contract negotiations for One-Stop Operator and Education and Industry Consortium management with TClark Workforce Solutions, LLC.

Recommendation:

The review committee recommends pursuing contract negotiations with TClark Workforce Solutions, LLC for One-Stop Operator and Education and Industry Consortium Management services.

Respectfully Submitted,

Christina Witt
Organizational Support Director



OTHER BOARD BUSINESS



CareerSource Suncoast Board of
Directors' Annual Refresher Training
March 28, 2024

Welcome!

- Facilitators: CSS Leadership Team
 - Florida's Sunshine Law Requirements and Ethics
 - George Levesque, GrayRobinson
 - Conflict of Interest Policy
 - Reach Act
 - The Purpose of the LWDB
 - Florida's Workforce Development Goals and Strategies
 - Roles and Responsibilities
 - How the Workforce System is Funded
 - Performance Requirements



Florida's Sunshine Law Requirement and Code of Ethics



GRAY ROBINSON
ATTORNEYS | ADVISORS | CONSULTANTS

George Levesque, Shareholder

GRAYROBINSON

Government in the Sunshine – The Sunshine Law and Code of Ethics

March 28, 2024

Presented by

George Levesque

Shareholder, GrayRobinson

THE SUNSHINE LAW

THE SUNSHINE LAW

The Sunshine Law is designed to ensure public access to the decision-making process of public boards and commissions and expressly applies to CareerSource SunCoast.

See § 445.004(1), Florida Statutes.

Found in § 286.011, Florida Statutes.

THE SUNSHINE LAW

- Basic requirements:
 - Meetings of public boards or commissions must be open to the public.
 - Reasonable notice of such meetings must be given.
 - Minutes of the meetings must be taken.
 - The public must be given a reasonable opportunity to be heard on a proposition that comes before the Board.

WHAT IS A MEETING?

- Any formal or informal gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.
- A writing reflecting the views of a board member is circulated among board members, with each indicating their approval or disapproval. Upon completion of the circulation, the writing has the effect of becoming an official action of the board.
- A telephone conversation among two or more board members.
- Communication via computer or any electronic device among two or more board members.

WHAT IS OPEN TO THE PUBLIC?

- CareerSource SunCoast should take reasonable steps to ensure that the facilities where the meeting will be held will accommodate the anticipated turnout.
- Board members should not discuss issues before the board in a manner not generally audible to the public attending the meeting.
- The public has a right to be present and heard at deliberations where decisions affecting the public are being made.

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE SUNSHINE LAW

- Any action taken at a meeting that is not open to the public, whether intentional or unintentional, is void.
- Criminal penalties.
- Removal from office.
- Fines up to \$500.
- Award of reasonable attorney's fees against the entity found to have violated the Sunshine Law.

PUBLIC RECORDS

Florida provides a broad right of access to public records.

SOURCE OF THE RIGHT OF ACCESS

Florida Constitution, Article I, Section 24

Every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state or persons acting on their behalf, except with respect to records exempted pursuant to this section or specifically made confidential by this Constitution.

Florida Statutes Section 119, Public Records

It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

PUBLIC RECORDS DEFINED

- Florida Statutes Section 119.011(12) states:

'Public records' means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

- Florida Supreme Court interpretation from *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633, 640 (Fla. 1980):

All materials.

FORMS OF PUBLIC RECORDS

- All public records must be open for public inspection, regardless of whether they are in final form, unless the Legislature has exempted them from disclosure (exemptions are beyond the scope of this presentation).
- “[T]he form of the record is irrelevant; the material issue is whether the record is made or received by the public agency in connection with the transaction of official business.” Op. Att’y Gen. Fla. 04-33 (2004); Op. Att’y Gen. Fla. 03-26 (2003); Op. Att’y Gen. Fla. 90-102 (1990).
- Any agency document or record, however prepared, if circulated for review, comment, or information, is a public record regardless of whether it is an official expression of policy or marked “preliminary” or “working draft” or similar label.

FORMS OF PUBLIC RECORDS

- Includes interoffice memoranda, preliminary drafts of agency rules or proposals that have been submitted for review to anyone within or outside the agency and working drafts of reports that have been furnished to a supervisor for review or approval.

- Examples of public records subject to the public records law absent an exception:
 - Computer records
 - Email messages
 - Text messages
 - Facebook messages
 - Financial records (including bids, budgets, and personal financial records)
 - Litigation records
 - Personnel records

PUBLIC RECORDS REQUEST- WHAT TO DO IF YOU GET ONE

- Please share the request with Christina Witt, Organizational Support Director.
- A member of the communications team will notify the requestor that their request has been received.
- Staff will work to determine if the record(s) exist in a timely manner.
- The communications team will prepare a response, reviewed by the appropriate leadership team member, and provide it to the responder in a timely manner.
- A copy of the response will be provided to the Florida Department of Commerce.

CONSEQUENCES FOR VIOLATION OF PUBLIC RECORDS LAW

- Non-criminal infraction punishable by a fine of up to \$500.
- Suspension and removal or impeachment from office.
- A willful and knowing violation is a first-degree misdemeanor (imprisonment up to one year and a fine of up to \$1,000).
- Award of reasonable attorney's fees if found to unlawfully refuse inspection and copying of a public record.

ETHICS LAWS

ETHICS LAWS

- Generally, consists of two types of provisions:
 - Prohibiting certain actions or conduct.
 - Requiring certain disclosures.

Chapter 112, Part III, Florida Statutes

APPLICABLE TO "PUBLIC OFFICERS"

Defined as "... any person elected or appointed to hold office in an agency, including any person serving on an advisory body."

§ 112.313(1), Florida Statutes

INCLUDES

- Standards of Conduct - § 112.313, Florida Statutes
- Financial Reporting - §§ 445.004(4)(i) and 112.3145, Florida Statutes
- Gift Law and Lobbying Expenditure Ban - § 112.3148, Florida Statutes.

ETHICS LAWS

- Prohibited Actions or Conduct
 - Solicitation or Acceptance of Gifts
 - Cannot solicit or accept anything of value in exchange with the understanding of influence over a vote - § 112.313(2), Florida Statutes
 - Cannot solicit and cannot accept anything over \$100 from a lobbyist or a principal § 112.3148(3) and (4), Florida Statutes
 - Must report anything of value over \$100 from anyone who is not family or someone that you intend to marry - § 112.3148(8), Florida Statutes
- Prohibited Employment - § 112.313(3), Florida Statutes
- Unauthorized Compensation
 - For self, spouse or minor children - § 112.313(4), Florida Statutes
- Misuse of Public Position - § 112.313(6), Florida Statutes
- Disclosure or Use of Information - § 112.313(8), Florida Statutes

VOTING CONFLICTS OF INTEREST

If you are present at the meeting, you must vote on the official actions being taken.

§ 286.012, Florida Statutes

Exception

If there is a possible conflict of interest, you must abstain and comply with disclosure requirements of § 112.3143, Florida Statutes.

- Conflict - inure to your own special private gain or loss or the special private gain or loss of any principal (including parent or subsidiary of a principal), business associate, or relative.
- Relative - father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE ETHICS LAW

- Reputational damage.
- Civil penalties.
- Criminal penalties.
- Removal from office.

The background features a large, semi-transparent watermark of the GrayRobinson logo, which consists of a stylized 'G' and 'R' intertwined. The logo is centered behind the main text.

GRAYROBINSON

Thank you

George T. Levesque
Shareholder

george.levesque@gray-robinson.com

850.577.6969

This presentation is for the general education of our audience, and should not be your sole source of information in handling a legal issue, nor should you substitute it for legal advice, which relies on specific factual analysis and the laws of the relevant jurisdictions. Also, this presentation is not intended to create, nor does its receipt constitute, an attorney-client relationship. If you have specific questions, consult your GrayRobinson representative or other competent legal counsel.



- Conflict of Interest Policy # 06-21
- Purchasing and Procurement Policy #02-21

Conflict of Interest

Reach Act and Senate Bill 240

- LWDB's will be reduced from 24 to 21 by July 1, 2024.
- The Department of Economic Opportunity name was changed to Florida Department of Commerce (FloridaCommerce)
- Establishment of the Education and Industry Consortium



Florida's Local Workforce Development Board's Purpose

- Enhance the Capacity of the System
- Align and Improve Program Outcomes
- Promote Economic Growth
- Engage Business and other Stakeholders
- Support achievement of the State's Vision and Goals



Florida's Workforce Development Goals



- Integrated Service Delivery
- Strategy
- Regional Economic Development
- High-Quality Services
- Accountability and Transparency

CareerSource Florida Workforce Strategies

- CSF Strategic Plan
 - Objectives:
 - Implementing Sector Strategies
 - Career Pathways
 - Expanding Apprenticeship Opportunities
 - Enhancing Performance Measurement
 - Quality Services for People with Disabilities



CareerSource Suncoast Strategic Plan

- **Mission** - Identify and invest in workforce development solutions to meet the needs of Manatee and Sarasota Counties.
- **Vision** - A highly skilled and responsive workforce that fuels a thriving economy.
- **Values**
 - Employer Centric
 - Integrity
 - Culture of Excellence
 - Collaboration
 - Innovation
- **Goals**
 - Enhance offerings to focus on increasing access by employers
 - Develop a plan to invest unrestricted funds in growing best practice employer programs
 - Develop a plan to invest unrestricted funds in growing best practice employer programs



Chief Elected Officials Roles and Responsibilities



Determine Shared Financial Liability



Designate a Grant Subrecipient or Fiscal Agent



Appoint Local Board Members



Bylaws and Interlocal Agreements



Review and Approve:

- WIOA Budgets
- Mandated partner MOU's/ IFA's
- One Stop Operator Selection



CareerSource Suncoast Board of Directors Chair

- Elected by the Members of the Board
- Private Business Sector
- Roles and responsibilities
 - Directed by CSS Bylaws



CareerSource Suncoast President/Chief Executive Officer

- Hired by the Board of Directors
- Roles and Responsibilities
 - Directed by CSS Bylaws



CareerSource Suncoast Staff Roles and Responsibilities



- Fiscal and Administrative Agent
- Assist Job Seekers
- Connect Employers with Skilled workers
- Coordination of Services with Partners and Stakeholders

CareerSource Suncoast Board Roles And Responsibilities



Convener

Convene partners and other stakeholders to identify and achieve shared goals



Strategist

Develop strategies to meet the needs of the jobseekers and employers



Manager

Board provides overall Management of the workforce system



Optimizer

Works to achieve maximum results in the local area

Workforce System Funding

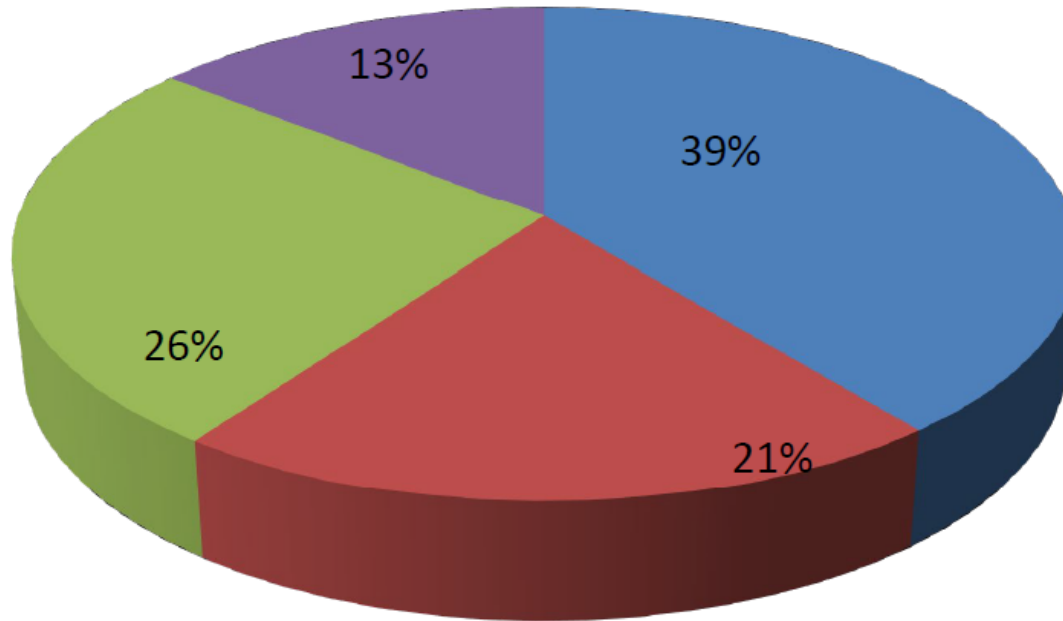
U.S. Department of Labor

U.S. Department of
Agriculture

U.S. Dept. of Health and
Human Services



Funds Available by Program



■ WIOA-ADULT, DIS WKR & YOUTH ■ TANF ■ SPECIAL GRANTS ■ WP, RESEA, SNAP, VET

Workforce System Funding



Revenue:	Annual Budget																Total Expenditures	% of Budget	
	Mod #2	TANF	WIOA Adult	WIOA Dis Wkr	WIOA Youth	WIOA Rap Resp	WIOA Hope FL	WP Hope Nav	NEG Opioid Foster Rec	NEG Hurr Ian	Wag Pey					Others			
Carry Forward Funds from PY 22-23	\$3,620,436	\$359,681	\$0	\$235,633	\$393,013	\$0			\$305,537	\$1,628,583	\$46,552	\$0	\$3,966	\$261,695	\$22,243	\$363,533	\$0		
Allocation Awards PY 23-24	\$5,403,521	\$1,195,514	\$790,880	\$858,560	\$644,356	\$125,000	\$104,687	\$73,281			\$553,620	\$62,500	\$67,040	\$144,250	\$666,965		\$116,868		
Total Available Funding	\$9,023,957	\$1,555,195	\$790,880	\$1,094,193	\$1,037,369	\$125,000	\$104,687	\$73,281	\$305,537	\$1,628,583	\$600,172	\$62,500	\$71,006	\$405,945	\$689,208	\$363,533	\$116,868		
LESS: Planned Carry Forward (Reserve) for PY 24-25	-\$689,391			-\$247,416	-\$131,813		-\$81,666	-\$30,591		-\$70,000	-\$28,004			-\$99,901			\$0		
Total Revenue Budgeted PY 23-24	\$8,334,566	\$1,555,195	\$790,880	\$846,777	\$905,556	\$125,000	\$23,021	\$42,690	\$305,537	\$1,558,583	\$572,168	\$62,500	\$71,006	\$306,044	\$689,208	\$363,533	\$116,868		

\$8,334,566

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Budgeted Expenditures:	Expenditures To Date:																	Total Expenditures	% of Budget
Salaries & Benefits	\$4,282,731	\$575,571	\$423,101	\$262,928	\$280,951	\$71,553	\$0	\$15,508	\$34,551	\$116,984	\$185,114	\$40,890	\$46,632	\$126,665	\$77,959	\$29,974	\$50,970	\$2,339,350	54.6%
Staff Training & Education	\$45,000	\$9,397	\$6,607	\$2,264	\$6,944	\$835	\$0	\$7	\$203	\$167	\$6,216	\$361	\$757	\$1,042	\$507	\$57	\$2,020	\$37,384	83.1%
Facility Costs	\$556,669	\$74,730	\$35,920	\$44,058	\$36,176	\$5,157	\$0	\$258	\$302	\$11,020	\$79,218	\$104	\$7,430	\$11,950	\$7,357	\$416	\$24,337	\$338,434	60.8%
Furniture & Equipment	\$26,502	\$2,472	\$221	\$68	\$94	\$27	\$0	\$2	\$0	\$0	\$190	\$0	\$17	\$33	\$21	\$3	\$92	\$3,239	12.2%
Operating Costs	\$324,523	\$44,925	\$15,427	\$20,549	\$14,941	\$1,626	\$8	\$127	\$1,083	\$10,033	\$25,134	\$3,040	\$3,833	\$4,735	\$2,852	\$1,125	\$14,298	\$163,735	50.5%
Program Services	\$3,099,141	\$170,962	\$182,574	\$41,196	\$104,190	\$2,072	\$0	\$18	\$31,724	\$569,777	\$36,040	\$0	\$1,598	\$91	\$21,210	\$92,407	\$945	\$1,254,802	40.5%
Total Expenditures	\$8,334,566	\$878,057	\$663,849	\$371,063	\$443,295	\$81,269	\$8	\$15,920	\$67,863	\$707,981	\$331,912	\$44,395	\$60,267	\$144,516	\$109,906	\$123,982	\$92,661	\$4,136,944	49.6%

Remaining Available Funds	\$677,138	\$127,031	\$475,714	\$462,261	\$43,731	\$23,013	\$26,770	\$237,674	\$850,602	\$240,256	\$18,105	\$10,739	\$161,528	\$579,302	\$239,551	\$24,207	\$4,197,622
% of Funds Expended by Grant	56.5%	83.9%	43.8%	49.0%	65.0%	0.0%	37.3%	22.2%	45.4%	58.0%	71.0%	84.9%	47.2%	15.9%	34.1%	79.3%	49.6%

Note:
PY 23 DW NFA Funds Approved for Adult Activities \$576,000

Rates below as of 01/31/24:

- Admin 9.03% Max 10%
- ITA 45.38% Min Req 35%
- Paid Internships Exp: PY22 16.65% Min Req 20%
- Yth Out of Sch Exp: PY22 97.38% - PY23 100% Min Req 50%

WIOA Performance Requirements

- Programs
 - Adults/Dislocated Workers
 - Youth
 - Wagner Peyser
- Credential Attainment
- Measurable Skills Gain
- Employment/Median Wage
 - Second Quarter after exit
 - Fourth Quarter after exit





Questions?



Thank You!

Question or Comments

Email: cwitt@careersourcesc.com

CAREERSOURCE SUNCOAST
Finance & Performance Committee
Board of Directors Summary
March 28, 2024

The Finance & Performance Committee met on February 27, 2024

Budget Modification #3 for PY 2023-2024:

The Budget Modification #3 reports were included in the meeting packet. The Committee approved the modification to go before the Executive Committee on March 14, 2024 and to the full Board of Directors on March 28, 2024. Below is a summary of the modification #3:

▪ Budget Modification #2 Funding Available:	\$9,023,957
▪ Increase in Funding:	\$725,000
▪ Adjusted Funding Available:	\$9,748,957
▪ Less Reserve for PY 24-25:	\$689,391
▪ Modification #3 Funding Budgeted:	\$9,059,566

Budget line items requested for an increase in Budget of \$725,000 for PY 23–24:

- Add \$16,000 Salary and Fringe Benefits
- Add \$2,000 Staff Training & Education
- Add \$35,000 Facilities
- Add \$10,000 Office Furniture & Equipment
- Add \$10,000 Accounting & Audit
- Add \$3,000 Office Supplies & Expense
- Add \$639,000 Client Training and Support
- Add \$10,000 Outreach

Performance Update:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators as of 09/30/2023. A copy of the performance results was provided in the agenda packet.

CSS PY23/24 current letter grade is an “B” with a score of 86.89%. A copy of the current letter grade was provided in the agenda packet. [CareerSource Florida Letter Grades](#) are updated on a quarterly basis, being available approximately 45 days from the end of the quarter.

General Comments & Updates:

Next meeting of the Finance & Performance Committee is scheduled for Thursday April 25, 2024 at 8:00 a.m.

Respectfully Submitted,

Lisa Eding
CSS Treasurer



PERFORMANCE UPDATE

Anthony Gagliano

CSS WIOA Primary Indicators of Performance

LWDB 18

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Perf.Goal Met For Q4	PY2021-2022 Perf. Goals	PY2022-2023 1st Quarter Perf.	PY2022-2023 % of Perf. Goal Met For Q1	PY2022-2023 2nd Quarter Perf.	PY2022-2023 % of Perf.Goal Met For Q2	PY2022-2023 3rd Quarter Perf.	PY2022-2023 % of Perf. Goal Met For Q3	PY2022-2023 4th Quarter Perf.	PY2022-2023 % of Perf. Goal Met For Q4	PY2022-2023 Perf.Goals	PY2023-2024 1st Quarter Perf.	PY2023-2024 % of Perf. Goal Met For Q1	PY2023-2024 Perf. Goals
Adults:															
Employed 2nd Qtr After Exit	90.00	94.74	95.00	88.00	97.13	84.30	93.05	85.90	94.81	85.30	94.15	90.60	87.30	96.36	90.60
Median Wage 2nd Quarter After Exit	\$12,636	127.64	\$9,900	\$11,996.00	128.29	\$11,066	118.34	\$11,768	125.85	\$9,926	106.15	\$9,351	\$10,452	111.77	\$9,351
Employed 4th Qtr After Exit	90.30	95.05	95.00	91.70	105.40	88.30	101.49	88.00	101.15	86.50	99.43	87.00	87.00	100.00	87.00
Credential Attainment Rate	71.40	85.00	84.00	84.50	108.33	67.30	86.28	66.40	85.13	60.20	77.18	78.00	61.30	78.59	78.00
Measurable Skill Gains	71.10	129.27	55.00	76.00	103.54	78.30	106.68	75.00	102.18	86.00	117.17	73.40	72.70	99.05	73.40
Dislocated Workers:															
Employed 2nd Qtr After Exit	71.60	75.37	95.00	71.70	92.40	71.30	91.88	73.70	94.97	77.10	99.36	77.60	75.00	96.65	77.60
Median Wage 2nd Quarter After Exit	\$9,615	114.46	\$8,400	\$9,692.00	96.17	\$10,025	99.47	\$10,400	103.20	\$10,613	105.31	\$10,078	\$12,811	127.12	\$10,078
Employed 4th Qtr After Exit	85.70	95.22	90.00	100.00	149.25	68.70	102.54	70.70	105.52	71.30	106.42	67.00	72.70	88.66	82.00
Credential Attainment Rate	18.80	26.86	70.00	25.00	42.81	25.90	44.35	36.10	61.82	38.80	66.44	58.40	39.60	67.81	58.40
Measurable Skill Gains	80.60	164.49	49.00	76.90	108.16	56.50	79.47	86.70	121.94	83.30	117.16	71.10	50.00	70.32	71.10
Youth:															
Employed 2nd Qtr After Exit	62.50	69.44	90.00	57.50	69.28	54.10	65.18	62.50	75.30	77.30	93.13	83.00	80.00	94.01	85.10
Median Wage 2nd Quarter After Exit	\$7,625	125.00	\$6,100	\$7,065.00	159.48	\$7,001	158.04	\$6,936	156.57	\$5,727	129.28	\$4,430	\$3,813	86.07	\$4,430
Employed 4th Qtr After Exit	75.00	78.95	95.00	75.00	108.70	70.00	101.45	75.00	108.70	75.70	109.71	69.00	77.50	90.12	86.00
Credential Attainment Rate	77.80	101.70	76.50	87.50	108.43	87.00	107.81	81.80	101.36	80.00	99.13	80.70	78.90	97.77	80.70
Measurable Skill Gains	66.70	121.27	55.00	61.90	91.03	66.70	98.09	72.20	106.18	88.90	130.74	68.00	75.00	110.29	68.00
Wagner Peyser:															
Employed 2nd Qtr After Exit	62.50	83.33	75.00	64.50	99.23	63.60	97.85	69.00	106.15	71.10	109.38	65.00	71.30	109.69	65.00
Median Wage 2nd Quarter After Exit	\$6,930	126.00	\$5,500	\$7,079.00	118.97	\$6,768.00	113.75	\$7,773	130.63	\$7,693	129.29	\$5,950	\$7,952	133.65	\$5,950
Employed 4th Qtr After Exit	62.60	86.94	72.00	64.50	101.57	61.00	96.06	67.30	105.98	67.90	106.93	63.50	68.40	107.72	63.50

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

Local Board Performance



CareerSource Suncoast | Program Year 2023-2024

Letter grades are assigned to local workforce development boards on an annual basis once the program year has ended and all program year data is finalized. The information displayed on this page is preliminary until all program data is complete and deemed final for the program year.

CareerSource Florida, in collaboration with the REACH Office and the Florida Department of Commerce, updates this website on a quarterly basis as the data is made available.

Metrics Data

The table below shows the preliminary data on a rolling four-quarter basis. 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 methodology desk reference documents, a metric cohort timeline spreadsheet and lists of the Employ Florida service codes included in the metrics.

Data as of: 9/30/2023

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	975	1,976	49.34	-	50.00	98.68	24.67
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	660	1,311	50.34	-	50.00	100.00	25.00
3. Employment and Training Outcomes	Employment and Training Services	0.20	13	18	72.22	-	100.00	72.22	14.44
4. Participants in Work-Related Training	Training Services	0.10	286	2,087	13.70	-	25.00	54.80	5.48
5. Continued Repeat Business	Business Services	0.05	1,300	3,552	36.60	-	35.00	100.00	5.00
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	8.39	100.00	100.00	5.00
PY 2022-2023 Business Penetration		-	878	13,653	6.43	-	-	-	-
PY 2023-2024 Business Penetration		-	2,089	14,093	14.82	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	1.89	2.59	72.97	-	100.00	72.97	7.30
Exiters: Local Board (N) / Statewide (D)		-	1,569	82,880	1.89	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$3,577,685	\$138,314,587	2.59	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	988	2,317	42.64	-	-	-	0.00
TOTAL									86.89

Letter Grades Scale:

- A+: ≥ 97
- A : 93 to < 97
- A-: 90 to < 93
- B+: 87 to < 90
- B : 83 to < 87
- B-: 80 to < 83
- C+: 77 to < 80
- C : 73 to < 77
- C-: 70 to < 73
- D : 60 to < 70
- F : < 60

Visit the [Resources](#) page of this website to view or download informational documents related to letter grades, including a metric cohorts timeline, lists of the Employ Florida service codes included in the metrics, and previous letter grades.



CEO Report



STAFF REPORTS

Kathy Bouchard

Anthony Gagliano