



**Combined Executive Committee
and
Finance & Performance Committee Meeting**
Monday June 10, 2024 - 8:00 a.m. to 9:30 a.m.
Location: Microsoft Teams
This is a virtual or call-in meeting only
[Join Microsoft Teams Meeting](#)
1-786-600-3104
Conference ID: 819 592 380#

AGENDA

Call to Order – Eric Troyer, Chair

Action Items – Eric Troyer, Chair

- Approval of April 11, 2024, Executive Committee Meeting Minutes - Eric Troyer
- Approval of May 09, 2024, Executive Committee Meeting Minutes - Eric Troyer
- Approval of April 25, 2024, Finance & performance Committee Meeting Minutes –Eric Troyer
- Approval of PY2024-2025 Budget – Robin Dawson

CEO Report – Joshua Matlock

Staff Reports

- Kathy Bouchard
- Anthony Gagliano

Public Comments/Closing Remarks – Eric Troyer, Chair

Adjournment – Eric Troyer, Chair

Next Executive Committee Meeting is August 8, 2024

Location: Virtual Teams meeting only

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

**CareerSource Suncoast
Executive Committee
Meeting Minutes**
Teams Virtual Meeting
Thursday, April 11, 2024
8:00 a.m.

Absent Present	<u>Committee Members</u>
P	Eric Troyer, CPA, Kerkering, Barberio & Company
A	Christy Cardillo, Partner, Carr, Riggs & Ingram, LLC
P	David Kraft, Vision Consulting Group
P	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P	Lisa Eding, Teakdecking Systems
P	Peter Hayes, Tandem Construction
	Staff Present: Joshua Matlock, Anthony Gagliano, Robin Dawson, Christina Witt, Chet Filanowski, James Disbro, Michelle Snyder, and Karima Haby.

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:00 a.m. Attendance was recorded, and a quorum established.

II. Action Items

Approval of March 14, 2024, Executive Committee/Board Meeting Minutes

Eric Troyer requested a motion to approve the March 14, 2024 Executive Committee meeting minutes.

Motion: Sharon Hillstrom **Second:** David Kraft

The motion passed unanimously.

III. CEO Report

CSS is in the final quarter of the program year. This quarter will be focused on closing the current program year and preparing for the upcoming year. CSS is strategically positioning itself to make adjustments as needed based on the budget and any changes in the Individual Training Account (ITA) expenditure requirements of 50%. CSS is currently operating with a 35% ITA expenditure waiver, based on state and national discussions there may not be a waiver granted on the 50% requirement.

Another area of focus for the quarter will be regional planning and implementation of the Education and Industry Consortium requirements. Regional planning discussions have been conducted with Pasco, Hernando, Polk, Pinellas, and Hillsborough Counties.

IV. Staff Reports

Robin Dawson

CSS is pending budget planning allocations for next program year formula funding: WIOA Adult, Dislocated Worker, Temporary Assistance for Needy Families and Wagner Peysers. FloridaCommerce has indicated the release of allocations will be sent in late April. Therefore, our budget will be presented to the Executive Committee and full Board of Directors at their respective June meetings.

Anthony Gagliano

The 7th [State of Talent Conference](#) returned after a 1-year hiatus on April 10th. A special thanks to former Board member Jamie Kahns and [Bank of America](#) for sponsoring that event. There were approximately sixty (60) attendees on site, as well as a few virtual attendees. The conference was held onsite at the Sarasota CareerSource Suncoast event center hosting several speakers as well as the Florida Studio Theatre improv group.

The next event focusing on entrepreneurship will be the [Pathways to Success](#) workshop held on Wednesday, May 8, 2024 at the CareerSource Suncoast event center in Sarasota. A special thanks to Board member Sarah Tar as this event will be sponsored by [Truist](#).

Thanks to the work of James Disbro and Diane Seavers, CareerSource Suncoast had a sixth occupation approved by the Department of Education under our Registered Apprenticeship sponsorship for an Industrial Laundry Machine mechanic in partnership with Crown Linen. Additional discussions are occurring with Boys and Girls Clubs of Manatee County on a culinary pre-apprenticeship program.

Chet Filanowski, IT Director, is currently piloting a system to allow for onsite digital signatures and uploads for client files.

The state awarded CSS an additional \$400,000 for the Rapid Credentialing grant, extending the grant another year to end June 30, 2025. This grant focuses on short-term training programs, such as CDL.

The third annual Summer Youth Employment program continues to move forward with a goal to enroll 170 youth for the summer. We currently have 149 youth enrolled for the summer jobs program and nearly thirty (30) employers looking to hire them. The youth will attend a workshop conducted by SCF, attend a job fair, earn \$15 per hour for up to thirty (30) hours per week in a four-week paid work experience, all culminating with a wrap up session on Saturday, June 29th at SCF's gymnasium. Interested businesses can go to <https://careersourcesuncoast.com/summer-jobs-program/>.

The Florida Lottery is investing \$1,000 for this year's summer program and hopefully will increase its contribution in the following years. Anthony presented the summer program to the Downtown Improvement District for the City of Sarasota to obtain additional summer youth funding.

Josh is also working with the CRA of Newtown to obtain funds to support CSS' entrepreneurial programs.

V. Public Comment/Closing Remarks – Eric Troyer, Chair
None

VI. Adjournment – Eric Troyer, Chair

Next Executive Committee meeting is scheduled for May 9, 2024.

There being no further business, Eric Troyer adjourned the meeting at 8:28 a.m.

Respectfully submitted,

Joshua Matlock

[Joshua Matlock \(Apr 16, 2024 10:24 EDT\)](#)

Joshua Matlock
President/CEO

**CareerSource Suncoast
Executive Committee
Meeting Minutes**
Teams Virtual Meeting
Thursday, May 9, 2024
8:00 a.m.

Absent Present	<u>Committee Members</u>
P	Eric Troyer, CPA, Kerkering, Barberio & Company
A	Christy Cardillo, Partner, Carr, Riggs & Ingram, LLC
P	David Kraft, Vision Consulting Group
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P	Lisa Eding, Teakdecking Systems
A	Peter Hayes, Tandem Construction
	Staff Present: Joshua Matlock, Anthony Gagliano, Robin Dawson, Kathy Bouchard, Christina Witt, Chet Filanowski, James Disbro, Michelle Snyder, Michael Meerman, Linda Benedict, and Karima Hability.

I. Call to Order

Eric Troyer, Chair, called the meeting to order at 8:00 a.m. Attendance was recorded, a quorum was not established. Action items were postponed to next Executive Committee meeting.

II. CEO Report – Joshua Matlock

CSS is currently working on the budget for PY 2024-2025. The budget is based on current planning allocations. CSS anticipates that additional funding will be issued, specifically grants such as the Non-Custodial Parent Employment Program (NCPEP).

CareerSource Florida (CSF) conducted training on regional planning requirements. They are seeking volunteers to start that process. CSS will not be volunteering at this time; we are pending discussions with CareerSource Tampa Bay once they complete the consolidation process with CareerSource Pinellas and hire their new CEO.

CareerSource Florida’s next Board meeting will be in Tampa June 16th and 17th. The Board meeting agenda will give us a preview of any grants that they are looking to extend.

The Sarasota County Government passed a resolution to prohibit doing business with any organization that provides referrals to agencies providing abortion services, this includes the United Way. CSS has agreements with the United Way with the NEDWG Hurricane Ian, therefore we consulted with our attorney to ensure we do not have any exposure. The attorney advised that we were not exposed, but need to watch this issue closely within the courts to ensure the resolution is not modified.

III. Other Board Business

Finance and Performance Committee Meeting Report

Lisa Eding provided an overview of the Finance & Performance Committee meeting from April 25, 2024. Robin Dawson, VP/CFAO, reviewed the following reports provided in the agenda packet.

- Review of Budget to Expenditure Report as of March 31, 2024.
 - Overall burn rate of 58%
 - YTD Federal and State requirements:
 - Admin: 9.24%; max allowed 10%
 - ITAs: 46.415%; min requirement 35%
 - Youth Paid Internships PY22 – 18.04%; min requirement 20%
 - Youth Out of School PY22 97.37%; min requirement 50%
- Summary of Non-Federal Funds Revenue & Expenditures as of March 31, 2024.
- Review of planning allocations for PY24-25 vs PY23-24
 - a. Planning allocations for PY24-25 in comparison to PY23-24 formula funds was reviewed. A copy of the planning allocations was provided in the agenda packet.

There was a discussion on continuing with the Finance and Performance Committee. It was agreed that the F&P committee would be combined with the executive committee meetings moving forward to eliminate additional meetings.

Performance update:

A copy of the FloridaCommerce programmatic monitoring preliminary review exit summary report was reviewed. The review period was January 1, 2023 to December 31, 2023. The monitoring was conducted March 4, 2024 through March 8, 2024. A copy of the report was provided in the agenda packet. We are still waiting for the Financial Monitoring Report to be issued.

Anthony Gagliano provided the performance update. CSS WIOA Performance Indicators for the second quarter of program year 2023-24 ending 12/31/2023 were reviewed. A copy of the performance results was provided in the agenda packet.

The CSS Quarter 2 Letter Grade for PY 2023-24 was reviewed. A copy of the letter grade metrics was provided in the agenda packet.

IV. Staff Reports

Kathy Bouchard

Benefit renewals are in process. CSS fell below the fifty-one (51) employee minimum to categorize as a large group. United Healthcare is our current provider and is increasing the benefits cost, therefore CSS will be changing back to Florida Blue to keep costs down for CSS employees. Last program year's benefit rate was 32%, and this year it will be at 33.4%.

In April, CSS wrapped up the Connective Workplace process with David Kraft. CSS is now a Certified Connective Workplace. Based on the results of the Connective Workplace discussions, a task force was developed to continue to improve.

Linda Benedict has submitted an application to become the NCPEP program administrator. If awarded, the grant is for \$500,000 and CSS would still be able to provide program services. The NCPEP program currently has 102 clients enrolled with forty-four working and six in CDL training. The program has received a lot of interest recently due to a social media influencer posting the

program flyer on their social media page. Since the posting, the NCPEP team have received hundreds of calls from as far as Louisiana.

The Ticket to Work (TTW) program has generated \$158,000 this program year. The program continues to gain momentum. They instituted a text messaging campaign to reach clients. There were over 4,300 messages sent out, with 1,112 clicks on the link that was in the message to inquire about the program. One new ticket has been assigned, with three additional appointments scheduled.

Anthony Gagliano

A [success story](#) on the Hurricane Ian grant was shared with the committee. The story highlighted the partnership with the United Way and the long-term recovery group providing repairs to south Sarasota County residents impacted by Hurricane Ian.

Wednesday, March 8th was another successful [Pathways to Success](#) event. [David Avrin](#) was the keynote speaker. He will be the keynote speaker at the upcoming Small Business Development Centers annual conference in June.

On June 6, 2024, CSS will be hosting an [Apprenticeship Workshop](#) for employers. The workshop will focus on how employers can recruit, train, and retain employees. The official certificate came in for the Registered Apprenticeship program for an industrial maintenance mechanics, in partnership with Crown Linen.

James Disbro shared that this is National Youth Apprenticeship week. CSS is collaborating with the local school districts on how to develop pre-apprenticeship programs in the schools. CareerSource Florida, CareerSource South Florida, and CareerSource Heartland have joined the Crosswalk agency-to-agency referral system.

Chet has continued to improve our technology. CSS currently has three staff testing digital signature software.

V. Public Comment/Closing Remarks – Eric Troyer, Chair


None

VI. Adjournment – Eric Troyer, Chair

Next Executive Committee meeting is scheduled for June 10, 2024.

There being no further business, Eric Troyer adjourned the meeting at 9:19 a.m.

Respectfully submitted,


[Joshua Matlock \(May 29, 2024 09:06 EDT\)](#)

Joshua Matlock
President/CEO



Finance/Performance Committee Meeting Minutes
Virtual TEAMS Meeting
Tuesday April 25, 2024
8:00 a.m.

I. Call to Order- Lisa Eding

Lisa Eding called the meeting to order at 8:01 a.m.

Attendees: Lisa Eding, Jim Bos, Peter Hayes and CareerSource Suncoast (CSS) staff – Joshua Matlock, Robin Dawson, Anthony Gagliano, Kathy Bouchard, and Christina Witt.

II. Approval of February 27, 2024 Finance and Performance Committee Meeting Minutes

Lisa Eding requested a motion to approve the February 27, 2024 Meeting Minutes.

Motion: Peter Hayes Second: Jim Bos

Motion passed unanimously

III. Budget to Expenditure Reports Review – Robin Dawson

Robin Dawson, VP/CFAO, reviewed the following reports.

1. Review of Budget to Expenditure Report as of March 31, 2024.
 - a) Overall burn rate of 58%
 - b) YTD Federal and State requirements:
 - Admin: 9.24%; max allowed 10%
 - ITAs: 46.41%; minimum requirement 35%
 - Youth Paid Internships/Work Experience: PY22 is 18.4%; minimum requirement 20%,
 - Youth Out of School: PY22 is 97.37%; minimum requirement 50%
2. Summary of Non-Federal Funds Revenue & Expenditures as of March 31, 2024.
3. Planning Allocations PY24-25 vs PY23-24 report was provided and reviewed.

IV. Performance Update- Anthony Gagliano

A copy of the FloridaCommerce preliminary review exit summary monitoring report was reviewed. The review period was January 1, 2023 to December 31, 2023. The monitoring was conducted March 4, 2024 through March 8, 2024. A copy of the report was provided in the agenda packet. Anthony Gagliano reviewed the monitoring report.

CSS WIOA Performance Indicators for the second quarter of program year 2023-24 ending 12/31/2023 were reviewed. A copy of the performance results was provided in the agenda packet.

The CSS Quarter 2 Letter Grade for PY 2023-24 was reviewed. A copy of the letter grade metrics was provided in the agenda packet.

V. Next Meeting Date(s):

June 6, 2024 combined Executive Committee and Finance and Performance meeting.

VI. Final Comments and Adjournment – Lisa Eding

No final comments. The meeting was adjourned at 9:05a.m.



Program Budget

2024 - 2025

Program Year



Solutions that work for you.

**CareerSource Suncoast
Budget for Program Year 2024 - 2025**

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CareerSource Suncoast Program Year 2024-2025 Budget Narrative

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

Temporary Assistance for Needy Families (TANF)

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

Workforce Innovation and Opportunity Act (WIOA)

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

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

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

WIOA State Rapid Credentialing

This grant has been continued for another year to provide WIOA eligible clients with short-term credentialing training activities.

Rapid Response

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

Hope Florida – A Pathway to Prosperity

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

CareerSource Suncoast Program Year 2024 - 2025 Budget Narrative

Apprenticeship Navigator

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

National Emergency Dislocated Worker – Hurricane Ian

The grant provides temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by Hurricane Ian. The current award will end September, 2024.

National Emergency Dislocated Worker – Fostering Opioid Recovery

This 46-month grant will be wrapping up in August, 2024. The grant creates and maintains local partnerships to develop strategies that foster recovery from opioid and addiction issues affecting the workforce. This will be further accomplished by providing training and career services to individuals affected by the opioid crisis, as well as individuals seeking employment in medical, mental health, and addiction-related fields. CSS will participate in local opioid/addiction task forces or other forms of community efforts. The grant will also provide technical assistance to human resource professionals on how to deal with issues related to addiction in the workplace.

Reemployment Services and Eligibility Assessment (RESEA)

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

FL Commerce – Joint Managed Programs

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

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

**CareerSource Suncoast
Program Year 2024 - 2025
Budget Narrative**

Non-Custodial Parent Employment Program (NCPEP)

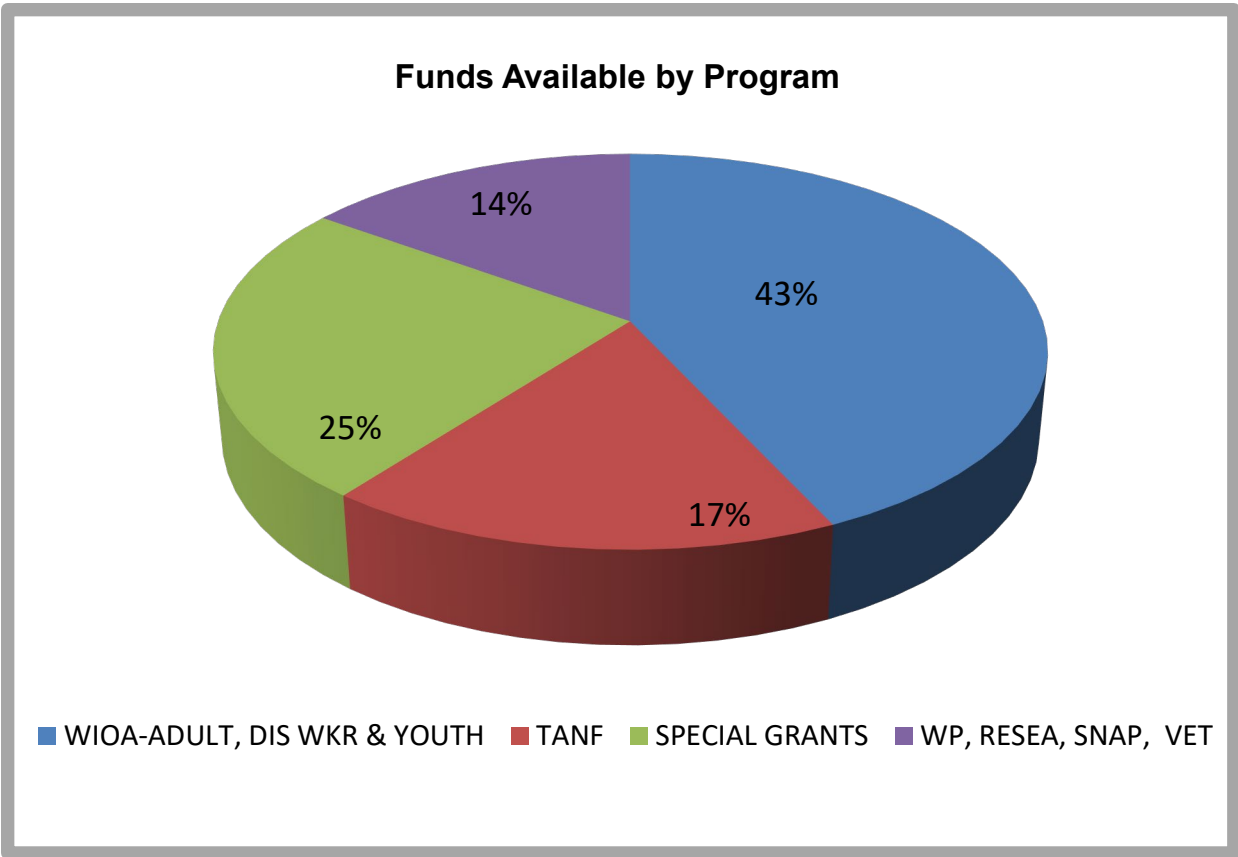
This grant will provide funding to assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. CSS will provide career services, job placement, training and support with a goal to obtain and retain self-sufficient employment.

Supplemental Nutrition Assistance Program – Employment and Training (SNAP)

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

**CareerSource Suncoast
Funds Available by Program
Program Year 2024-2025**

PROGRAM	FUNDS AVAILABLE	% OF TOTAL	WIOA ALLOCATION BREAKDOWN	FUNDS AVAILABLE	% OF TOTAL
WIOA-ADULT, DIS WKR & YOUTH	\$2,983,502	43%	ADULT/DIS WKR	\$2,000,539	67%
TANF	\$1,206,951	17%	YOUTH	\$982,963	33%
SPECIAL GRANTS	\$1,694,434	24%	TOTAL	\$2,983,502	100%
WP, RESEA, SNAP, VET	\$1,046,680	14%			
TOTAL	\$6,931,567	100%			



CareerSource Suncoast
Summary of Funds Available - All Programs
Program Year 2024-2025
July 1, 2024 - June 30, 2025

Funding Streams	Funding Available PY 24-25	Reserve for PY 25-26	Funding Budgeted For PY 24-25
Temporary Assistance for Needy Families (TANF) estimate exp 6/30/25	\$1,131,951	\$0	\$1,131,951
Temporary Assistance for Needy Families (TANF) Carry Fwd estimate exp 8/31/24	\$75,000	\$0	\$75,000
Total Temporary Assistance for Needy Families	\$1,206,951	\$0	\$1,206,951
WIOA-Adult & Dislocated Worker estimate exp 6/30/26	\$1,785,539	\$135,000	\$1,650,539
WIOA-Adult & Dislocated Worker Carry Fwd estimate exp 6/30/25	\$215,000	\$0	\$215,000
Total WIOA Adult & Dislocated Worker	\$2,000,539	\$135,000	\$1,865,539
WIOA-Youth estimate exp 6/30/26	\$641,150	\$150,000	\$491,150
WIOA-Youth Carry Fwd estimate exp 6/30/25	\$341,813	\$0	\$341,813
Total WIOA Youth	\$982,963	\$150,000	\$832,963
WIOA State Rapid Credentialing Carry Fwd estimate exp 6/30/25	\$410,000	\$0	\$410,000
NEG Dislocated Worker lan Carry Fwd estimate exp 9/30/24	\$146,000	\$0	\$146,000
NEG Dislocated Worker Opioid-3 Fostering Recovery Carry Fwd est exp 8/31/24	\$85,000	\$0	\$85,000
Hope Navigator WIOA & WP Carry Fwd estimate exp 6/30/25	\$120,934	\$0	\$120,934
Rapid Response estimate exp 6/30/25	\$125,000	\$0	\$125,000
Apprenticeship Navigator estimate exp 6/30/25	\$62,500	\$0	\$62,500
Non-Custodial Parent Employment Program estimate exp 8/31/24	\$745,000	\$0	\$745,000
Wagner Peyser (WP) estimate exp 9/30/25	\$580,117	\$20,000	\$560,117
Wagner Peyser (WP) Carry Fwd estimate exp 9/30/24	\$28,000	\$0	\$28,000
Total Wagner Peyser	\$608,117	\$20,000	\$588,117
Veteran's Programs (DVOP & LVER) estimate	\$116,868	\$0	\$116,868
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$261,695	\$0	\$261,695
Supplemental Nutrition Assist Prog Employment & Training (SNAP) estimate	\$60,000	\$0	\$60,000
Total	\$6,931,567	\$305,000	\$6,626,567

**CareerSource Suncoast
Budget Comparison & Information
Program Year 2024-2025 to 2023-2024**

	Note Ref	PY 24-25 Budget	PY 23-24 Budget Mod #3	Expenditures PY 23-24*
Funding Available Less Reserves		\$6,626,567	\$9,059,566	
Personnel Costs:				
Salaries & Fringe Benefits	1	\$4,050,860	\$4,298,731	\$4,005,312
Staff Training & Education	2	34,953	\$47,000	\$44,926
Total Personnel Costs		\$4,085,813	\$4,345,731	\$4,050,238
Facility Costs	3	\$480,000	\$591,669	\$538,517
Office Furniture & Equipment	4	\$10,000	\$36,502	\$34,077
Operating Costs-Career Ctrs & Adm:				
Accounting/Audit	5	\$64,200	\$83,657	\$55,443
Consultants & Legal	6	50,000	60,000	\$47,058
General Insurance	7	49,842	61,550	\$46,216
Office Supplies & Expense	8	30,000	48,759	\$26,960
Travel & Meetings	9	63,071	83,557	\$60,545
Total Operating Costs		\$257,113	\$337,523	\$236,222
Program Services:				
Client Training & Support	10	\$1,638,717	\$3,514,944	\$2,651,400
Employer & Client Services	11	46,648	95,329	\$85,357
Outreach	12	108,276	137,868	\$101,359
Total Program Services		\$1,793,641	\$3,748,141	\$2,838,116
Totals		\$6,626,567	\$9,059,566	\$7,697,170

*Expenditures for May/June are estimated

CareerSource Suncoast
Notes to Comparative Budget Statement
Explaining Budget Line Items and Variances between Budget Years
For Program Years 2024-2025 & PY 2023-2024

Note 1 Salaries – Includes positions for Career Services and Board Administration with average salary increases 3%. Included in this line item is a one-time 2% incentive payment to CSS staff based on CSS achieving local board performance for PY 23-24 with letter grade of B or better. The State of Florida approved a 3% increase for state merit staff.

	<u>PY 24-25</u>	<u>PY 23-24</u>
CSS F/T Positions	48	47
State Merit Positions*	<u>10</u>	<u>10</u>
Total CSS & State Positions	58	57

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

Fringe Benefits - Includes mandatory taxes: social security, medi-care, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSS for a base health plan. Buy-up options will be available with employee contributions. Dental, life, and long-term disability benefits for employees are paid by CSS. A discretionary retirement contribution is paid for eligible employees at 7.5%. The average fringe benefit rate for PY 24-25 is 32%.

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

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

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

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

CareerSource Suncoast
Notes to Comparative Budget Statement
Explaining Budget Line Items and Variances between Budget Years
For Program Years 2023-2024 & 2022-2023

- Note 6 Consultants & Legal – Includes costs for one stop operator and legal services.
- Note 7 General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.
- Note 8 Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies (for staff and customers), and postage.
- Note 9 Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal allowances.
- Note 10 Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT), customized worker training (CWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocations (pg. 9) in the packet.
- Adult & Dislocated Worker Funds are required to expend 50% on ITAs and related expenses. This budget will exceed the 50% State ITA requirement.
- The Youth budget will meet the minimum 50% requirement for out of school youth activities. The training budget for youth also includes an amount for paid internships and on-the-job training to exceed the 20% WIOA youth work experience requirement.
- Client Support – Support services are on an individual basis and need. Possible costs may include childcare, housing, and transportation costs.
- Note 11 Employer and Client Services – Employer and client assessment activities and career services.
- Note 12 Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSS. This line item includes \$40,000 in outreach services partnering with the Bradenton Area Economic Development Corporation and Economic Development Corporation of Sarasota County. Additional outreach services include \$40,000 to partner with College Access Networks in both counties focusing on reaching youth.

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

	BUDGET	TANF	WIOA ADULT & DIS WKR	WIOA YOUTH	WAGNER PEYSER	RAPID CRED	NEG IAN	NEG FOS OPIOID REC	HOPE NAV WIOA/WP	RAPID RESPONSE	APP NAV	NCPEP	VETS	RESEA	SNAP
Funding Available	\$6,626,567	\$1,206,951	\$1,865,539	\$832,963	\$588,117	\$410,000	\$146,000	\$85,000	\$120,934	\$125,000	\$62,500	\$745,000	\$116,868	\$261,695	\$60,000
Personnel Costs:															
Salaries & Fringe Benefits	\$4,050,860	\$863,807	\$1,298,507	\$425,254	\$344,030	\$160,110	\$35,036	\$19,693	\$99,471	\$110,674	\$60,137	\$267,290	\$69,905	\$239,309	\$57,637
Staff Training & Education	34,953	12,161	14,023	5,742	714	502	0	0	145	153	77	901	145	315	77
Total Personnel Costs	\$4,085,813	\$875,968	\$1,312,530	\$430,996	\$344,744	\$160,612	\$35,036	\$19,693	\$99,616	\$110,827	\$60,214	\$268,191	\$70,050	\$239,624	\$57,714
Facility Costs	\$480,000	\$111,984	\$23,952	\$24,432	\$210,240	\$24,240	\$0	\$0	\$0	\$9,600	\$0	\$22,656	\$40,224	\$12,672	\$0
Operating Costs-Career Ctrs & Adm	\$257,113	\$51,316	\$72,401	\$39,885	\$21,339	\$14,988	\$0	\$0	\$4,319	\$4,573	\$2,286	\$30,000	\$4,319	\$9,399	\$2,286
Program Services:															
Client Training & Support	\$1,638,717	\$155,923	\$401,210	\$260,000	\$0	\$210,160	\$110,964	\$65,307	\$17,000	\$0	\$0	\$418,153	\$0	\$0	\$0
Employer & Client Svcs	46,648	11,760	17,045	16,050	1,793	0	0	0	0	0	0	0	0	0	0
Outreach	108,276	0	38,400	61,600	0	0	0	0	0	0	0	6,000	2,276	0	0
Total Program Services	\$1,793,641	\$167,683	\$456,655	\$337,650	\$1,793	\$210,160	\$110,964	\$65,307	\$17,000	\$0	\$0	\$424,153	\$2,276	\$0	\$0
Totals	\$6,626,567	\$1,206,951	\$1,865,539	\$832,963	\$588,117	\$410,000	\$146,000	\$85,000	\$120,934	\$125,000	\$62,500	\$745,000	\$116,868	\$261,695	\$60,000

CareerSource Suncoast
Budget Allocated to Program & Administrative Costs
Program Year 2024-2025
July 1, 2024 - June 30, 2025

	Total	Program	Administrative
Funding Budgeted	\$6,626,567	\$6,044,268	\$582,299
Personnel Cost:			
Salaries & Fringe Benefits	\$4,050,860	\$3,600,860	\$450,000
Staff Training & Education	34,953	34,253	700
Total Personnel Costs	\$4,085,813	\$3,635,113	\$450,700
Facility Costs	\$480,000	\$460,000	\$20,000
Office Furniture & Equipment	\$10,000	\$8,000	\$2,000
Operating Costs Career Ctrs & Admin:			
Accounting/Audit	\$64,200	\$0	\$64,200
Consultants & Legal	50,000	35,000	15,000
General Insurance	49,842	41,442	8,400
Office Expense & Supplies	30,000	24,000	6,000
Travel & Meetings	63,071	47,071	16,000
Total Operating Costs	\$257,113	\$147,513	\$109,600
Program Services:			
Client Training & Support	\$1,638,717	\$1,638,717	\$0
Employer & Client Services	46,648	46,648	0
Outreach	108,276	108,276	0
Total Program Services	\$1,793,641	\$1,793,641	\$0
Total Budget	\$6,626,567	\$6,044,268	\$582,299
Percentage of Administrative Costs			8.79%



CEO Report



STAFF REPORTS

Kathy Bouchard

Anthony Gagliano