



Combined Executive Committee and Board of Directors Meeting

Thursday, November 14, 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](#)

Phone 1-786-600-3104

Conference ID: 245 169 839 075 #

BOARD OF DIRECTORS AGENDA

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

Board Member Committee Updates – David Kraft

Finance and Performance Committee Appointments:

- Ericka Randall – Vocational Rehabilitation
- Lorri Kidder - Carr, Riggs, Ingram

Action Items – David Kraft

- Approval of October 3, 2024 Board Meeting Minutes – David Kraft
- Approval of Transfer of Funds from Dislocated Worker to Adult – Robin Dawson
- Approval of PY2024-2025 Budget Modification #1 – Jim Bos/Robin Dawson
- Approval of CareerSource Suncoast Bylaws Revision- Christina Witt
- Approval of Related Party Expenditures – Christina Witt

Other Board Business

- FloridaCommerce Annual Performance Presentation PY 22-23 – Daniel Harper, FloridaCommerce
- Education and Industry Consortium Report – Terri Clark
- Finance and Performance Committee Report – Jim Bos

CEO Report – Joshua Matlock

Public Comments/Closing Remarks – David Kraft, Chair

Full Board Adjournment – David Kraft, Chair

Next Board of Directors Meeting is January 23, 2025

Location: 3660 N. Washington Blvd, Sarasota, FL

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

Break- Transition to Executive Committee

EXECUTIVE COMMITTEE AGENDA

Action Items – David Kraft

- Approval of October 17, 2024, Executive Committee Meeting Minutes – David Kraft
- President/CEO Performance Evaluation and President/CEO Compensation and Bonus Approval – David Kraft

Public Comments/ Executive Committee Closing Remarks – David Kraft

Executive Committee Adjournment – David Kraft

Next Executive Committee Meeting is January 9, 2025

Online 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.



**ACTION ITEM -
Meeting Minutes**

**CAREERSOURCE SUNCOAST
BOARD MEETING MINUTES**
Virtual TEAMS Meeting and In-person
3660 N. Washington Blvd., Sarasota, FL 34234
Thursday, October 3, 2024
8:00 A.M.

Call to Order

Eric Troyer, Chair, called the meeting to order at 8:01 a.m.

Installation of Officers – Eric Troyer, Outgoing Chair

Eric Troyer announced the installation of Officers and handed the meeting off to David Kraft.

- Chair, David Kraft - Vision Consulting Group
- Chair-Elect, Lisa Eding - Teakdecking Systems
- Treasurer, Jim Bos – MJB Group, Inc.

Board Member Updates – David Kraft, Chair

David Kraft provided the following updates -

Retirement from the Board of Directors:

- Peter Hayes
- Walter Spikes
- Christy Cardillo

Board Chair Executive Committee Appointment

- Shaun Polasky, Member At-large - Helios Technologies

Welcome New Board Members

- Jane Roseboro, Centerstone Florida
- Lorri Kidder – Carr, Riggs, Ingram
- Will Cromie- Synovus Bank

Roll Call was performed and a quorum was established.

Action Items – David Kraft, Chair

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

David Kraft requested for a motion to approve the Consent Agenda items.

- Approval of June 13, 2024, Board Meeting Minutes
- Approval of Policy #18-22, Eligible Training Provider List
- Approval of Local Targeted Occupations List

Motion: Lisa Eding Second: Ron DiPillo

Motion passed unanimously

- **Approval of Four-Year Local Plan - Christina Witt**

Christina Witt provided an overview of the 4-Year Local Plan for approval. A motion was requested to approve the 4-Year Local Plan effective January 1, 2025 – December 31, 2028.

Motion: Lisa Eding Second: Luis Font
Motion passed unanimously

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

Christina Witt presented the following related party agreement/expenditure approval of \$175,000 for PY2024-2025 to Galen College of Nursing for training agreements.

A motion was requested for the Board of Directors to approve the related party agreement expenditures with Galen College of Nursing for a maximum of \$175,000 for PY2024-25.

Motion: Eric Troyer Second: Allison Imre
Motion passed unanimously

CEO Report:

Joshua Matlock provided an update on attending the annual Workforce Professionals Development Summit. During the summit, the State held CareerSource Florida Board meetings. This was a good opportunity to connect with the CareerSource Florida and Florida Commerce teams. Adrienne Johnson, CSF, and Secretary of Commerce, Alex Kelly were in attendance speaking with the Boards strengthening relationships and fostering better communication.

Coordination on Hurricane response with the state and local boards has improved with the last two storms, Debby and Helene. Disaster unemployment insurance and business recovery assistance is now available at CareerSource Suncoast. CSS is pending notification from the state on approval of National Emergency Dislocated Worker Grant funds for both Debby and Helene to assist with recovery efforts.

CSS has signed a letter of intent to conduct regional planning with CareerSource Hillsborough Pinellas, CareerSource Pasco Hernando, and CareerSource Polk.

Other Board Business:

Finance and Performance Committee Report

Lisa Eding provided an overview of the Finance & Performance Committee meeting from August 8, 2024.

Finance Report:

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

1. Review of Budget to Expenditure Report as of June 30, 2024
 - Overall burn rate of 82%
 - YTD Federal and State requirements:
 - Admin: 7.86%; max allowed 10%
 - ITAs: 54.46%; min requirement 35%
 - Youth Paid Internships/Work Experience: PY22 – 32.02%; PY23 - 11.06%; min requirement 20%
 - Youth Out of School: PY22 – 98.74%; PY23 - 94.92%; min requirement 50%
2. Budget to Expenditure Report by Fundsource as of June 30, 2024
3. Summary of Non-Federal Funds Revenue & Expenditures as of June 30, 2024

Performance Report:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators as for Quarter #3 of PY2023-24. A copy of the performance results was provided in the agenda packet.

CSS PY23-24 Quarter #3 letter grade was an “B+” with a score of 89.35%. 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.

Staff Reports:

Anthony Gagliano- COO

October is [National Disability Awareness Month](#). The Ticket-to-Work (TTW) program recently highlighted a success story on [CareerSource Suncoast LinkedIn](#) page. The TTW client was working with Kim Gonzalez for several months. When Jesse first began receiving services from Kim, she was only working part time in retail, after working with Kim she was able to obtain full time employment with the Department of Revenue and has been in her position for more than nine months. She is now able to decrease her dependency on Social Security benefits and improve her economic self-sufficiency.

The First Lady Casey DeSantis, [HOPE Florida](#) initiative continues to be a strong resource for individuals on public assistance. CSS HOPE Florida client, Heidi, success story was shared. Heidi came to CSS as a single mother of four children in need of assistance. HOPE Navigator, Jill Hyatt assisted Heidi through the grant to obtain employment as a zoo educator at Sarasota Jungle Gardens, earning \$27 hourly.

Diane Seavers was introduced to the Board as the new Special Grants Manager.

The [Pathways to Success](#) small business series is partnering with Sarasota Chambers' [CareerEdge](#) for the next upcoming event on October 10, 2024. Secretary Alex J. Kelly of Florida Commerce will be our introductory keynote speaker at this event. Other speakers include Blair Bloomston – Leaders Uplifted, Kristi Hoskinson – USF, Rob Harris- SAMA, Dr. Kevin McCree- Laser Focus Leadership Solutions.

The E-Rising conference will be held on November 20, 2024.

Public Comments: None

Next Meeting and Adjournment:

Next Board of Directors Meeting is November 14, 2024

This meeting will be a combined full Board of Directors and Executive Committee Meeting.

Location: 3660 N. Washington Blvd, Sarasota, FL

The meeting was adjourned at 9:02 a.m.

Respectfully submitted,



[Joshua Matlock \(Oct 3, 2024 14:59 EDT\)](#)

Josh Matlock
President, CEO

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CAREERSOURCE SUNCOAST - BOARD MEETING ATTENDANCE

Absent Present	Board Member
A	Jim Bos, MBJ Group
A	Ashley Brown, Women's Resource Center
P*	Christy Cardillo, Carr Riggs, & Ingram, LLC.
A	Will Cromie, Synovus Bank
P*	Jackie Dezelski, Manatee Chamber of Commerce
P	Dr. Ron DiPillo, Sarasota County Schools
A	Kathy Dwyer, Galen College of Nursing
P	Lisa Eding, Teak Decking Systems
P*	Luis Font, LIUNA, Laborers International Union
A	Geoffry Gilot, Boys & Girls Clubs
A	Vaughn Alexander Hendriex, State College of Florida
A	Sharon Hillstrom, Bradenton Area Economic Development Corporation
P*	Allison Imre, Grapevine Communications
P*	Heather Kasten, Sarasota Chamber of Commerce
P	Lori Kidder, Carr Riggs, & Ingram, LLC.
P	David Kraft, Vision Consulting Group
P*	Anne LeBaron, Take Stock in Children Manatee
A	Shaun Polasky, Helios Technologies
P*	Ericka Randall, Vocational Rehabilitation
P*	Jane Roseboro, Centerstone Florida
A	Sarah Tar, Truist
P	Eric Troyer, Kerkering Barberio & Company
P	Mark Viggiano, Local 123 Plumbers, and Pipefitters Union
A	Doug Wagner, Manatee County School Board
A	Craig Warzecha, Bradenton Marauders/Pittsburgh Pirates
P*	Ken Waters, Sarasota Housing Authority
	Staff Present: Josh Matlock, Robin Dawson, Kathy Bouchard*, Anthony Gagliano, Karima Habity*, Linda Benedict, Christina Witt, Michelle Snyder*, James Disbro*, Chet Filanowski*, Michael Meerman, Diane Seavers, Curt Preisser*
P*	Commissioner George Kruse - Manatee County
A	Commissioner Ron Cutsinger – Sarasota County

26 Board Members – 15 present, 11 absent

*Virtual



ACTION ITEM - Transfer of Funds



Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs

From July 1, 2024 through June 30, 2025

LWDB Number and Name (Requestor): #18 - CareerSource Suncoast

Name / Title of Requestor Representative: Robin Dawson, CFAO

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
PY24	Dislocated Worker	894,258.00	0.00	0	650,000.00	73%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

PY23 Adult funds were fully expended 3-31-24. PY24 Adult funds are 39% expended as of 09-30-24. Dislocated workers are gravitating toward temp employment and rapid credentials, which we can fund using other grants.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

We host a biweekly partners meeting featuring our school districts, post secondary providers, fellow nonprofits and government entities to share programs and services. We send twice monthly emails to all registered job seekers in the region. We participate in the homeless coalition, a regional scholarship network and the Coalition of Organizations Active in Disaster, among others, to connect with individuals and organizations for referrals plus we created a referral platform called Crosswalk to easily connect clients to services inside and outside the organization.

Labor market conditions contributing to the need for the transfer:

Unemployment in LWDB #18 is at 3.7% as of 09-2024. Most of our dislocated worker clients are coming in due to the two recent Hurricanes and we have NEG funds to serve them.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

We had expected to serve 70 new adult clients and 8 new dislocated worker clients. Our projections now are 112 adult clients and 12 dislocated workers.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

David Kraft
Print Name

Date



**ACTION ITEM -
Budget
Modification**

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

Funding Streams	Orig Funding Available PY 24-25	Increase or (Decrease) in Funding	Adjusted Funding Avail PY 24-25	Less Reserve for PY 25-26	Mod #1 Funding Budgeted For PY 24-25	Notes
Temporary Assistance for Needy Families (TANF) exp 6/30/25	\$1,131,951	\$0	\$1,131,951	\$0	\$1,131,951	
Temporary Assistance for Needy Families (TANF) Carry Fwd exp 8/31/24	\$75,000	\$141,318	\$216,318	\$0	\$216,318	True up carry forward
Total Temporary Assistance for Needy Families	\$1,206,951	\$141,318	\$1,348,269	\$0	\$1,348,269	
WIOA-Adult & Dislocated Worker exp 6/30/26	\$1,785,539	\$799	\$1,786,338	\$166,929	\$1,619,409	Adjust to planning allocation
WIOA-Adult & Dislocated Worker Carry Fwd exp 6/30/25	\$215,000	\$31,130	\$246,130	\$0	\$246,130	True up carry forward
Total WIOA Adult & Dislocated Worker	\$2,000,539	\$31,929	\$2,032,468	\$166,929	\$1,865,539	
WIOA-Youth exp 6/30/26	\$641,150	\$338	\$641,488	\$179,836	\$461,652	Adjust to planning allocation
WIOA-Youth Carry Fwd exp 6/30/25	\$341,813	\$29,498	\$371,311	\$0	\$371,311	True up carry forward
Total WIOA Youth	\$982,963	\$29,836	\$1,012,799	\$179,836	\$832,963	
WIOA State Rapid Credentialing Carry Fwd exp 6/30/25	\$410,000	(\$1,064)	\$408,936	\$0	\$408,936	True up carry forward
WIOA State Sector Trng Initiative exp 6/30/25	\$0	\$100,000	\$100,000	\$0	\$100,000	New funds received
NEG Dislocated Worker Helene/Milton exp 9/30/26	\$0	\$200,000	\$200,000	\$0	\$200,000	Funds requested \$4.5m - \$200,000 was awarded at this time
NEG Dislocated Worker Ian Carry Fwd exp 9/30/25	\$146,000	\$831,531	\$977,531	\$22,000	\$955,531	Increase rec'd along with extended end date
NEG Dislocated Worker Opioid-3 Fostering Recovery Carry Fwd exp 8/31/24	\$85,000	(\$41,556)	\$43,444	\$0	\$43,444	True up carry forward & grant ended 8/31/24
Hope Navigator WIOA & 2 - WP Carry Fwd exp 6/30/25	\$120,934	\$71,992	\$192,926	\$0	\$192,926	True up carry forward & new funds rec'd \$71k
Rapid Response exp 6/30/25	\$125,000	(\$37,682)	\$87,318	\$0	\$87,318	New funds rec'd less than anticipated
Apprenticeship Navigator exp 6/30/25	\$62,500	\$17,500	\$80,000	\$0	\$80,000	New funds rec'd more than anticipated
Non-Custodial Parent Employment Program exp 6/30/25	\$745,000	\$3,967	\$748,967	\$0	\$748,967	New funds rec'd and true up carry forward
Wagner Peyser (WP) exp 9/30/25	\$580,117	\$13,503	\$593,620	\$20,000	\$573,620	Adjustment to planning allocation
Wagner Peyser (WP) Carry Fwd exp 9/30/24	\$28,000	\$814	\$28,814	\$0	\$28,814	True up carry forward
Total Wagner Peyser	\$608,117	\$14,317	\$622,434	\$20,000	\$602,434	
Veteran's Programs (DVOP & LVER) estimate	\$116,868	(\$20,622)	\$96,246	\$0	\$96,246	Adjustment to funding due to loss of 1 FTE
Reemployment Svcs & Eligibility Assess (RESEA) exp 9/30/25	\$261,695	\$96,834	\$358,529	\$50,313	\$308,216	True up carry forward and new funds issued 10/1/24
Supplemental Nutrition Assist Prog Emplmt & Trng (SNAP) exp 9/30/25	\$60,000	(\$510)	\$59,490	\$13,071	\$46,419	True up carry forward and new funds issued 10/1/24 - less than last PY allocation
Total	\$6,931,567	\$1,437,790	\$8,369,357	\$452,149	\$7,917,208	Reserve for PY 25-26 increased \$147,149. Increase in Funding Budgeted Mod #1 \$1,290,641 from Original Funding Budgeted

**CareerSource Suncoast
Budget Mod #1
Program Year 2024-2025**

	Original Funding Budgeted PY 24-25	Increase or (Decrease)	Mod #1 Funding Budgeted PY 24-25	Notes
Funding Available Less Reserves	\$6,626,567	\$1,290,641	\$7,917,208	For details of increase see Summary of Funds Available Mod #1 worksheet
Personnel Costs:				
Salaries & Fringe Benefits	\$4,050,860	\$427,095	\$4,477,955	Funding 5 FTEs and increase letter grade bonus from 2% one time payment to 3% one time payment. Addtl cost \$35k for salary and related benefit costs. Letter grade received A-
Staff Training & Education	34,953	3,000	37,953	
Total Personnel Costs	\$4,085,813	\$430,095	\$4,515,908	
Facility Costs	\$480,000	\$23,351	\$503,351	Related costs to FTEs
Office Furniture & Equipment	\$10,000	\$5,000	\$15,000	Related costs to FTEs
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$64,200	\$15,000	\$79,200	Related costs to FTEs
Consultants & Legal	50,000	0	50,000	
General Insurance	49,842	0	49,842	
Office Supplies & Expense	30,000	0	30,000	
Travel & Meetings	63,071	2,500	65,571	Related costs to FTEs
Total Operating Costs	\$257,113	\$17,500	\$274,613	
Program Services:				
Client Training & Support	\$1,638,717	\$804,945	\$2,443,662	Increase to client trng, support, temp jobs, and equip rental.
Employer & Client Services	46,648	4,000	50,648	Increase line item
Outreach	108,276	5,750	114,026	Outreach for special grants
Total Program Services	\$1,793,641	\$814,695	\$2,608,336	
Totals	\$6,626,567	\$1,290,641	\$7,917,208	



**ACTION ITEM -
Bylaws Revision**

CAREERSOURCE SUNCOAST
Bylaws Review and Approval
Board of Directors Summary Report
November 14, 2024

Background Information:

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

Bylaws Approval Summary:

The Board Chair appointed the Ad-Hoc Bylaws Committee on October 16, 2024. Committee members include Ashley Brown – Women’s Resource Center, and Anne Lebarron – Take Stock in Children

The CareerSource Suncoast leadership team met with the Bylaws Ad-Hoc Committee on October 6, 2024 to review the revisions made to the bylaws. Revisions were based on the CSF/DEO Administrative Policies noted above and the CSS/FloridaCommerce Grantee-Subgrantee agreement. The Board has been provided a mark-up version of the current bylaws; new language is reflected in red font and the removals are highlighted in yellow with strike through the text. A clean version of the revised bylaws has also been provided for a comparison and clear read.

Summary of the changes include:

- Updated mission and Vision and purpose of the Board
- Definitions of At-Large board members
- Removal of the Ad-hoc Board membership committee and added verbiage on the CLEO’s responsibility for appointing Board members. The revised process is in alignment with the CSF Admin Policy CLEO responsibilities.
- Updated Board Chair and CEO responsibilities to reflect what is included in the CSF Admin policy.
- General structure of the bylaws was updated to consolidate or move sections appropriately.
- Updated elections section to reflect the officer appointments of two-year terms.

Requested Action:

A motion that the Board of Directors approve the revised CareerSource Suncoast Bylaws.

Respectfully submitted,
Christina Witt, Senior Organizational Support Director

BYLAWS OF SUNCOAST WORKFORCE BOARD, INC.

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

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

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

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

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

Section 1.5. Mission and Purpose.

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

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

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

ARTICLE II – OFFICES

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

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

ARTICLE III – LIMITATION ON ACTIVITIES

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

ARTICLE IV – DIRECTORS

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

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

a. Business

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

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

[§ 107(b)(2)(A), WIOA]

b. Labor/Apprenticeships

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

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

[§ 107(b)(2)(B), WIOA]

c. Education

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

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

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

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

d. Governmental/Economic/Community Development and Other Entities

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

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

[§ 107(b)(2)(D) & (E), § 3(17) WIOA]

Section 4.3. Appointments

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

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

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

Section 4.4. Term of Office.

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

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

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

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

Section 4.6. Removals.

- A. Absence of a member of the Board from three (3) consecutive regular meetings of the Board without a valid reason and/or prior written request shall be grounds for removal of the member from the Board upon recommendation of the Executive Committee and vote of the Board.
- B. A member of the Board may be removed when deemed to be in the best interest of the Board upon recommendation by the Executive Committee, and a two-thirds (2/3) vote of the Board members present after a quorum is seated at a meeting noticed for said purpose.
- C. Upon a motion approved by the Board the recommendation for the removal of a member shall be communicated to the appointing authority which may act to remove the member and shall then appoint an individual in the same category as the terminated member.
- D. Board members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. Board members must reapply with their new position to be considered for re-appointment.

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

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

Section 4.8. Quorum and Voting.

- A. A majority of the total current membership of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors.
- B. Once a quorum has been seated, a vote by a majority of the members present is required to organize and conduct the business of the Board, except when otherwise provided for herein. There shall be no alternates or proxy voting. Board members may send a representative in their place but will not be counted toward a quorum.

- C. A Board member shall not cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents) nor on any matter which would provide any direct financial benefit to that member, or a member of their immediate family as defined by the Florida Statutes. A Conflict-of-Interest form must be filled out by board members having any conflict and filed with the meeting minutes.

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

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

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

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

- A. Annually establishing, reviewing and/or amending performance goals for the Corporation designed to fulfill the mission of the Corporation.
- B. The Board of Directors and its officers shall be responsible for the prudent use by the Corporation of all public and private funds and shall ensure that the use of each fund is in accordance with all applicable laws, Bylaws, or contractual requirements.

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

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

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

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

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

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

ARTICLE V – OFFICERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE VI – COMMITTEES

Section 6.1. Executive Committee.

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

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

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

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

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

ARTICLE VII – OPERATIONS

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

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

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

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

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

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

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

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

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

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

ARTICLE VIII – AMENDMENT

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

ARTICLE IX – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

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

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

ARTICLE X – EXEMPT ACTIVITIES

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

ARTICLE XI – DISSOLUTION OF CORPORATION

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

ARTICLE XII – NON-DISCRIMINATION POLICY

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

ARTICLE XIII – HARASSMENT POLICY

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

WE HEREBY CERTIFY that these Bylaws have been adopted by the Board of Directors of the Suncoast Workforce Board, Inc., dba CareerSource Suncoast on the _____ day of _____, 2024, by the requisite affirmative vote of a majority of the full membership of the Board pursuant to the prior Bylaws.

David Kraft, Chair of the Board of Directors

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

CHIEF LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

Sarasota County Commissioner

Name: George Kruse

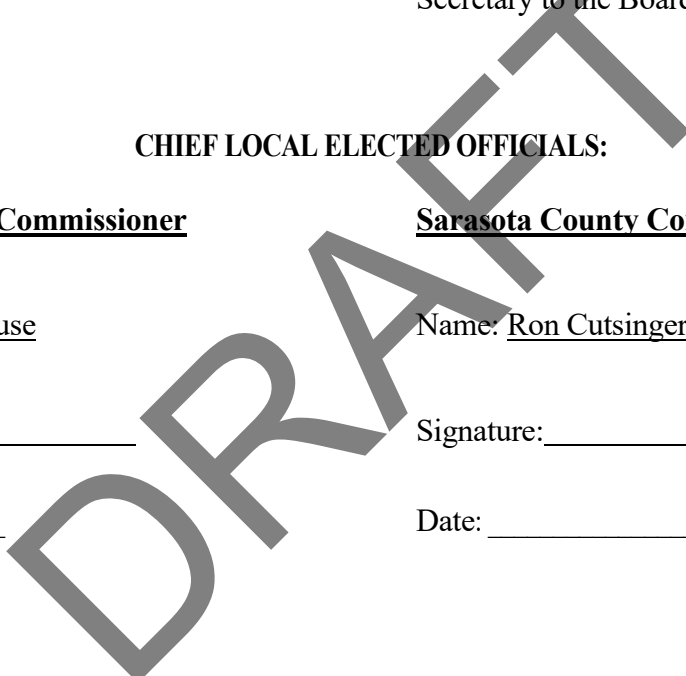
Name: Ron Cutsinger

Signature: _____

Signature: _____

Date: _____

Date: _____



BYLAWS OF SUNCOAST WORKFORCE BOARD, INC.

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

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

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

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

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

Section 1.5. Mission and Purpose.

- A. Mission: Identify and invest in workforce development solutions to meet the needs of Manatee and Sarasota Counties. ~~To recruit, train and retain talent for employers on the Suncoast.~~
- B. Vision: A highly skilled and responsive workforce that fuels a thriving economy. ~~Employers will locate, expand, and flourish on the Suncoast because of our high talent workforce.~~
- C. Values: ~~Business Driven, Continuous Improvement, Integrity, Talent Focus and Purpose Driven.~~ Employer Centric, Integrity, Culture of Excellence, Collaboration, and Innovation.

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

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

all acts necessary or proper for the administration of its affairs and the attainment of its purposes.

ARTICLE II – OFFICES

- Section 2.1. **Principal Office.** The principal office of this Corporation in the State of Florida shall be located in the County of Sarasota or Manatee.
- Section 2.2. **Other Office.** The Corporation may establish additional offices, as the Board of Directors may from time to time determine.

ARTICLE III – LIMITATION ON ACTIVITIES

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

ARTICLE IV – DIRECTORS

- Section 4.1. **Function.** The Board of Directors is vested with the management of the business and affairs of the Corporation, and all corporate powers shall be exercised by or under the authority of the Board subject to law, the Articles of Incorporation, and these Bylaws. Management of the corporation shall not be inconsistent with the provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128, Chapter 445, Florida Statutes, as the same may be amended from time to time.
- Section 4.2. **Structure.** The Chief Local Elected Officials shall be the appointing authority for the members of the Board of Directors of the Corporation. **Membership and appointments must take consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area.** Membership and appointment shall be consistent with the applicable provisions of Pub. L. No. 113-128 Title I and Chapter 445, Florida Statutes.

a. Business

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

- Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-

quality, work-relevant training and development in in-demand industry sectors or occupations in the local area (at least two representatives of small businesses must be included); and

- Are appointed from among individuals nominated by local business organizations and business trade associations.

[§ 107(b)(2)(A), WIOA]

b. Labor/Apprenticeships

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

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

[§ 107(b)(2)(B), WIOA]

c. Education

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

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

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

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

d. Governmental/Economic/Community Development and Other Entities

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

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

[§ 107(b)(2)(D) & (E), § 3(17) WIOA]

Section 4.3. Appointments

The CLEOs will coordinate with the President/CEO in identifying potential Board of Director members with consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area. Individuals applying for membership to the Board of Directors must complete the application posted on the CSS website. Applicants who are a member of the Business sector must also be recommended by a local business organization or business trade association. The application is reviewed for qualifications and then presented to the Commission Coordinating Council for review and approval. Once approved by the Commission Coordinating Council, the appointment date is recorded as the date of approval.

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

Section 4.4. Term of Office.

- A. All appointments to the Board shall be for four (4) years, subject to approval of the Chief Local Elected Officials, and shall commence upon approval of the Chief Local Elected Officials.
- B. When a Board member's term expires, they can reapply using the same process as the original procedure. Members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Individuals who have served eight (8) consecutive years, may reapply for membership after not serving as a Board member for a minimum of one year.
- C. ~~Board members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. Board members must reapply with their new position to be considered for re-appointment.~~

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

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

Section 4.6. Removals.

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

act to remove the member and shall then appoint an individual in the same category as the terminated member.

- D. Board members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. Board members must reapply with their new position to be considered for re-appointment.

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

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

Section 4.8. Quorum and Voting.

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE V – OFFICERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- B. Chair. The Chair shall be elected from among the members of the Board who are representatives of the private business sector and shall have been a member of the Board for at least one (1) year prior to taking office. The

Chair may serve for a term of no more than two years, with service limited to two consecutive terms.

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

~~The Chair must be from the business community and may serve for a term of no more than two years, with service limited to two consecutive terms.~~

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

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

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

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

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

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

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

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

Section 5.3. Officer Nominating Committee. The Nominating Committee shall be appointed by the Chair, ~~in consultation with the President/CEO.~~ The Nominating Committee shall accept recommendations from the Board in assembling a slate of officers. The Nominating Committee will recommend to the full Board a slate of officers to serve on the Executive Committee. ~~At the discretion of the Executive Committee, an At-Large Member may also be proposed to serve as an Officer.~~

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

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

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

ARTICLE VI – COMMITTEES

Section 6.1. Executive Committee.

- T
- A. The Executive Committee shall be composed of the Chair, Chair-Elect, Treasurer, Chairs of all Committees, ~~and at-large Board member,~~ with the Past Chair having the choice of serving on the Executive Committee. ~~All Executive Committee members shall serve one year terms except the Chair as noted in 5.2 B.~~ At least a majority of the members of the Executive Committee shall be representatives of the private **business** sector. The Executive Committee is empowered to act and take necessary interim action between meetings of the Board.
 - B. The Executive Committee and the President/CEO shall have such additional authority as the Board of Directors lawfully delegates to it.

- C. The Executive Committee shall assist the Treasurer with financial review responsibilities and shall review the President/CEO's recommended budget and make recommendations regarding the budget to the Board. The annual audit will be reviewed by the Executive Committee when the audit report is completed.

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

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

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

~~A. Board of Directors Membership Committee. The Board of Directors membership committees shall be comprised of Board Members and/or Designees, with the Board's Chair Elect serving as the Committee Chair. The primary function of the Board of Directors Membership Committee is to recruit, vet, and nominate Board members, with consideration to equitable minority and gender representation reflective of the diversity of the Local Workforce Development Area. Meeting frequency shall be set as needed.~~

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

ARTICLE VII – OPERATIONS

- Section 7.1. Fiscal Year. The fiscal year of the Corporation shall be July 1st through June 30th of the following calendar year.
- Section 7.2. Execution of Documents. The President/CEO or their designee shall have the authority to enter into contracts as the Board or Executive Committee may approve from time to time, or as approved by the Board or Executive Committee through the enactment of policies pertaining to matters of procurement and program delivery.
- Section 7.3. Books and Records. The Corporation shall keep correct and complete books and records of account and shall keep minutes on the proceedings of the Board of Directors. The Corporation shall keep at its principal place of business a membership register listing the names, addresses and other details of each Board of Directors' member, and the original or a copy of its Bylaws, including amendments to date certified by the Treasurer of the Corporation.
- Section 7.4. Inspection of Books and Records. All books and records of the Corporation shall be public records subject to inspection and copying as provided for in Chapter 119, Florida Statutes, as amended from time to time.
- Section 7.5. Contracts. The Corporation shall have the authority to contract with public and private entities as necessary to further the purposes of the Corporation. All contracts executed by the Corporation must include specific performance expectations and deliverables.
- Section 7.6. Budget. The Board of Directors of this Corporation shall adopt for each fiscal year a budget for the organization in accordance with the requirements of law. A budget shall be prepared annually prior to the commencement of the fiscal year. The President/CEO shall be responsible for preparation of the budget. The President/CEO will present the budget for review by the Finance & Performance Committee and the Executive Committee and approval by the Board of Directors. Allocation and expenditure of the funds of the Corporation shall be governed by the budget previously approved for the current fiscal year. The budget may be amended from time to time by the Board of Directors.
- Section 7.7. Gifts and Contributions. The Board of Directors is authorized to accept on behalf of the Corporation any contribution, gift, bequest, or devise of any property whatsoever, for the general and special purposes of this Corporation. The Board of Directors may from time to time on behalf of the Corporation accept gifts of money or securities upon such terms as they shall approve, and may hold such cash or securities in the name of the Corporation or of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof and devote the principal or income of such gifts to such purposes within the scope of the activities of the Corporation as the Board of Directors may determine.

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

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

ARTICLE VIII – AMENDMENT

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

ARTICLE IX – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

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

ARTICLE X – EXEMPT ACTIVITIES

Section 10.1. Exempt Activities. Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, no member, director, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt

under Section 501(c) of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may be amended.

ARTICLE XI – DISSOLUTION OF CORPORATION

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

ARTICLE XII – NON-DISCRIMINATION POLICY

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

ARTICLE XIII – HARASSMENT POLICY

Section 13.1 It is the policy of the Corporation to strive for an environment that is free from all forms of Harassment based upon a protected category. Harassment based upon any of the categories found in Article XII, or found in any federal, state, or local law, in any manner or form is expressly prohibited. Any concerns and complaints should be brought to the attention of the Board Chair, or the President/CEO. CareerSource Suncoast also has a Whistleblower Policy with an Integrity Hotline **941-358-4200 x 1119** posted on the CSS Website, which goes to the attention of the Board Chair.

WE HEREBY CERTIFY that these Bylaws have been adopted by the Board of Directors of the Suncoast Workforce Board, Inc., dba CareerSource Suncoast on the _____ day of _____, 2024, by the requisite affirmative vote of a majority of the full membership of the Board pursuant to the prior Bylaws.

David Kraft, Chair of the Board of Directors

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

CHIEF LOCAL ELECTED OFFICIALS:

Manatee County Commissioner

Name: George Kruse

Signature: _____

Date: _____

Sarasota County Commissioner

Name: Ron Cutsinger

Signature: _____

Date: _____

DRAFT



**ACTION ITEM -
Related Party
Approval**

**CAREERSOURCE SUNCOAST
Related Party Agreements
Board of Directors Summary
Report November 14, 2024**

Background Information:

CareerSource Suncoast and the Department of Economic Opportunity's grantee-sub-grantee agreement provides clear guidance and rules in regard to related party contracts. These rules ensure transparency and accountability, prevent impropriety or the appearance of impropriety in public business, and limit the possibility of the improper expenditure of state or federal funds. "Related Party" includes any: Board member; Board employee or staff; relative of any Board member, employee or staff; any organization represented by or employing a Board member, employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.

Any member of the Board of Directors must abstain from discussion and voting if they meet the definition outlined above.

Conflict of Interest Requiring Approval:

David Kraft, CSS Board Chair, is a Volunteer Board of Directors Member with the Community Coalition of the Homeless, dba Turning Points non-profit organization.

Related Party Agreements/Amounts:

The following presented for approval is for client on-the-job training (OJT) and worksite host agreements. OJT provider agreements allow CareerSource Suncoast enrolled clients to be placed with the business in work-based training.

- Community Coalition of the Homeless, dba Turning Points \$30,000 maximum for PY2024-2025 for work-based training and worksite host agreements.

Requested Action:

A motion for the Board of Directors to approve the Related Party agreements for PY 2024/2025 with Community Coalition of the Homeless dba Turning Points for a maximum of \$30,000.

Respectfully submitted,
Christina Witt
Senior Organizational Support Director



**OTHER BOARD
BUSINESS -
FloridaCommerce PY22-23
Annual Performance
Presentation**



CareerSource Suncoast

Annual Performance Presentation

November 2024

Objectives



Current Year Allocations



Financial Expenditure Requirements



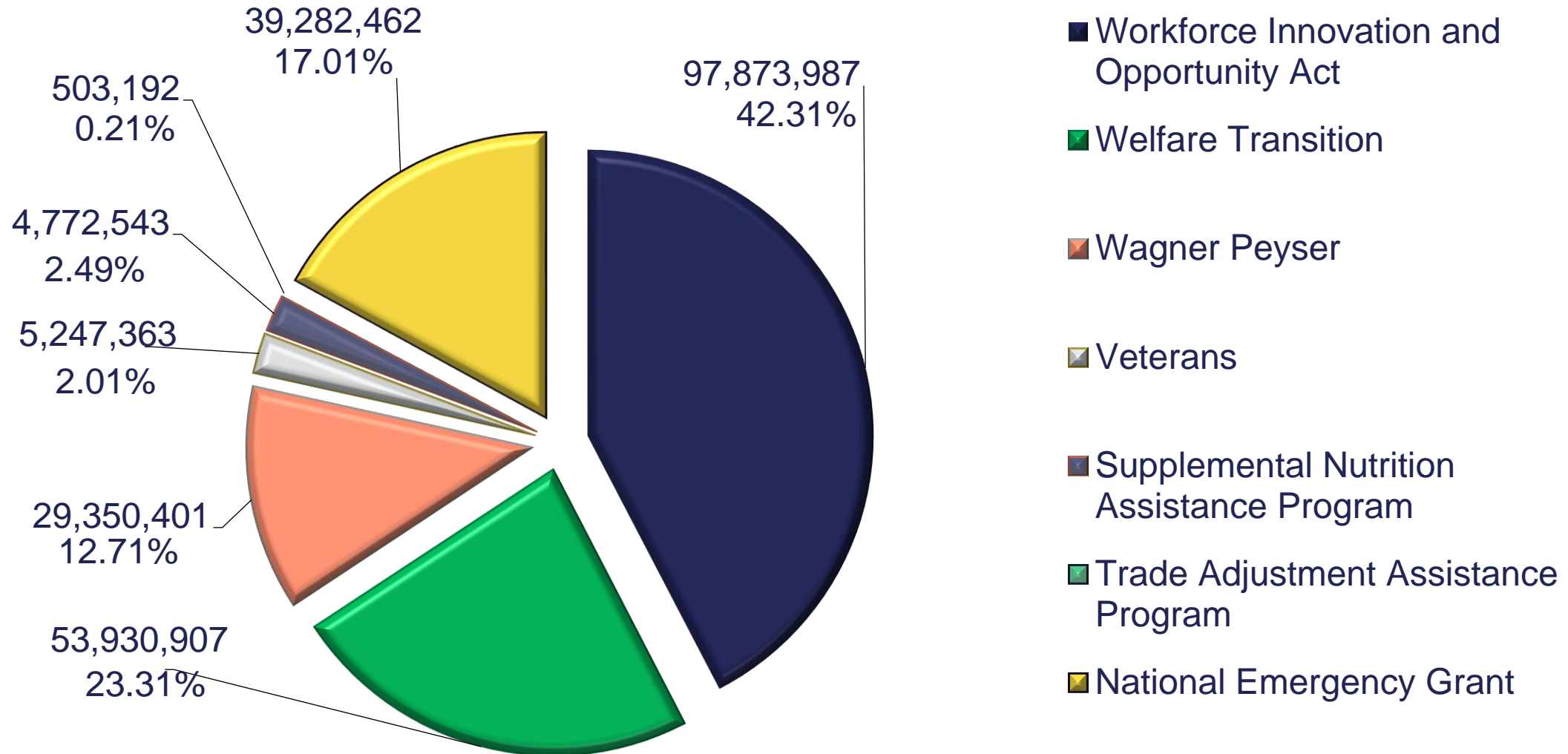
Performance Accountability Metrics



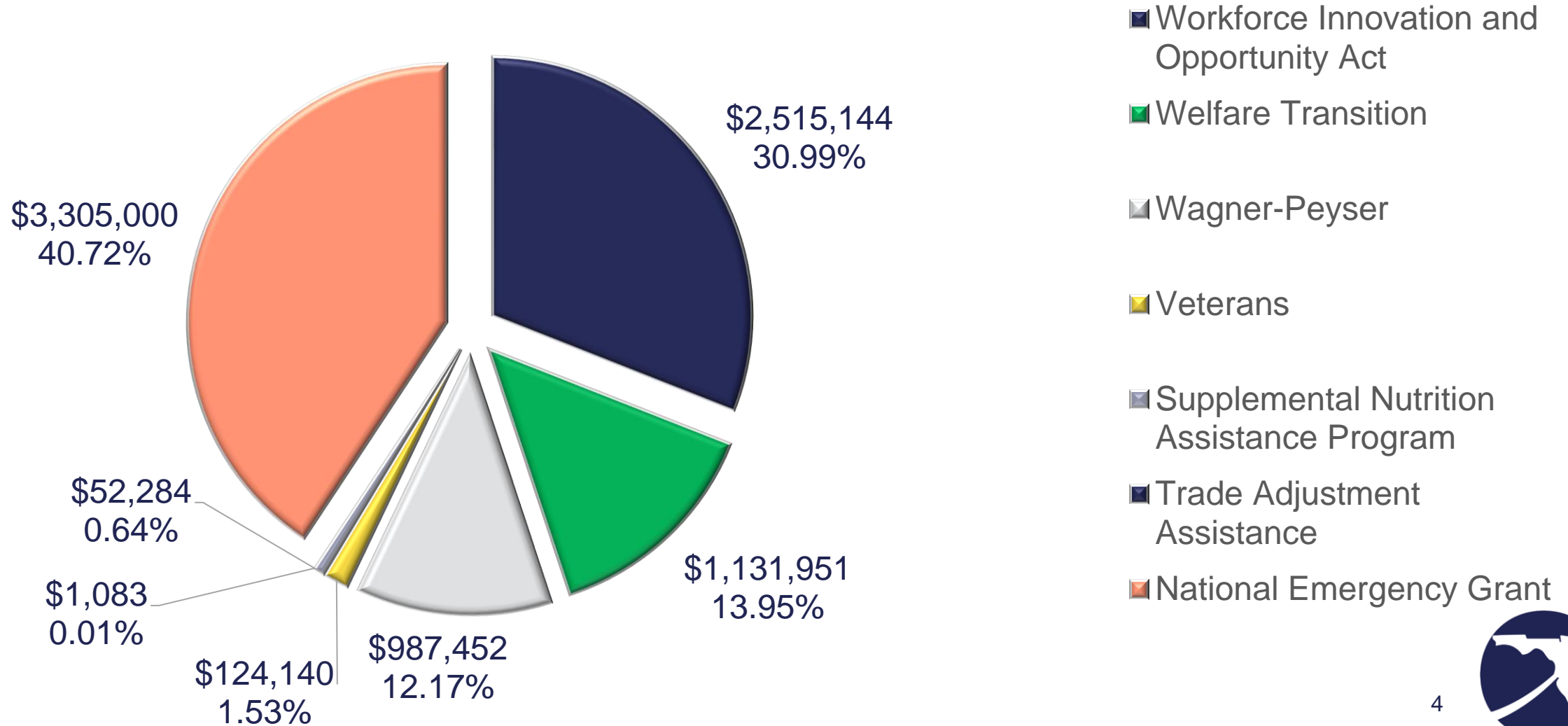
Programmatic and Financial Monitoring
Results



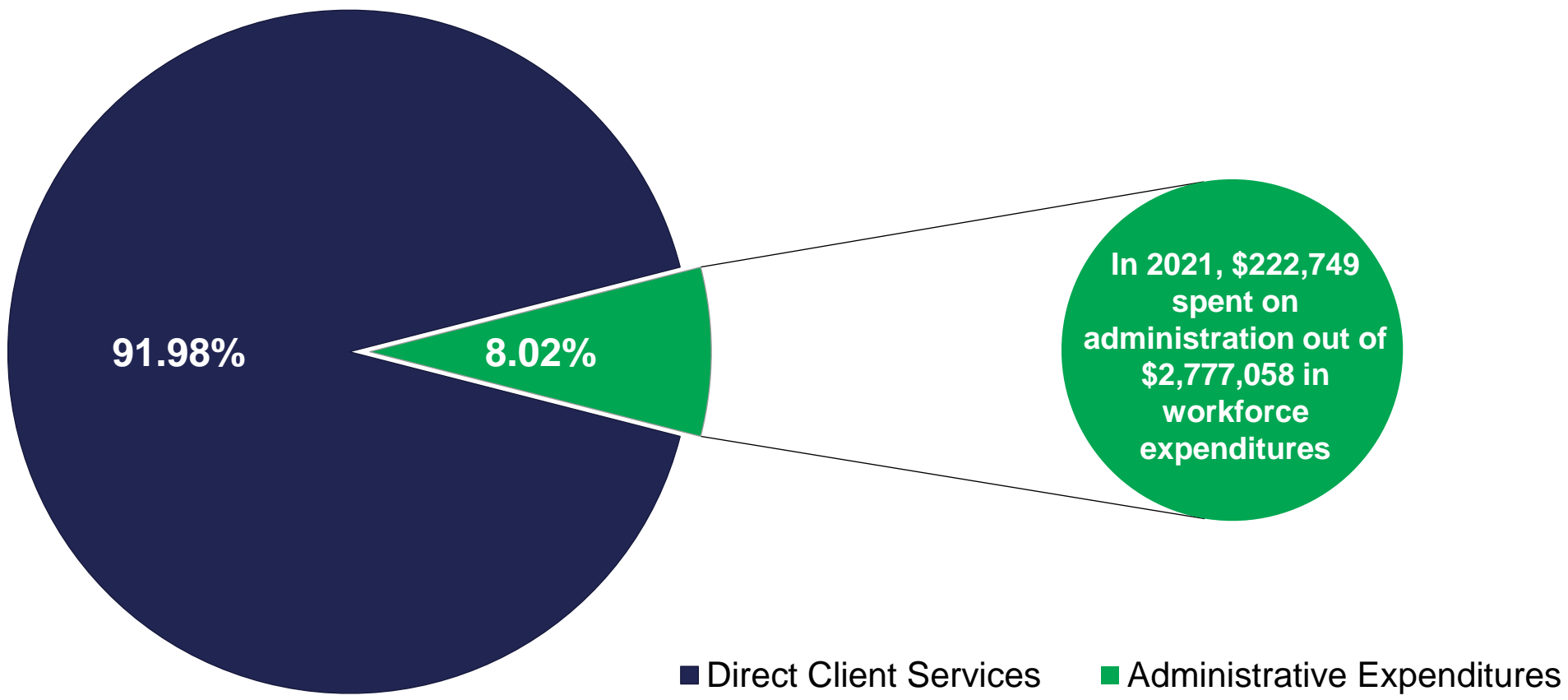
Statewide Funding 2024: \$230,960,855



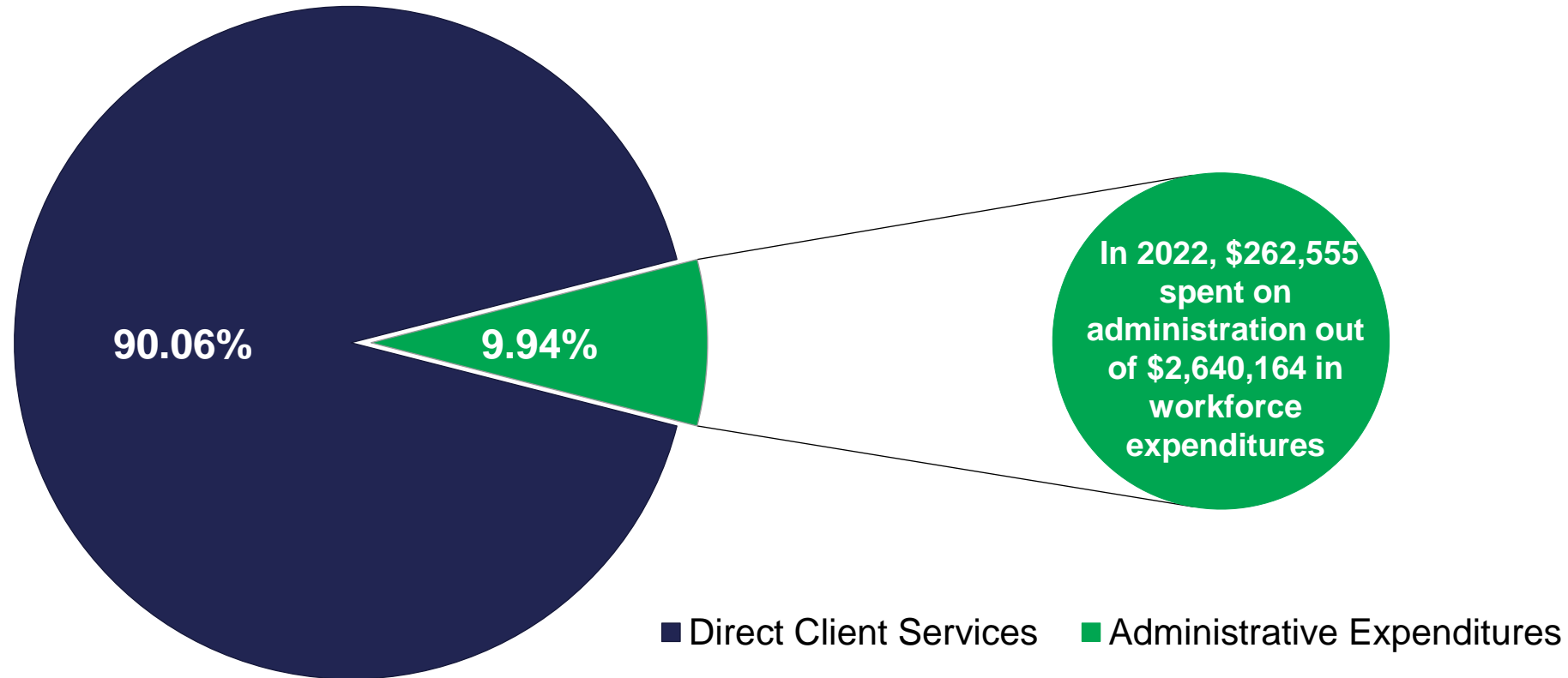
Local Board Funding 2024: \$8,117,054



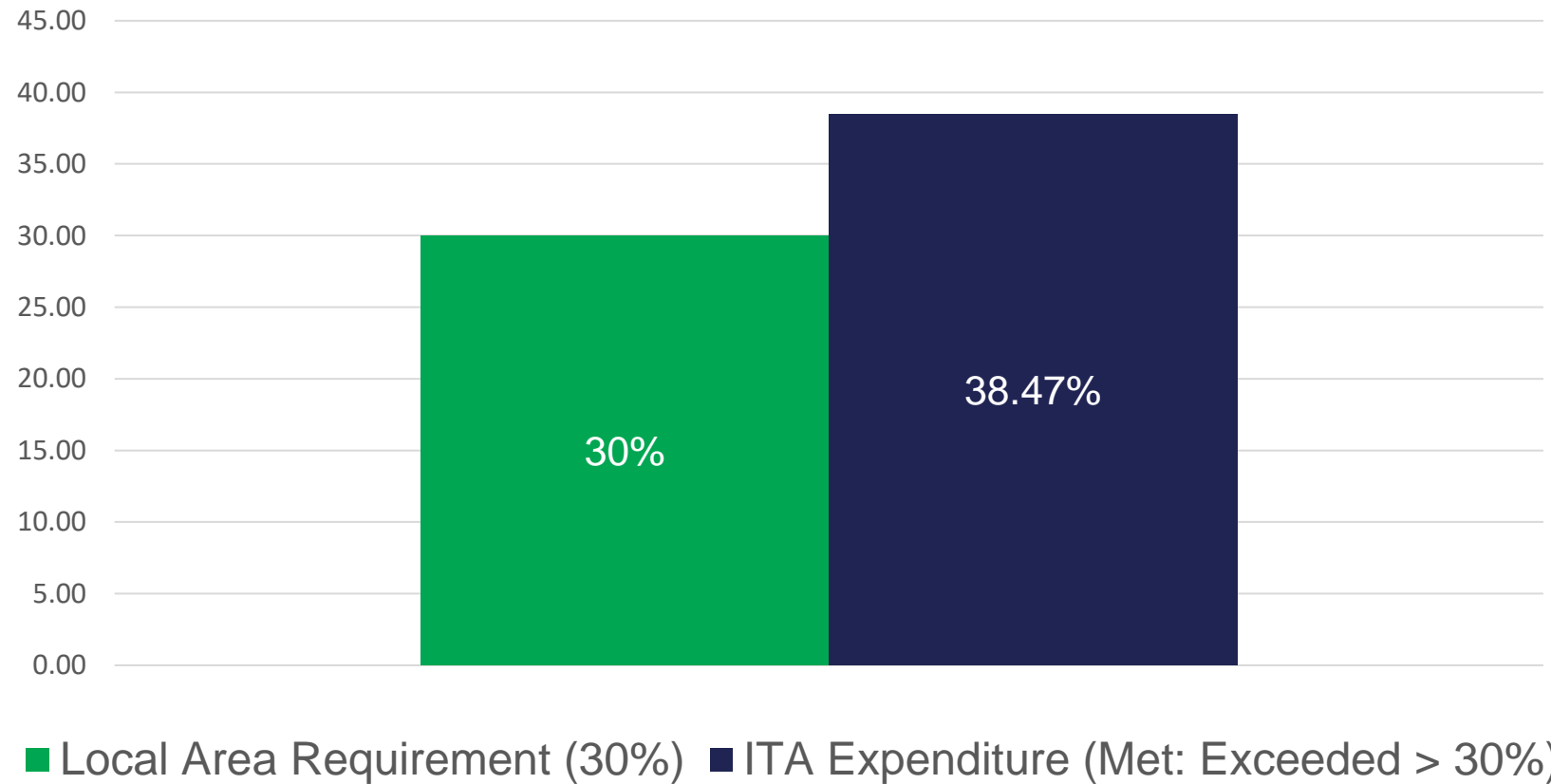
Local Board Direct Client Services and Administrative Expenditures (PY 2021)



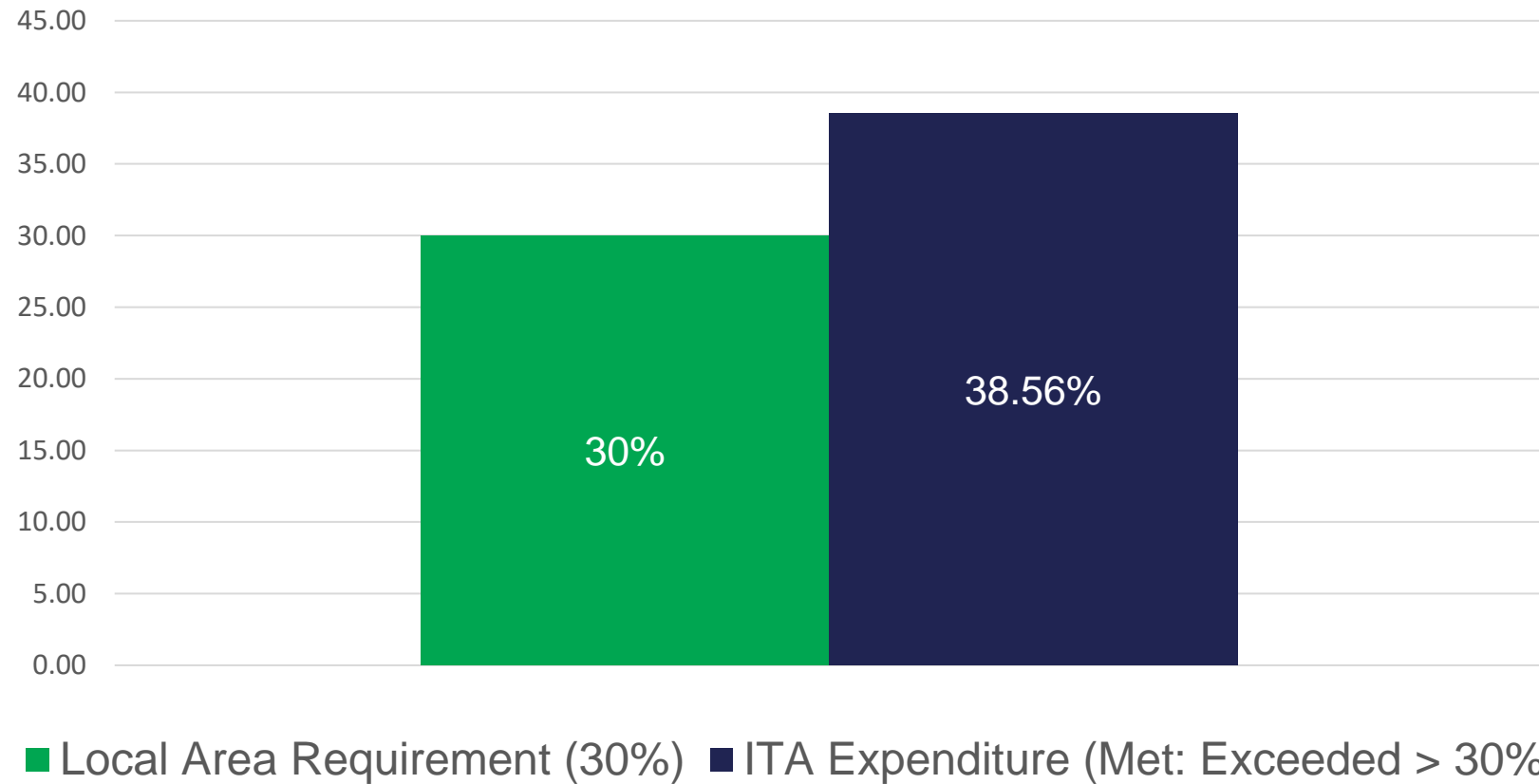
Local Board Direct Client Services and Administrative Expenditures (PY 2022)



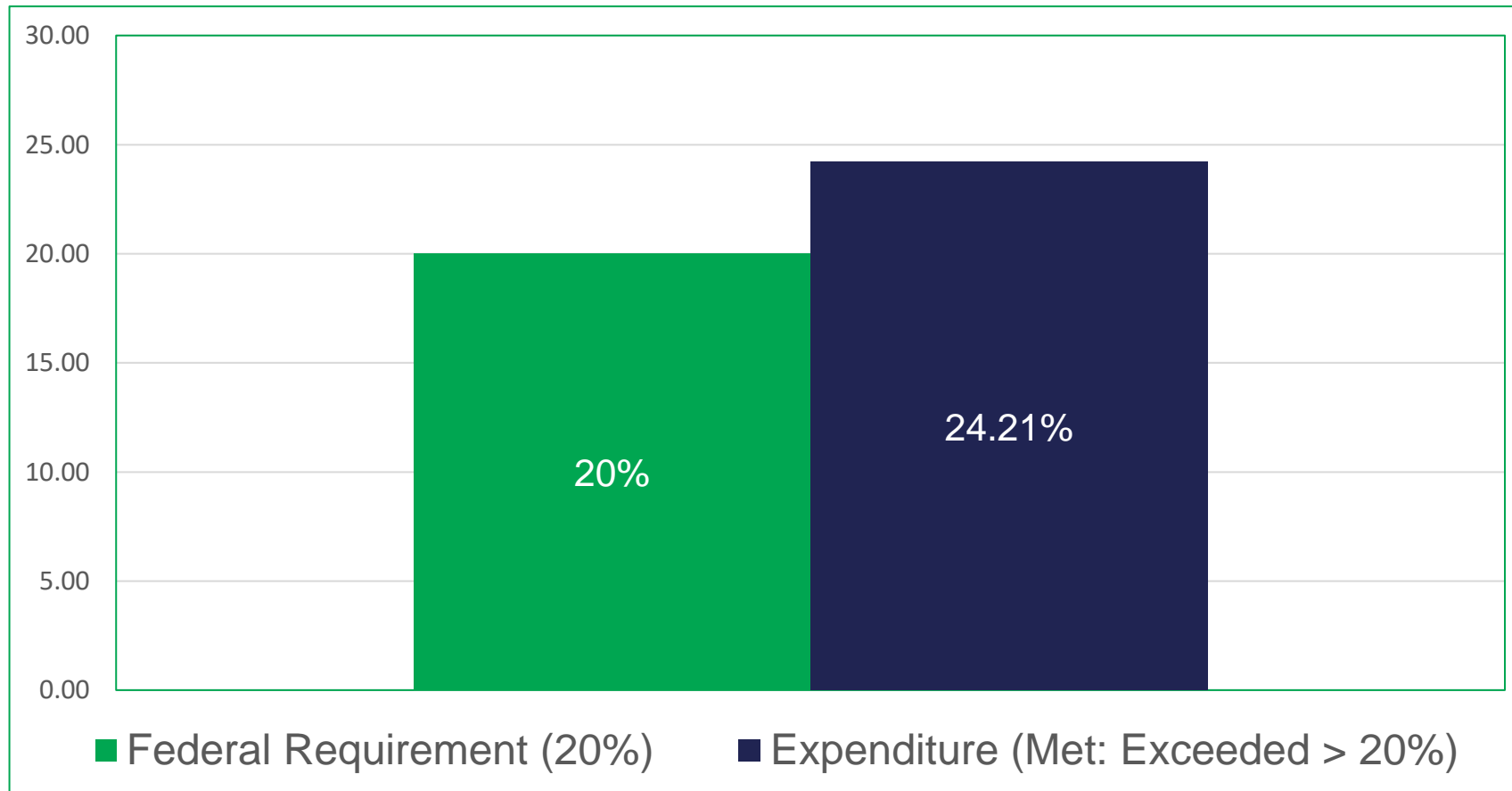
Individual Training Account Expenditures (SFY 2021-2022)



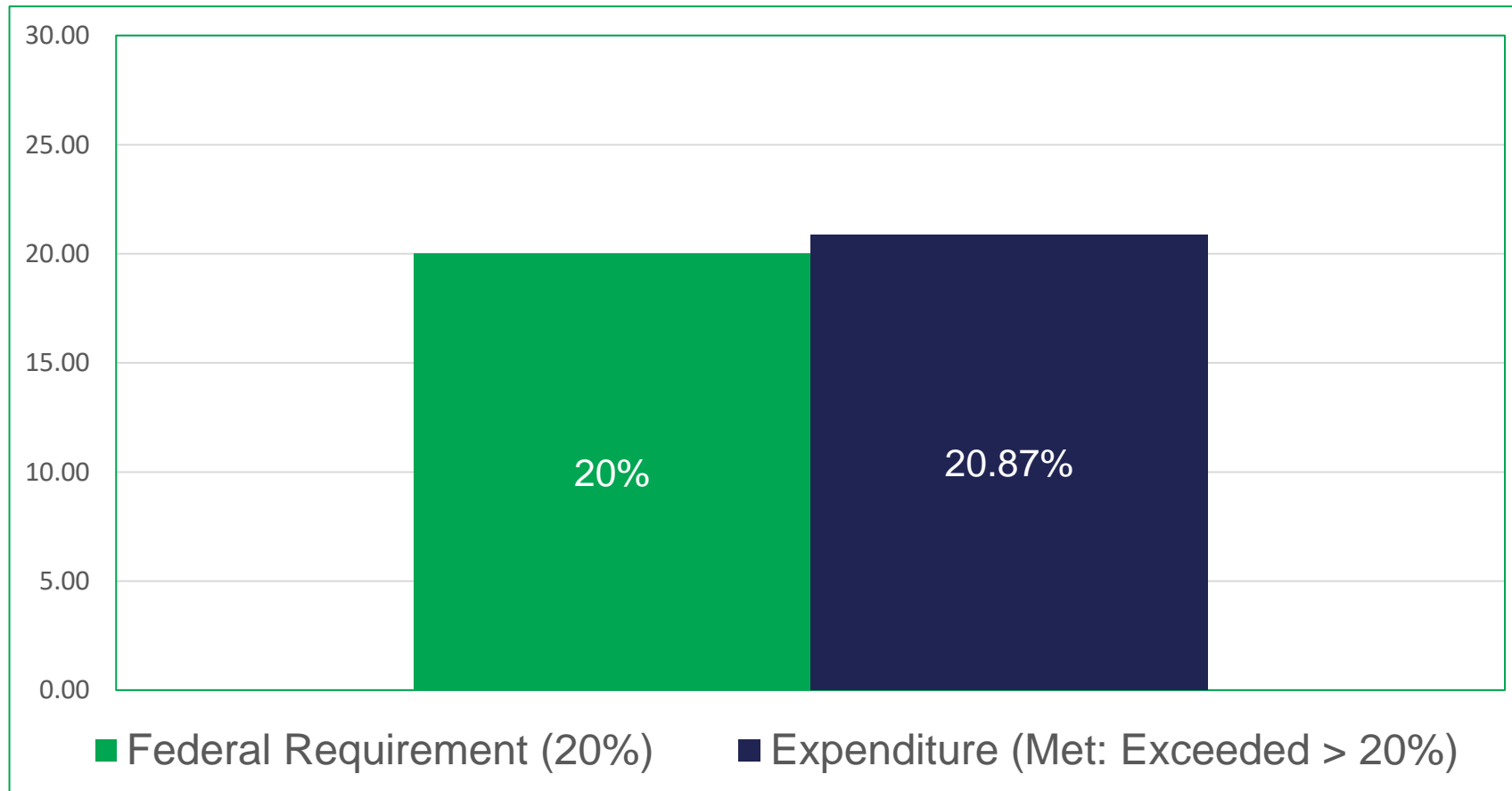
Individual Training Account Expenditures (SFY 2022-2023)



Work Experience Expenditures (FFY 2021)

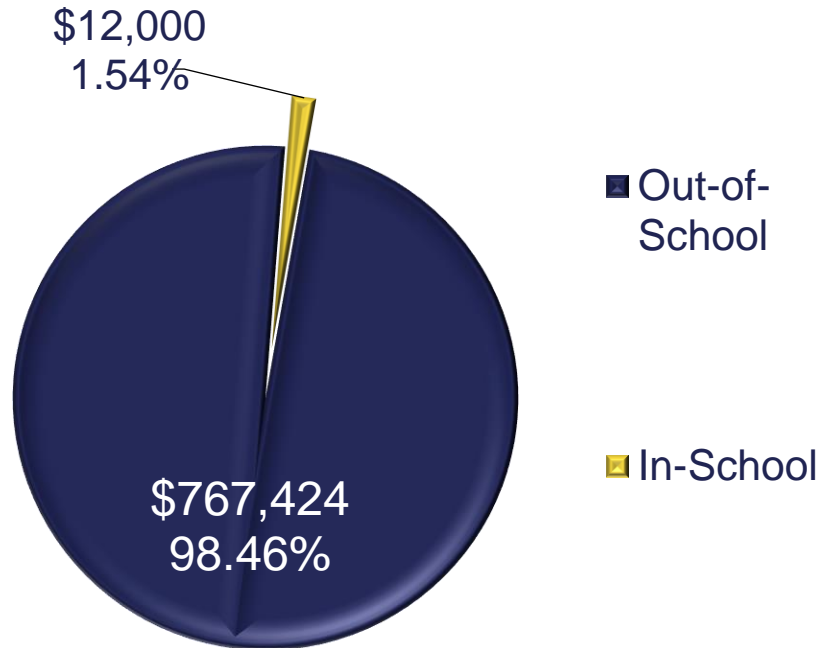


Work Experience Expenditures (FFY 2022)



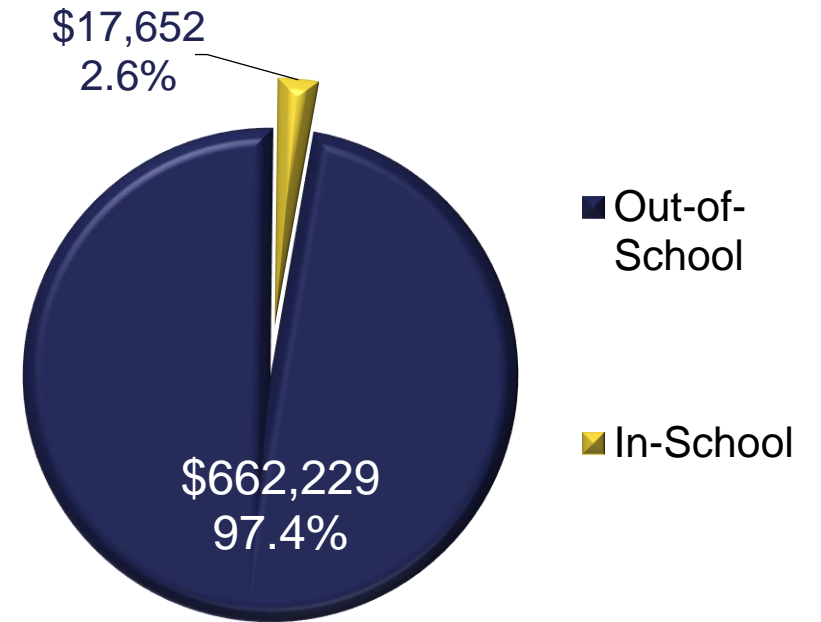
Out-of-School Youth Expenditures

PY2021



Federal Requirement = 75%

PY2022



Federal Requirement = 50%



Primary Indicators of Performance

Customer Groups

- Adult Metrics (5)
- Dislocated Worker Metrics (5)
- Youth Metrics (5)
- Wagner-Peyser Metrics (3)

Metrics

1. Employed in 2nd quarter after exiting the program
2. Employed in 4th quarter after exiting the program
3. Median wages in 2nd quarter after exiting the program
4. Credential attainment rate (Not applicable for Wagner Peyser)
5. Measurable Skill Gains (Not applicable for Wagner Peyser)



Primary Indicators of Performance

LWDB 18 Program Year (PY) 2022 & 2023 Performance for July 1– June 30	PY2022 Negotiated Performance Goals	PY2022 Adjusted Performance Goals	PY2022 4th Quarter Performance	PY2023 Negotiated Performance Goals	PY2023 4th Quarter Performance
Adult Programs:					
Employed 2nd Quarter After Exit	90.6	90.9	85.3	90.6	87.3
Median Wage 2nd Quarter After Exit	\$9,351	\$9,190	\$9,926	\$9,351	\$10,033
Employed 4th Quarter After Exit	87.0	88.6	86.5	87.0	89.1
Credential Attainment Rate	78.0	83.2	60.2	78.0	76.9
Measurable Skill Gains	73.4	74.7	86.0	73.4	79.5
Dislocated Workers Programs:					
Employed 2nd Quarter After Exit	77.6	84.5	77.1	77.6	83.3
Median Wage 2nd Quarter After Exit	\$10,078	\$11,313	\$10,613	\$10,078	\$9,920
Employed 4th Quarter After Exit	67.0	72.1	71.3	82.0	72.7
Credential Attainment Rate	58.4	80.7	38.8	58.4	66.7
Measurable Skill Gains	71.1	50.1	83.3	71.1	83.3
Youth Programs:					
Employed 2nd Quarter After Exit	83.0	85.3	77.3	85.1	85.0
Median Wage 2nd Quarter After Exit	\$4,430	\$5,076	\$5,727	\$4,430	\$6,142
Employed 4th Quarter After Exit	69.0	66.0	75.7	86.0	81.0
Credential Attainment Rate	80.7	83.4	80.0	80.7	72.7
Measurable Skill Gains	68.0	48.7	88.9	68.0	93.3
Wagner Peyser Programs:					
Employed 2nd Quarter After Exit	65.0	63.0	71.1	65.0	70.9
Median Wage 2nd Quarter After Exit	\$5,950	\$5,987	\$7,693	\$5,950	\$8,118
Employed 4th Quarter After Exit	63.5	60.1	67.9	63.5	69.4

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



Letter Grades

Customer Groups

WIOA (Adult, Dislocated Worker, Youth), Wagner-Peyser, Supplemental Nutrition Assistance Program, Welfare Transition, National Dislocated Worker Grant, Trade Adjustment Assistance, Employers

Metrics

1. Participants with Increased Earnings
2. Reduction in Public Assistance
3. Employment and Training Outcomes
4. Participants in Work-Related Training
5. Continued Repeat Business
6. Year-Over-Year Business Penetration
7. Completion-To-Funding
8. Extra Credit: Serving Individuals on Public Assistance



Letter Grades, Cont.

The screenshot shows a web browser at the URL <https://analytics.careersourceflorida.com/LetterGrades>. The page features a dark blue navigation bar with the CareerSource Florida logo and the word "ANALYTICS". The navigation menu includes: ANALYTICS HOME, LETTER GRADES (highlighted), CLIFF DASHBOARD, BUSINESS & WORKFORCE, BOARD PERFORMANCE, FUNDING, and BARRIERS TO EMPLOYMENT. Below this is a secondary navigation bar with the "LETTER GRADES" logo, HOME, PERFORMANCE, METHODOLOGY, FAQ, RESOURCES, and a LOG IN button. The main content area is a large banner with a light blue background on the left showing a map of Florida, and a darker blue background on the right with the "LETTER GRADES" logo and the text "Grading Success".

Visit: <https://analytics.careersourceflorida.com>



Programmatic Monitoring Activities

LWDB 18 Program Year (PY) 2022-23	PY 2021-22 Findings	PY 2022-23 Findings
Welfare Transition	1	0
Wagner-Peyser	2	2
Supplemental Nutrition Assistance Program - Employment and Training	2	2
WIOA Adult / Dislocated Worker / Youth / Special Initiatives	4	3
Trade Adjustment Assistance	0	0
Jobs for Veterans State Grants	1	1
Migrant and Seasonal Farmworker	2	2
Total Findings	12	10



Financial Monitoring Activities

LWDB 18 Program Year (PY) 2022-23 January 1, 2022 – June 30, 2022	PY 2021	PY 2022
Findings	0	0
Issues of Non-Compliance	0	0
Observations	0	0
Technical Assistance	0	0



Questions & Answers



Contact Us

Thank You.

If you have questions or comments about this presentation, please contact us.



Karmyn Hill

Email: Karmyn.Hill@Commerce.fl.gov

Office: Bureau of One-Stop and Program Support





OTHER BOARD BUSINESS -

Education and Industry

Consortium Report



EDUCATION AND INDUSTRY CONSORTIUM QUARTERLY REPORT

A. GENERAL INFORMATION

Report quarter: Q1

Date of meeting: 9/18/2024

Report prepared by: Terri Clark

Local workforce development board contact: Terri Clark **Date:** 9/18/2024

B. ATTENDANCE

Name	Organization	Industry or Education Organization	Contact Information
Laura Roberts	Manatee Technical College	Education	Roberts1@manateeschools.net
Ron Serpliss	State College of Florida	Education	Serplir@scf.edu
Mireya Eavey	Credit Union 1	Finance Industry	Mireya.eavey@creditunion1.org
Rob Harris	SAMA	Manufacturing Industry	Execdir@sama-fl.com

B. SUMMARY REPORT

1. Summary analysis of the local labor market based on the industry representative needs and education offerings. (Provide summary)

The Education and Industry Consortium Committee (EICC) discussed the current Regional Demand List of Occupations (RDOL). Highlighting credentials that have been removed and added. The EICC group is familiar with the RDOL and understands it drives decisions related to training opportunities and available resources within the two-county service region. After the meeting, TClark provided committee members with a copy of the 24-25 program year RDOL via email.

2. Information on priority industry sectors and occupations for the local area. (Provide summary)

EICC members present represented the manufacturing and finance sectors. Both spoke on current labor trends, industry engagement, and potential skills gaps as seen in their respective areas. The committee discussed 'employability skills' related to remote/hybrid work environments and how employees often need 'tech refresher' to stay competent in their skills. The finance sector specifically has seen a continuance, if not growth, in hybrid work which has caused an increase for training related to tools such as Microsoft 365, Teams, SharePoint, etc.

While the manufacturing sector continues to primarily be a 'face to face' occupation, the increase in language barriers amongst entry level workers is on the rise. Industry participation continues to be an area of focus within the manufacturing sector. An EICC educational committee member reported the increase in enrollment at a local technical college in the manufacturing trades program. Connecting industry to educational opportunities continues to be a key focus area, and one opportunity is "Workforce Wednesdays." Workforce Wednesdays allows one industry each week to set up an informational booth on campus to highlight employment opportunities helping to bridge the gap from 'school to work.'

3. Information on the status of existing talent pipelines for in-demand occupations. (Provide summary)

The EICC committee discussed current occupations within the local workforce area that is experiencing worker shortage, and a discussion was held on various

reasons for this shortage. The EICC committee was provided a copy of the Lightcast report “The Rising Storm.” This in-depth report discusses the rise of baby boomers exiting the labor force at a higher than anticipated rate, while also providing a labor outlook for the decade ahead.

Quarter 2 Meeting Preparation:

- Next meeting (Q2) will be held on Wednesday, November 13th at 11am via Teams.
- Educational representatives serving on the EICC will present on current trends, programs, opportunities, and barriers currently experiencing.



**OTHER BOARD
BUSINESS -
Finance and Performance
Committee Report**

CAREERSOURCE SUNCOAST
Finance & Performance Committee
Board of Directors Summary
November 14, 2024

The Finance & Performance Committee met on November 12, 2024.

Review of Budget to Expenditure Report PY 24-25 as of 9-30-2024:

A copy of the report was included in the meeting materials. This report covers the period July 1, 2024 – September 30, 2024 for PY 24-25. The overall burn rate as of 9-30-2024 was 25%. A Budget to Expenditure Report by Fundsource was also shared with the committee to report on burn rates by grant.

State and federal expenditure requirements reported as of 9-30-2024:

- Admin expenditure rate – 9.06%; max allowed 10%
- Individual training accounts (ITAs) – 38.22%; min requirement 50%
- Youth paid internships PY23 – 17.01% ; PY24 – 0%; min requirement 20%
- Youth out of school expenditures PY23- 96.35% ;PY24 – 0%; min requirement 50%

Review of Non-Federal Funds Revenue & Expenditures as of 9-30-2024:

Balance of Non-Federal Funds \$1,031,559

Budget Modification #1 for PY 2024-2025:

The Summary of Funds Available and Budget Modification #1 reports were included in the meeting packet. The Committee approved the modification to go before the Full Board of Directors and Executive Committee on November 14, 2024. Below is a summary of the modification:

▪ PY 24 Original Funding Available:	\$6,931,567
▪ Increase in Funding:	\$1,437,790
▪ Adjusted Funding Available:	\$8,369,357
▪ Less Reserve for PY 24-25:	\$452,149
▪ Budget Modification #1 Funding Available	\$7,917,208

Budget line items requested for an increase in Budget of \$1,290,641 for PY 24–25:

- Add \$427,095 Salary and Fringe Benefits
- Add \$3,000 Staff Training & Education
- Add \$23,351 Facilities
- Add \$5,000 Office Furniture & Equipment
- Add \$15,000 Accounting & Audit
- Add \$2,500 Travel and Meetings
- Add \$804,945 Client Training and Support
- Add \$4,000 Employer & Client Services
- Add \$5,750 Outreach

CAREERSOURCE SUNCOAST
Finance & Performance Committee
Board of Directors Summary
November 14, 2024

Request to Transfer Funds from Dislocated Worker to Adult

Robin Dawson reviewed the request to transfer Dislocated Worker funds to Adult funding. The Committee approved the transfer to go before the Full Board of Directors and Executive Committee on November 14, 2024.

Dislocated Worker Total Award: \$894,258
Transfer Amount to Adult: \$650,000
Total Percentage of Dislocated Worker Transfer to Adult: 73%

Florida Commerce PY23-24 Financial Monitoring Review

Robin Dawson reviewed the FloridaCommerce Financial Monitoring report. There were no findings or observations noted in the monitoring report. A copy of the report was provided in the meeting agenda packet.

Performance Update:

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for PY 2023-2024 ending 06/30/2024. A copy of the performance results are provided in the agenda packet.

CSS PY2023-2024 final letter grade was an "A-" with a score of 91.02%. 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 Tuesday January 9, 2025 at 8:00 a.m.

Respectfully Submitted,

Jim Bos
CSS Treasurer

CareerSource Suncoast
 Expenditure To Budget Report - Summary
 Program Year July 1, 2024 thru June 30, 2025

As Of 09/30/2024 (with accruals)

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NOTES
PERSONNEL COSTS					
SALARIESFRINGE BENEFITS	\$4,050,860	\$1,034,837	\$3,016,023	26%	
STAFF TRAINING & EDU	\$34,953	\$6,352	\$28,601	18%	
TOTAL PERSONNEL COSTS	\$4,085,813	\$1,041,189	\$3,044,624	25%	
FACILITY COSTS	\$480,000	\$113,752	\$366,248	24%	
OFFICE FURNITURE & EQUIP	\$10,000	\$0	\$10,000	0%	As needed
OPERATING COSTS:					
ACCOUNTING/AUDIT	\$64,200	\$11,462	\$52,739	18%	Audit/990 contract bal \$13,500
CONSULTANTS/LEGAL	\$50,000	\$9,999	\$40,001	20%	OSO contract bal \$26,250
GENERAL INSURANCE	\$49,842	\$47,493	\$2,349	95%	Policies renew July 1, 2024
OFFICE EXP & SUPP	\$30,000	\$6,101	\$23,899	20%	
TRAVEL & MEETINGS	\$63,071	\$9,423	\$53,648	15%	
TOTAL OPERATING COSTS	\$257,113	\$84,479	\$172,634	33%	
PROGRAM SERVICES:					
CLIENT TRAINING/SUPPORT	\$1,638,717	\$393,910	\$1,244,807	24%	
CLIENT & EMPLOYER SERVICES	\$46,648	\$22,405	\$24,243	48%	Renewal in July
OUTREACH	\$108,276	\$15,410	\$92,866	14%	EDCs & LCAN contract bal \$76,833
TOTAL PROGRAM SERVICES	\$1,793,641	\$431,725	\$1,361,916	24%	
TOTALS	\$6,626,567	\$1,671,145	\$4,955,423	25%	Rates below as of 09/2024: Admin 9.06% - Max 10% Fiscal Year: ITA 38.22%. Min Req 50% Prog Year: Paid Internships Exp: PY23 17.01% - PY24 0.0%, Min Req 20% Yth Out of Sch Exp: PY23 96.35% - PY24 0.0% Min Req 50%.



Budget to Expenditure Report
By Fundsource
PY 24-25
7/1/2024 - 09/30/2024

Revenue:		WIOA	WIOA	WIOA	WIOA	WP	NEG Opioid	NEG	WP							Total Expenditures	% of Budget	
Annual Budget		TANF	AD/Dis Wkr	Youth	Rap Resp	Hope FL PW	Hope FL PW	Foster Rec	Hurr Ian	WP	App Nav	SNAP	RESEA	NCPEP	Rap Cred	Others		
Carry Forward Funds from PY 23-24	\$1,011,747	\$75,000	\$215,000	\$341,813	\$0	\$93,529	\$27,405	\$85,000	\$146,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0		
Allocation Awards PY 24-25	\$5,919,820	\$1,131,951	\$1,785,539	\$641,150	\$125,000	\$0	\$0	\$0	\$0	\$580,117	\$62,500	\$60,000	\$261,695	\$745,000	\$410,000	\$116,868		
Total Available Funding	\$6,931,567	\$1,206,951	\$2,000,539	\$982,963	\$125,000	\$93,529	\$27,405	\$85,000	\$146,000	\$608,117	\$62,500	\$60,000	\$261,695	\$745,000	\$410,000	\$116,868		
LESS: Planned Carry Fwd (Reserve) for PY 25-26	(\$305,000)	\$0	(\$135,000)	(\$150,000)	\$0	\$0	\$0	\$0	\$0	(\$20,000)		\$0	\$0	\$0	\$0	\$0		
Total Revenue Budgeted PY 24-25	\$6,626,567	\$1,206,951	\$1,865,539	\$832,963	\$125,000	\$93,529	\$27,405	\$85,000	\$146,000	\$588,117	\$62,500	\$60,000	\$261,695	\$745,000	\$410,000	\$116,868		
Budgeted Expenditures:		Expenditures To Date:																
Salaries & Benefits	\$4,050,860	\$253,720	\$289,227	\$101,680	\$23,877	\$16,682	\$11,643	\$17,980	\$45,938	\$56,115	\$3,369	\$11,099	\$58,551	\$81,160	\$39,267	\$24,526	\$1,034,836	25.5%
Staff Training & Education	\$34,953	\$1,717	\$1,727	\$874	\$64	\$63	\$63	\$61	\$600	\$388	\$1	\$40	\$148	\$321	\$140	\$147	\$6,352	18.2%
Facility Costs	\$480,000	\$25,938	\$13,194	\$7,204	\$2,590	\$71	\$56	\$957	\$10,521	\$31,034	\$10	\$1,190	\$3,091	\$5,446	\$4,929	\$7,520	\$113,752	23.7%
Furniture & Equipment	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Operating Costs	\$257,113	\$19,574	\$19,127	\$7,289	\$1,547	\$258	\$252	\$877	\$4,105	\$12,964	\$506	\$1,645	\$2,685	\$5,170	\$3,291	\$5,188	\$84,479	32.9%
Program Services	\$1,793,641	\$57,436	\$156,245	\$36,266	\$0	\$0	\$0	\$23,429	\$98,817	\$4,883	\$0	\$0	\$0	\$49,494	\$5,155	\$0	\$431,726	24.1%
Total Expenditures	\$6,626,567	\$358,386	\$479,520	\$153,313	\$28,078	\$17,075	\$12,014	\$43,304	\$159,981	\$105,385	\$3,886	\$13,975	\$64,475	\$141,591	\$52,782	\$37,381	\$1,671,145	25.2%
Remaining Available Funds		\$848,565	\$1,386,019	\$679,650	\$96,922	\$76,454	\$15,391	\$41,697	-\$13,981	\$482,732	\$58,614	\$46,025	\$197,220	\$603,409	\$357,218	\$79,487	\$4,955,422	
% of Funds Expended by Grant		29.7%	25.7%	18.4%	22.5%	18.3%	43.8%	50.9%	109.6%	17.9%	6.2%	23.3%	24.6%	19.0%	12.9%	32.0%	25.2%	

CareerSource Suncoast
Summary of Non-Federal Funds Revenue & Expenditures
as of 09/30/2024

	Unrestricted Business Support - 707	Unrestricted Tobacco Free - 719	Restricted Workforce Educ - 720	Unrestricted Ticket to Work - 724	Restricted FAFCU 741	Restricted Suncoast Fed Cred Union 742
Wells Fargo Operating Account #10001						
Fund Balance as of 7/1/2024	\$20,730	\$1,805	\$109,050	\$244,200	\$124,529	\$5,000
Revenue						
Current Year	\$0	\$2,450	\$7,924	\$40,711	\$0	\$1,000
Bank Interest Income	\$0	\$0	\$0	\$0		
Inter Transfer	\$0	\$0	\$0	\$0		
Revenue Total	\$0	\$2,450	\$7,924	\$40,711	\$0	\$1,000
Expenditures - Current Year	\$2,492	\$0	\$30,187	\$40,255	\$18,718	\$0
Increase/(Decrease) in Cash - Current Year	(\$2,492)	\$2,450	(\$22,263)	\$457	(\$18,718)	\$1,000
Transfer Excess Cash to CD				\$0		
Wells Fargo Cash Balance	\$18,238	\$4,255	\$86,787	\$244,657	\$105,811	\$6,000

	Unrestricted SWB Misc - 901
Truist Bank - Unrestricted #10002 MM & #10006 CD	
Money Market Fund Balance	\$65,009.93
Certificate of Deposit:	
CD - expires 3/25/25	\$105,009
CD - interest income	\$0
CD rollover - matures 3/25/25	\$105,009
Truist Balance	\$170,019

	Unrestricted SWB Misc - 901
Edward Jones - Unrestricted #10003 Savings & #10006 CD	
Certificates of Deposits (CD) -	
CD - Bank Amer Na Charlotte NC 4/4/2025	\$185,000
CD - Charles Schwab Bank (Ticket 2 Work) matures 4/29/2025	\$210,000
10006 - CD Account Balance	\$395,000
Savings:	
10003 - Fifth Third Bank (savings account) balance	\$793
Edward Jones Balance	\$395,793

Summary Non-Federal Funds Restricted and Unrestricted by Account Type	Total CDs & Bank Accts	Total CDs CDs	Total Bank Accts
Total Non-Federal Funds Restricted	\$198,598	\$0	\$198,598
Total Non-Feder Funds Unrestricted	\$832,962	\$500,009	\$332,953
Total Non-Federal Funds	\$1,031,559	\$500,009	\$531,550

\$1,031,559 ck fig

Financial Monitoring Quality Assurance Report

CareerSource Suncoast
Local Workforce Development Board – 18

Program Year 2023-2024

October 29, 2024

Prepared by



Division of Finance and Administration
Bureau of Financial Monitoring and Accountability

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Executive Summary

During the period of March 4, 2024, - March 8, 2024, the Florida Department of Commerce (FloridaCommerce), conducted a financial monitoring review of CareerSource Suncoast's (CSSC) financial operations.

The financial monitoring was conducted by FloridaCommerce's Bureau of Financial Monitoring and Accountability (FMA) staff through a remote desktop review analysis. Sampled items were provided through upload to FloridaCommerce's SharePoint monitoring system.

Monitoring activities included assessing CSSC's financial operations, management practices, internal controls, and financial record keeping and reporting to determine if CSSC operated in compliance with federal and state laws, rules, regulations, statutes, policies and guidance, and terms and conditions of the federal award.

Financial management issues identified in the report are categorized as Findings, Other Noncompliance Issues (ONIs), Observations, and Technical Assistance based on a scale of high, medium, and low risk factors. High, medium, and low risk factors are used to separate issues that present more of a threat to financial operations including issues that may impact the board's fiscal integrity or delivery of services.

The review revealed that CSSC has the systems in place to perform the broad management, operational, and financial functions required to operate the workforce programs; as such, no findings or other noncompliance issues were identified in the financial monitoring review. While no material issues or weaknesses came to the reviewers' attention other than those contained in the report, there is no assurance that other issues do not exist.

As a subrecipient of funds administered by FloridaCommerce, CSSC is accountable for failing to correct any financial deficiencies found during compliance monitoring reviews. To reduce financial monitoring deficiencies observed and to increase fiscal integrity at the local level, corrective action by CSSC is required to be taken whenever such deficiencies are identified.

The results of CSSC's Program Year 2023-2024 financial monitoring review are summarized in the chart below.

ACRONYM TABLE

AP - Administrative Policy
CAP – Corrective Action Plan
CFR – Code of Federal Regulations
CSSC - CareerSource Suncoast
DVOP – Disabled Veterans Outreach Program
DWG – Disaster Recovery Dislocated Worker Grant
DW – Dislocated Worker
ETA – Employment and Training Administration
F.A.C. – Florida Administrative Code
FG – Final Guidance
FloridaCommerce - Florida Department of Commerce
FMA – Bureau of Financial Monitoring and Accountability
F.S. – Florida Statutes
FY – Fiscal Year
IT – Information Technology
ITA – Individual Training Account
IWT – Incumbent Worker Training
JVA – Jobs for Veterans Act
JVSG – Jobs for Veterans State Grant
LLC – Limited Liability Corporation
LVER – Local Veterans Employment Representative
LWDB – Local Workforce Development Board
MOU/IFA – Memorandum of Understanding & Infrastructure Funding Agreement
MSFW – Migrant and Seasonal Farmworker
ONI – Other Noncompliance Issue
PY – Program Year
RESEA – Reemployment Services and Eligibility Assessment Program
SNAP E&T – Supplemental Nutrition Assistance Program Employment and Training
SYEP – Summer Youth Employment Program
TAA – Trade Adjustment Assistance
TANF – Temporary Assistance for Needy Families
TCA – Temporary Cash Assistance
TEGL – Training and Employment Guidance Letter
U.S.C. – United States Code
WE – Work Experience
WFS – Workforce Services
WIOA – Workforce Innovation and Opportunity Act
WP – Wagner-Peyser
WSA – Work Search Activity
WT – Welfare Transition

***The above table reflects all acronyms that may have been used in the PY 2023-2024 monitoring review cycle; however, all acronyms may not be used in this report.**

N=No. Y=Yes. N/A=Not Applicable.

PY 2023-24 Financial Monitoring Results					
Category	Issue	Prior Year Finding	Current Year Finding	Prior Year Other Noncompliance Issue	Current Year Other Noncompliance Issue
Results- All Categories					

Note: For prior year findings and other noncompliance issues, please see the section on Prior Year Corrective Action Follow-Up.

DEFINITIONS APPLICABLE TO FINANCIAL MONITORING

1. Finding – A high risk issue that directly impacts the integrity or effectiveness of financial operations or could potentially result in major financial deficiencies (e.g., lack of accounting records or no system of accounting, no documentation to support expenditures, lack of internal controls, lack of fully executed contracts, issues indicative of systemic problems in financial operations, has the appearance of fraud or abuse, potential questioned costs, etc.). Findings are expected to be responded to in the Corrective Action Plan (CAP).
2. Other Noncompliance Issue – A medium risk finding that results in deviation from process or practice not likely to result in failure of the management system or process but has a direct impact on financial operations (e.g., missing financial elements, failure to timely conduct follow-ups, etc.) ONIs could potentially be upgraded to a finding over time based on the nature of the deficiency (e.g., repeat violations, issues indicative of systemic problems in financial operations, questioned costs, etc.). ONIs are expected to be responded to in the CAP.
3. Observation – A low risk issue that is intended to offer constructive comments and an opportunity to improve current local practices, processes, and procedures that result in positive financial outcomes. Observations are not expected to be responded to in the CAP except when requested.
4. Technical Assistance – Any assistance provided by the financial monitoring team to LWDB staff.

**MONITORING REPORT
CAREERSOURCE SUNCOAST
LOCAL WORKFORCE DEVELOPMENT BOARD - 18**

I. DESCRIPTION OF MONITORING APPROACH

The scope of the financial review included an examination of CSSC's internal controls, financial management systems, procurements, contract management processes, subrecipient monitoring, cost allocations, payroll, disbursement testing, and reporting and reconciliation of financial data in SERA to determine if appropriate processes, procedures, and controls were in place and properly implemented. In some instances, interviews were conducted with CSSC staff to gather information about financial management processes.

Compliance Review Abstract Information

- Financial Monitoring Review Dates: March 4, 2024, to March 8, 2024
- Financial Monitoring Sample Review Period Dates: July 1, 2022, to June 30, 2023

II. FINANCIAL MONITORING REVIEW

FMA performed financial monitoring procedures based on the elements described in the PY 2023-2024 Financial Monitoring Tool. The results of the financial monitoring testing are described below.

Prior Year Corrective Action Follow-Up

There were no findings or other noncompliance issues in the prior year.

PY 2023-2024 Financial Monitoring Results

Findings

There were no findings identified during the financial monitoring review period of July 1, 2022, to June 30, 2023.

Other Noncompliance Issues

There were no other noncompliance issues identified during the financial monitoring review period of July 1, 2022, to June 30, 2023.

Observations/ Technical Assistance

There were no observations identified or technical assistance provided during the financial monitoring review period of July 1, 2022, – June 30, 2023.

Financial Monitoring Review Dates: March 4, 2024 - March 8, 2024

Financial Monitoring Sample Review Period: July 1, 2022 - June 30, 2023

Name	Agency	Entrance Conference	Exit Conference
The joint entrance conference with LWDB staff was conducted on March 4, 2024. The financial monitoring exit conference was conducted on October 17, 2024. The entrance/exit conference attendees are listed below:			
Kechia Dean	FloridaCommerce	X	X
Kim Ferree	FloridaCommerce	X	X
Yvette McCullough	FloridaCommerce	X	X
Joshua Matlock	CSS	X	X
Robin Dawson	CSS	X	X
Kathy Bouchard	CSS	X	
Jessica Grise	CSS		X

LWDB 18

Measures	PY2023-2024 1st Quarter Performance	PY2023-2024 % of Performance Goal Met For Q1	PY2023-2024 2nd Quarter Performance	PY2023-2024 % of Performance Goal Met For Q2	PY2023-2024 3rd Quarter Performance	PY2023-2024 % of Performance Goal Met For Q3	PY2023-2024 4th Quarter Performance	PY2023-2024 % of Performance Goal Met For Q4	PY2023-2024 Performance Goals
Adults:									
Employed 2nd Qtr After Exit	87.30	96.36	88.10	97.24	88.20	97.35	87.30	96.36	90.60
Median Wage 2nd Quarter After Exit	\$10,452	111.77	\$10,030	107.26	\$9,477	101.35	\$10,033	107.29	\$9,351
Employed 4th Qtr After Exit	87.00	100.00	83.60	96.09	87.30	100.34	89.10	102.41	87.00
Credential Attainment Rate	61.30	78.59	67.00	85.90	73.40	94.10	76.90	98.59	78.00
Measurable Skill Gains	72.70	99.05	59.80	81.47	67.50	91.96	79.50	108.31	73.40
Dislocated Workers:									
Employed 2nd Qtr After Exit	75.00	96.65	72.70	93.69	73.30	94.46	83.30	107.35	77.60
Median Wage 2nd Quarter After Exit	\$12,811	127.12	\$12,811	127.12	\$11,972	118.79	\$9,920	98.43	\$10,078
Employed 4th Qtr After Exit	72.70	88.66	81.30	99.15	83.30	101.59	72.70	88.66	82.00
Credential Attainment Rate	39.60	67.81	54.50	93.32	61.90	105.99	66.70	114.21	58.40
Measurable Skill Gains	50.00	70.32	75.00	105.49	75.00	105.49	83.30	117.16	71.10
Youth:									
Employed 2nd Qtr After Exit	80.00	94.01	81.00	95.18	76.20	89.54	85.00	99.88	85.10
Median Wage 2nd Quarter After Exit	\$3,813	86.07	\$3,573	80.65	\$4,649	104.93	\$6,142	138.65	\$4,430
Employed 4th Qtr After Exit	77.50	90.12	81.80	95.12	80.00	93.02	81.00	94.19	86.00
Credential Attainment Rate	78.90	97.77	63.60	78.81	72.70	90.09	72.70	90.09	80.70
Measurable Skill Gains	75.00	110.29	60.00	88.24	83.30	122.50	93.30	137.21	68.00
Wagner Peysers:									
Employed 2nd Qtr After Exit	71.30	109.69	70.20	108.00	71.20	109.54	70.90	109.08	65.00
Median Wage 2nd Quarter After Exit	\$7,952	133.65	\$7,864	132.16	\$8,070	135.63	\$8,118	136.44	\$5,950
Employed 4th Qtr After Exit	68.40	107.72	68.90	108.50	69.20	108.98	69.40	109.29	63.50

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

Performance

Annual Letter Grades

The [Reimagining Education and Career Help \(REACH\) Act](#) calls for each local workforce development board in Florida to be assigned a letter grade annually based on performance criteria developed by the Governor's REACH Office. The CareerSource Florida Board of Directors assigns and makes public a letter grade for each local workforce development board. Letter grades are assigned annually by Oct. 15, following the close of the program year.

PY 2023-2024 Letter Grades

Letter grades are assigned to local workforce development boards annually by Oct. 15, following the close of the program year. Below are the letter grades by local workforce development board for program year 2023-2024.

For performance by local workforce development board, click on the local board name below. You will need to register and log in to access the data for each local board.

Local Workforce Development Board	Annual Score (%)	Letter Grade
01 - CareerSource Escarosa	86.78	B
02 - CareerSource Okaloosa Walton	91.78	A-
03 - CareerSource Chipola	89.92	B+
04 - CareerSource Gulf Coast	86.84	B
05 - CareerSource Capital Region	87.93	B+
06 - CareerSource North Florida	88.20	B+
07 - CareerSource Florida Crown	83.14	B
08 - CareerSource Northeast Florida	91.26	A-
09 - CareerSource North Central Florida	80.90	B-
10 - CareerSource Citrus Levy Marion	86.16	B
11 - CareerSource Flagler Volusia	89.82	B+
12 - CareerSource Central Florida	98.67	A+
13 - CareerSource Brevard	87.63	B+
14 - CareerSource Pinellas	91.64	A-
15 - CareerSource Tampa Bay	93.38	A
16 - CareerSource Pasco Hernando	85.62	B
17 - CareerSource Polk	79.93	C+
18 - CareerSource Suncoast	91.02	A-
19 - CareerSource Heartland	89.39	B+
20 - CareerSource Research Coast	86.96	B
21 - CareerSource Palm Beach County	85.68	B
22 - CareerSource Broward	94.31	A
23 - CareerSource South Florida	101.70	A+
24 - CareerSource Southwest Florida	96.40	A

CareerSource Suncoast Program Year 2023-2024 Grade

A-
Letter Grade

91.02%
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: 6/30/2024

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	738	1,547	47.71	-	50.00	95.42	23.86
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	398	885	44.97	-	50.00	89.94	22.49
3. Employment and Training Outcomes	Employment and Training Services	0.20	17	18	94.44	-	100.00	94.44	18.89
4. Participants in Work-Related Training	Training Services	0.10	345	2,113	16.33	-	25.00	65.32	6.53
5. Continued Repeat Business	Business Services	0.05	1,734	3,456	50.17	-	35.00	100.00	5.00
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	4.22	100.00	100.00	5.00
PY 2022-2023 Business Penetration		-	2,051	13,992	14.66	-	-	-	-
PY 2023-2024 Business Penetration		-	2,694	14,272	18.88	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	1.40	2.66	52.63	-	100.00	52.63	5.26
Exiters: Local Board (N) / Statewide (D)		-	1,073	76,464	1.40	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$4,079,460	\$153,620,298	2.66	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	1,197.00	2,344	51.07	-	-	-	4.00
								ANNUAL SCORE	91.02



CEO Report



STAFF REPORTS

- Kathy Bouchard



Board Meeting Adjournment
- Break



Executive Committee Agenda



**ACTION ITEM -
Meeting Minutes**

**CareerSource Suncoast
Executive Committee
Meeting Minutes**
Teams Virtual Meeting
Thursday October 17, 2024
8:00 a.m.

Absent Present	<u>Committee Members</u>
P	David Kraft, Vision Consulting Group
P	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Jim Bos, MBJ Group
P	Lisa Eding, Teakdecking Systems
	Staff Present: Joshua Matlock, Robin Dawson, Kathy Bouchard, Christina Witt, James Disbro, Michelle Snyder, Michael Meerman, Linda Benedict, Chet Filanowski, and Karima Habity.

I. Call to Order

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

II. Action Items

Approval of September 12, 2024 Executive Committee

David Kraft requested a motion to approve the September 12, 2024 Executive Committee meeting minutes.

Motion: Eric Troyer **Second:** Shaun Polasky
The motion passed unanimously.

III. CEO Report – Joshua Matlock

Joshua Matlock provided an update on Hurricane Helene and Hurricane Milton recovery efforts to include the Business Recovery Centers, Disaster Unemployment assistance, and National Emergency Dislocated Worker Grants (NEDWG).

Christina Witt provided an update on the career centers conditions after Hurricane Milton. Centers incurred minimal damage and repair is in the process. Centers were able to reopen on Monday 10/14 with full operational capacity.

Joshua Matlock reported the PY2023-2024 CareerSource Florida letter grade was released, with CareerSource Suncoast (CSS) receiving a final letter grade of an -A for the program year.

IV. Staff Reports

Kathy Bouchard

Kathy provided an update on the overall impact of Hurricane Milton on CSS staff. CSS staff incurred minimal damage, with no major losses.

The United Way *Financial Wellness at Work* meeting was delayed due to Hurricane Helene and is being rescheduled for this month. The financial navigator can assist staff with navigating FEMA applications and financial wellness.

CSS staff are eligible to take up to \$22,000 from their 401k plans without penalty due to the federally declared disaster for the area (inclusion of income may be spread over a three year period). The withdrawal may be repaid within three years to avoid paying taxes on the withdrawal.

The CEO performance evaluation will be scheduled at the next Executive Committee meeting on November 14, 2024.

Robin Dawson

CSS received a \$200,000 Notice of Funding Award for a NEDWG for Hurricane Helene. CSS requested \$3.2 million for the Hurricane Helene NEDWG. It is anticipated that additional funding will be received, due to FloridaCommerce planning to combine Hurricane Helene and Hurricane Milton into one disaster grant for recovery from both storms.

The FloridaCommerce financial monitoring for PY2023-2024 was completed this week. FloridaCommerce provided a verbal of no findings, but indicated technical assistance would be provided in one area. The report will be shared with the Committee and full Board once received.

The James Moore and Company financial audit is almost complete. The final report will be shared with the Committee and Board at the January 2025 meetings.

With the receipt of additional funding, a budget modification is being completed for approval at the November combined Executive Committee and Board meeting.

V. Public Comment/Closing Remarks – David Kraft

David Kraft welcomed Shaun Polasky to the Executive Committee.

VI. Adjournment – David Kraft

Next Executive Committee meeting is scheduled for November 14, 2024, combined with full Board of Directors meeting. Location: 3660 N. Washington Blvd., Sarasota

David Kraft adjourned the meeting at 8:20 a.m.

Respectfully submitted,



Joshua Matlock (Nov 4, 2024 14:12 EST)

Joshua Matlock
President/CEO



**ACTION ITEM -
Performance
Evaluation/
Compensation
and Bonus
Approval**

CareerSource Suncoast Annual Performance Review



Name:

Position Title: President / CEO

Evaluation Period: _____ to _____

Directions: This evaluation reviews 5 different areas. These areas include Strategic Development, Board Relations, Serves as Change Agent, Risk Taking/Problem Solving, and Community Leadership. Please use the rating key below and check the rating that reflects your evaluation of the President & CEO in each area. There is a general comments section at the end of each section which will allow you additional comments should you so desire.

RATING KEY

5 = Exceptional

3 = Meets Expectations

1 = Below Expectations

Strategic Development

- Collaborates with the board to set the strategic direction for the organization
- Develops, communicates, and leads the implementation of the strategic plan in a manner consistent with the organization's mission, vision, and values
- Engages internal and external stakeholders to develop strategies and plans to move the organization in the desired direction
- Considers evolving internal and external trends and factors, and adjusts plans as necessary

Performance Expectation Rating:

Performance Expectation Rating Comments:

Board Relations

- Keeps the Board well-informed of important developments and issues
- Ensures a positive working relationship with the Board founded on honesty, trust, and collaboration
- Recommends appropriate actions and policies for Board consideration, providing clear and timely information to inform deliberation and decision-making when appropriate
- Directs the functions of the organization in accordance with the mission, vision and direction established by the Board
- Ensures continuous education for the Board on issues/topics important to ensure effective, evidence-based governing leadership

Performance Expectation Rating:

Performance Expectation Rating Comments:

Serves as a Change Agent

- Thinks innovatively
- Exhibits a high level of emotional stability
- Seeks and values the opinions of others
- Continually seeks new information and perspectives

Performance Expectation Rating:

Performance Expectation Rating Comments:

Risk-Taking and Problem-Solving

- Keeps a constant pulse on shifts and trends in workforce
- Leads the organization to be agile and adaptable
- Handles ambiguous situations well, bringing focus to pursuing the organization's mission and vision

Performance Expectation Rating:

Performance Expectation Rating Comments:

Community Leadership

- Serves as an effective spokesperson. Represents the organization well to its constituencies, including clients, partners, government agencies, elected officials, funders, and the general public.

- Seeks partnerships that help achieve the organization's mission and vision and improve regional workforce development
- Considers non-traditional partnerships that improve regional workforce development

Performance Expectation Rating:

Performance Expectation Rating Comments:

Overall Rating is determined by adding the individual ratings and dividing the sum by the total number of performance expectations evaluated.

OVERALL RATING:

Overall Rating Scale: Overall Numeric Range	Overall Rating Title
4.50 - 5.00	Exceptional Performance
3.50 - 4.49	Above Expectations
3.00 - 3.49	Meets Expectations
2.50 - 2.99	Needs Improvement
2.49 and below	Unsatisfactory

Completed by:

Printed Name Signature Date

Employee Signature:

Printed Name Signature Date



EXECUTIVE PERFORMANCE/BONUS RUBRIC

Executive salary is comprised of a base salary and an annual performance incentive based on the attainment of a B- or higher letter grade as determined by the REACH office. The following chart provides the performance thresholds and corresponding bonus/incentive amounts as a percentage of base salary.

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