

*Please be reminded pursuant to Section 3 of Article X of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article IX Section 3 shall govern the voting requirements on such matter.*

## **Audit Finance Committee Meeting Agenda**

February 8, 2024 – 8:15 a.m.

Join the meeting via Microsoft Teams

### **Committee Members**

Turner Arbour, Mark Barry, Mark Earl, Joelle Neri, Lex Smith

Call to order ..... Mark Barry, Chair

### **Public Comments**

No requests from the public were received during the allotted time published in the Public Notice.

### **Action Items**

1. Minutes from August 3, 2023, Audit Finance Committee Meeting (Mark Barry) ..... Page 2
2. Special Projects List (Jerome Salatino) ..... Page 4
3. Invitation to Bid (Jerome Salatino)..... Page 7

### **Information Items**

1. Financial Reports (Theresa Miner) ..... Page 17
2. Funding Information (Jerome Salatino) ..... Page 23

### **Chair Comments**

### **CEO Comments**

Adjournment



**ACTION ITEM 1**  
**Approval of Minutes**

In accordance with Article VI, Section 2 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the August 3, 2023, Audit Finance Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**FOR CONSIDERATION**

Approval of August 3, 2023, Audit Finance Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

**Audit Finance Committee Meeting Minutes - DRAFT**

August 3, 2023 – 9.00 a.m.

**Committee Members****Present:** Mark Barry, Mark Earl, Joelle Neri, Lex Smith**Absent:** Turner Arbour**Quorum Present:** Yes**Others Present:**

PHWB Staff – Brenda Gause, Theresa Miner, Kenneth Russ, Jerome Salatino, Ania Williams

Pasco County – Steven Smith

**Proceedings:**

Meeting called to order at 9:01 a.m. by Mark Barry

**Public Comments**

No public comments were received.

**Action Item 1 – Minutes from August 18, 2022, Audit Finance Committee Meeting**

Mark Barry asked the committee members to review the minutes from the August 18, 2022, Audit Finance Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Joelle Neri to approve the minutes.

MOTION was seconded by Mark Earl. MOTION carried 4-0.

**Action Item 2 – Budget Modification #1**

Committee members reviewed the operating budget for the program year 2023-2024. The budget included a 3% COLA increase as well as a 2% incentive for all employees, including the executive staff. It is modification #1 to the preliminary budget and it is based on final expenses for the period ending June 30, 2023. This budget, with approval by the Audit Finance Committee, will be presented to the Executive Committee and to the Board of County Commissioners for Pasco and Hernando counties for their approval. The fully approved budget will be submitted to the state to meet the October 1 deadline.

MOTION was made by Mark Earl to approve the budget modification #1.

MOTION was seconded by Joelle Neri. MOTION carried 4-0.

**Discussion Item 1 – Financial Reports**

Theresa Miner reviewed the Financial Reports for the period 7/01/2022 through 6/30/2023.

With no further business to discuss, the meeting adjourned.

## **ACTION ITEM 2**

### **Special Projects List**

The Pasco Hernando Workforce Board (PHWB), under the Workforce Innovation and Opportunity Act (WIOA), has been in meetings with various community partners in need of recruitment, hiring and training assistance projects. These projects/pilot programs include training opportunities for both Youth and Adult customers that may or may not be determined eligible under WIOA or WT.

At the December 7, 2023, meeting, the Board of Directors approved the use of corporate funds, in the amount of \$250,000, for the Special Projects List. To provide more opportunities for training, the list has been modified to include apprenticeship and internship options.

### **FOR CONSIDERATION**

Approval of the Special Projects List, along with flexibility to utilize the \$250,000 of corporate funds in any area of the special projects.

**CSPH SPECIAL PROJECTS PY 23-24 AND PY 24-25 WITH CORPORATE FUNDS**  
**Cost of Two-Year Projects \$250,000**

**Career Exploration Tours**

- Aviation – Hernando County Airport and Zephyrhills Airport
- Airport Industrial Park
- Local Business Centers
- Healthcare Facilities in both counties
- Local Manufacturers
- Tours with apprenticeship opportunities
- Tour targeted business sectors
- AmSkills Boot Camp
- Manufacturing Day for Youth
  - 300-500 youth attend on an annual basis
  - 10-20+ employers engage in tours
- Public Safety Career Program – Fivay High School
- Career Exploration for either Corrections or Public Safety Career Program in East Pasco TBD
- Career Academies in both Pasco and Hernando with focus on sponsorships/stipends
  - Aviation Mechanics
  - Healthcare
  - Construction

**Training Opportunities**

- Summer Youth/Year-Round Youth Programs
  - 60-75 youth served yearly
  - Average program cost for last three years ranged from \$72k to \$109k (majority of costs paid from TANF)
  - Average \$10,000 per year was Corporate funding



[careersourcepascohernando.com](http://careersourcepascohernando.com)

- End of Year Pilot Program with Hernando and Pasco County graduating seniors – OJT/Stipends/Scholarships
- MC3 Certifications
  - Four cohorts with 30 individuals
  - Possibility of employment with Union after completion
- Firefighter/EMT/Correction Programs Hernando and Pasco
  - **WIOA funding** for training – up to \$70,000 for qualified individuals if funding permits
  - **WIOA EWT Funding** – up to \$50,000 per year if funding permits
  - Hiring/retention incentives - (between Firefighter and Corrections)
- Scholarships
- Apprenticeships
- Internships

[info@careersourcepascohernando.com](mailto:info@careersourcepascohernando.com)  
PO Box 6589 | Spring Hill, FL 34611  
p: 352-593-2222 | f: 352-593-2200

### **ACTION ITEM 3**

#### **Invitation to Bid**

Pasco-Hernando Workforce Board, Inc. (PHWB) currently leases office space at 15000 Citrus Country Drive, Dade City, Florida for our One Stop location in eastern Pasco County. The current lease ends on July 31, 2024.

The current location is 5,579 square feet and per advice from FloridaCommerce, staff must go out for bid at end of each lease period. FloridaCommerce quoted 2CFR 200.319(a) and stated "2 CFR 200.319(a) requires that all procurement transactions (which would include building space lease) must be conducted in a manner providing full and open competition." Staff are currently seeking to down-size office space from 5,579 square feet to 1,500-2,000 square feet.

To remain in compliance, staff has issued an Invitation To Bid and are contacting local realtors/property managers for bids needed to compare pricing. The lease at 15000 Citrus Country Drive has no price increases for the coming year. Staff will also take into consideration any associated moving costs.

Staff has issued a new RFP and are currently soliciting bids. All bids are expected to be in by close of business, February 29, 2024.

### **FOR CONSIDERATION**

Approval to review and negotiate a new lease agreement once all bids have been received.

**Invitation To Bid - #01-01172024**

**Leasing of Office Space in Eastern Pasco County**



## **I. GENERAL INFORMATION**

### **A. PURPOSE**

CareerSource Pasco Hernando (CSPH) is requesting proposals for office space in Eastern Pasco County to serve as the agency's One Stop location.

CareerSource Pasco Hernando is a not-for-profit organization that serves Pasco and Hernando counties by administering local workforce development and welfare reform programs as part of the State of Florida and the Federal Government's initiatives.

Stevens Amendment - This lease solicitation is partially supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$4,234,000 for 98% of the funding. The additional 2% is from other non-federal funding sources.

CSPH is currently looking for one location in Eastern Pasco County. The ideal location would be in Dade City or surrounding area that is centrally located. The current location is 15000 Citrus Country Drive, Dade City, FL 33523. All locations within Eastern Pasco County will be considered. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

CSPH's targeted occupancy of the selected site is on or before **July 01, 2024**.

### **B. WHO MAY RESPOND**

Respondents must be the owner of the facility or the owner's authorized representative having authority to act on behalf of the owner and able to provide a facility that meets the requirements of this Invitation To Bid (ITB).

### **C. TECHNICAL ASSISTANCE**

Technical assistance will be provided through a written question and answer format. Potential respondents will have until 12:00 p.m. on Thursday, **February 22, 2024** to submit questions in writing, by email, to [bgause@CareerSourcePascoHernando.com](mailto:bgause@CareerSourcePascoHernando.com).

Answers will be posted on the website, [www.CareerSourcePascoHernando.com](http://www.CareerSourcePascoHernando.com), and available to all entities within three (3) business days of receiving the question. CSPH reserves the right to decline a response to any question if, in CSPH's assessment, the information cannot be shared with all potential bidders in a timely manner.

### **D. INSTRUCTIONS ON PROPOSAL SUBMISSION**

**Intent to Respond**

It is preferred that potential Offerors notify by Friday, **February 16, 2024**, via email to [bgause@CareerSourcePascoHernando.com](mailto:bgause@CareerSourcePascoHernando.com), of their intent to submit an offer and identify the property address.

**Closing Submission Date**

One (1) electronic copy of the proposal must be submitted no later than 5:00 p.m. on Friday, **February 29, 2024**. Proposals and/or modifications received after that date will not be considered, however, CSPH has the right to extend this deadline if enough bids aren't received.

**Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this ITB will be the responsibility of the Offeror and will not be reimbursed.

**Instructions to Prospective Contractors**

Inquiries and proposals should be addressed as follows:

Name: Brenda Gause

Email: [bgause@CareerSourcePascoHernando.com](mailto:bgause@CareerSourcePascoHernando.com)

Inquiries and proposals submitted via email should reference **ITB for Leasing of Eastern Pasco County Office Space** in the subject line.

It is the responsibility of the Offeror to ensure that the proposal is received by CSPH by the date and time specified above.

**Right to Reject**

CSPH reserves the right to reject any and all proposals received in response to this ITB. An agreement for the accepted proposal will be based upon the factors described in this ITB.

**Small and/or Minority-Owned Businesses**

Efforts will be made by CSPH to utilize small business and minority-owned business.

**Notification of Award**

It is expected that notification of award will be made before/by Monday, **April 22, 2024**.

## **E. GENERAL REQUIREMENTS**

CSPH is seeking office space of approximately **1,500 to 2,000** square feet to serve as the agency's One Stop location(s) in Eastern Pasco County. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended. See Section VII below for Accessibility Requirements.

The preferred location(s) shall have access to public transportation, if possible. Other locations within Eastern Pasco County will be considered.

CSPH requests to occupy the facility beginning on or before **July 1, 2024**, with a preferred lease agreement of five (5) years. The final agreed upon occupancy date is negotiable; however, occupancy must be possible no later than **July 1, 2024**. Therefore, Offeror must indicate ability to meet tenancy of on or before **July 01, 2024** or specify the earliest date of potential occupancy.

## **II. SPECIFICATIONS**

### **A. SCOPE**

The leased facility requirements include:

- Centralized clerical and operational support area to accommodate high volume multi-function machines;
- Designated access to a conference room that can accommodate meetings and trainings up to 300 SF square feet
- Designated access to a large conference room (Resource Room) that can accommodate at least 10-15 small workstations (approximately 750-1000 S.F.)
- 5-6 individual offices
- Small break room for staff to eat lunch (optional)
- One (1) on-site storage areas;
- Local Area Network (LAN) cabling for personal computers and multi-function machines, and one (1) designated LAN rooms for network servers;
- Electrical systems with adequate outlets to support a trouble-free environment for individual office workstations and high-volume, multi-function machines;
- Telephone ports with lines to support a trouble-free environment for a multi-user telephone system;
- Heating, air conditioning, and ventilation systems that provide superior air quality and movement;

- Access to parking to accommodate at least twenty-five to fifty (25-50) vehicles for CSPH staff and guests
- Maintenance, including custodial requirements (e.g., janitorial; maintenance; repairs, water and sewer services; real property taxes and levies; and the landscaping and mowing of grounds);
- Access to public transportation preferred
- ADA compliant

## **B. PRICE**

In consideration of all the requirements contained herein, the total monthly rental price must be at or below market value. The price details must also disclose a plan, basis, and schedule for rent increases. Details for calculation of charges for common area maintenance (CAM) must also be detailed and included, if applicable.

## **C. LEASEHOLDER**

The Lessee will enter into a lease for office space upon selection of the facility based on the review of proposals. CSPH will be the sole leaseholder. CSPH will have the right to sublease a portion of the leased space with the approval of the Lessor.

## **D. CONFIDENTIALITY**

CSPH must comply with 2008 Florida Statutes 119.01 and may be requested and required to release information from proposals received in response to this ITB.

## **III. OFFEROR'S QUALIFICATIONS**

Please use this format as the outline for your ITB response.

## **IV. PROPOSAL FORMAT**

- Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum *requirements*.
- Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.
- Your proposal must be signed by an official authorized to bind your firm contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date for receipt of offers.

## V. FACILITY QUALIFICATIONS

The Offeror, in its proposal, shall, at a minimum address the following technical qualifications:

Parameters	Requirement
Facility Description	Describe whether this is a(n): <ul style="list-style-type: none"><li>• owned building ready for occupancy;</li><li>• owned building requiring retrofit;</li><li>• facility that will be built to occupant specifications</li></ul>
Facility Occupancy Timeline	Provide details on the timeline for occupancy. <b>July 1, 2024</b> is the target occupancy date. If <b>July 1, 2024</b> is not feasible, specify the earliest time that the facility would be available for occupancy. Occupancy must be possible no later than <b>July 7, 2024</b> . Certify that the building will be compliant with all agreed upon requirements by the date specified by Offeror.
Facility Occupants	Explain if rental would involve a whole or part of the proposed building. If part, identify the existing or potential occupants that may rent the remainder of the space, as well as the shared use of common areas in the facility.
Facility Location	Describe the exact location (complete) address.
Facility Square Footage	Provide a layout showing <b>1,500 to 2,000</b> square feet. Additional space should be shown separately, if applicable. Please provide the potential, or lack thereof, for the option of the future development (i.e., increase in square footage) of property should the need arise.
General Layout	Describe the square footage and layout available to accommodate a work environment for at least twenty (20), which shall include at a minimum: <ul style="list-style-type: none"><li>• Reception area. Indicate if reception area is designated space or shared with other building tenants.</li><li>• Centralized clerical and operational support area to accommodate high volume multi-function machines.</li><li>• Five (5) to six (6) individual offices.</li><li>• Prefer designated access to a conference room that can accommodate meetings and trainings for up to twenty (20) people. Approx. 300 S.F.</li></ul>

	<ul style="list-style-type: none"> <li>• Designated access to a large conference room (Resource Room) that can accommodate at least ten - fifteen (10-15) workstations (approximately 750-1000 S.F.)</li> <li>• Small break room for staff to eat lunch; optional</li> <li>• One (1) on-site storage areas for supplies and work files.</li> <li>• Local Area Network (LAN) cabling for personal computers and multi-function machines, and one (1) designated LAN rooms for network servers</li> </ul>
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## VI. EVALUATION CRITERIA

A. All offers must meet the requirements as set forth in the Invitation To Bid. Requirements for amount of space required are subject to change and can be negotiable.

B. In addition, the following criteria will be numerically weighted and scored as part of the evaluation:

- Price (35 Points)

Using criteria listed below, a competitive range will be established. For those offers remaining in the competitive range after the technical evaluation, the total proposed price for the term of one (1) year and the two (2) annual option periods for the minimum amount of office space and the optional office space will be weighted and scored. The lowest total price for an otherwise acceptable technical offer will receive the maximum points for this criterion. The remaining offers will receive a percentage of the available points based upon the ratio of the total price of the lowest offered price to the total price of the respective offer being ranked. The Company may select the low evaluated offer or may continue with additional negotiations and a request for final revised offers.

- Location (30 Points)

- Location of the facility is within the specified areas

- Technical Approach (20 points)

Approach to meeting the following concepts which are to be incorporated into the facility design:

- Individual building functionality and responsiveness to the requirements including technical and performance specifications and design considerations to provide an aesthetically pleasing interior and exterior appearance. Quality of materials for finished surfaces which will result in low maintenance. The proposed facility will be assessed as to its functionality as Class A office space and effective space conducive for multi-program

research and development. Type of construction and efficiency of the arrangement proposed for office space. Approach and plans for parking with effective site ingress and egress.

- Plans for mechanical and electrical systems which are energy efficient.
- Schedule for Occupancy (15 points)
  - Are all phases of the schedule for preparing the facility for occupancy included in the offer?
  - Is the proposed schedule credible and realistic?
  - Does the contractor/developer exhibit adequate evidence of his/her ability to meet the proposed schedule?
  - Is this the best possible schedule in days from execution of the lease agreement?
  - Occupancy of office space is requested by April 17, 2017 but no later than May 1, 2017.

We reserve the right to solicit from any available sources relevant information concerning your business operations and to use this information in evaluation and selection.

## **VII. Accessibility and Alterations**

- A. The leased Premises must meet at the time of occupancy, or will conform to, or will be brought into conformance with within 180 days of lease execution, the requirements of the 2012 Florida Accessibility Code for Building Construction (“FACBC”), 2010 ADA Standards, American With Disabilities Accessibility Implementation Act, Section 553.501 – 553.514, Florida Statutes. The Code of Federal Regulations, Department of Justice, Title 28, Part 35 and Part 36, and the Department of Transportation Title 49, Part 37 and the requirements of Florida Building codes have all been incorporated within FACBC.

- B. The Florida Building Codes includes and requires the following subparts, which are applicable to occupied or public use leases:

Chapter 1, Section 101.1 - all new and altered public building and facilities, private buildings and facilities, places of public accommodation and commercial facilities subject to this code shall comply with the code.

Chapter 1, Section 101.03 - this code established standards for accessibility to a place of public accommodation and commercial facilities by individuals with disabilities. This code shall also apply to state and local government (owned and leased) facilities pursuant to Section 553.503,

Florida Statutes. It is to be applied during the design and construction, and during any alteration to such building and facilities as required by the code.

- C. Lessee shall have the right to make any alterations in and to the Premises during the term of this Lease upon first having obtained written consent of Lessor. Lessor shall not unreasonably withhold the consent to any such alterations.

#### **VIII. Termination of Lease**

From the funds in Specific Appropriations approved by the Florida legislature annually, no federal or state funds shall be used to pay for space being leased by a Regional Workforce Board, CareerSource Florida, Inc., or the Florida Commerce if it has been determined by whichever entity is the lessee that there is no longer a need for the leased space. All leases, and performance and obligations under the leases, are subject to and contingent upon an annual appropriation by the Florida Legislature. In the event that such annual appropriation does not occur, or in the alternative, there is either a reduction in funding from the prior annual appropriation or the entity which is the lessee determines that the annual appropriation is insufficient to meet the requirements of the leases, then the lessee has the right to terminate the lease upon written notice by the lessee and the lessee shall have no further obligations under the contracts.



**INFORMATION ITEM 1**  
**Financial Reports**

The following item is presented as information for the Committee.

No action is required.

**Pasco Hernando WFB 16**  
**Statement of Financial Position - Unposted Transactions Included In Report**  
**As of 12/31/2023**  
**(In Whole Numbers)**

	<u>Beginning Year Balance</u>	<u>Current Year Balance</u>	<u>YTD Change</u>
<b>Assets</b>			
<b>Current Assets</b>			
Cash - Operating	140,248.00	305,500.00	165,252.00
Global Cash Card	60,000.00	0.00	(60,000.00)
Cash - Corporate Unrestricted	58,267.00	24,614.00	(33,653.00)
Cash - Money Market	52,865.00	52,868.00	3.00
Cash - Payroll	1,065.00	1,662.00	597.00
Truist Banking Solutions	756,685.00	982,559.00	225,874.00
Prepaid Expenses	69,452.00	0.00	(69,452.00)
Deposits	72,137.00	63,442.00	(8,695.00)
Accounts Receivable	0.00	5,526.00	5,526.00
Grants Receivable	1,353,197.00	388,165.00	(965,032.00)
Employee Benefit Receivables	896.00	(307.00)	(1,203.00)
Right to Use Asset	<u>990,291.00</u>	<u>990,291.00</u>	0.00
<b>Total Current Assets</b>	<b>3,555,102.00</b>	<b>2,814,320.00</b>	<b>(740,783.00)</b>
<b>Long-term Assets</b>			
Fixed Assets - Computer Equipment	286,407.00	286,407.00	0.00
Fixed Assets - Furniture & Fixtures	7,742.00	7,742.00	0.00
Fixed Assets - Office Equipment	110,214.00	110,214.00	0.00
Fixed Assets - Vehicles	317,082.00	317,082.00	0.00
Fixed Assets - Software	62,900.00	62,900.00	0.00
Accumulated Depreciation	<u>(753,431.00)</u>	<u>(753,431.00)</u>	0.00
<b>Total Long-term Assets</b>	<b>30,915.00</b>	<b>30,915.00</b>	<b>0.00</b>
<b>Total Assets</b>	<b><u>3,586,017.00</u></b>	<b><u>2,845,235.00</u></b>	<b><u>(740,782.00)</u></b>
<b>Liabilities</b>			
<b>Short-term Liabilities</b>			
Sales Tax Payable	0.00	0.00	0.00
Accounts Payable - Vendors	364,745.00	173,846.00	(190,899.00)
Accrued Expenses	100,904.00	0.00	(100,904.00)
Contracts Payable	238,200.00	10,929.00	(227,271.00)
Benefits Payable	64.00	2,741.00	2,677.00
401K Traditional	0.00	1.00	1.00
Payroll Taxes Payable	0.00	0.00	0.00
Workers Comp Liability	3,793.00	4,238.00	445.00
ST Lease Liability	293,885.00	293,885.00	0.00
Accrued Wages	68,860.00	0.00	(68,860.00)
Accrued Leave	55,817.00	(82,084.00)	(137,901.00)
Non -Current Accrued Compensated Balances	316,298.00	316,298.00	0.00
LT Lease Liability	696,406.00	696,406.00	0.00
Accrued Payroll Taxes	28,435.00	12,827.00	(15,608.00)
Accrued Pension	17,431.00	15,029.00	(2,402.00)
Deferred Grant Revenue	<u>147,032.00</u>	<u>0.00</u>	<u>(147,032.00)</u>
<b>Total Short-term Liabilities</b>	<b><u>2,331,869.00</u></b>	<b><u>1,463,598.00</u></b>	<b><u>(868,271.00)</u></b>
<b>Total Liabilities</b>	<b><u>2,331,869.00</u></b>	<b><u>1,463,598.00</u></b>	<b><u>(868,271.00)</u></b>
<b>Net Assets</b>			
	<u>1,254,148.00</u>	<u>1,381,637.00</u>	127,489.00
<b>Total Net Assets</b>	<b><u>1,254,148.00</u></b>	<b><u>1,381,637.00</u></b>	<b>127,489.00</b>
<b>Total Liabilities and Net Assets</b>	<b><u>3,586,017.00</u></b>	<b><u>2,845,235.00</u></b>	<b><u>(740,782.00)</u></b>

**Pasco Hernando WFB 16**  
**Statement of Revenues and Expenditures - Unposted Transactions included In Report**  
**From 7/1/2023 Through 12/31/2023**  
**(In Whole Numbers)**

	<u>Original</u>	<u>Current Year Actual</u>
Operating Revenue		
Grant Revenue	11,106,244.00	4,081,971.00
Pasco County BCC	700,000.00	168,000.00
Ticket to Work	100,000.00	4,437.00
Tobacco Free America	50,000.00	713.00
Interest Income	0.00	6,615.00
Other Income	<u>0.00</u>	<u>0.00</u>
Total Operating Revenue	<u>11,956,244.00</u>	<u>4,261,736.00</u>
 Total Revenue	 <u>11,956,244.00</u>	 <u>4,261,736.00</u>
 Expenditures		
Personnel Expenses	5,186,291.00	2,085,282.00
Allocation Costs	0.00	0.00
Insurance	111,025.00	17,470.00
One Stop Operator	25,000.00	9,484.00
Program Expenses	4,314,000.00	1,474,393.00
Professional Fees	352,712.00	142,824.00
Supplies	268,820.00	96,467.00
Telephone	99,941.00	41,283.00
Postage & Shipping	8,600.00	2,068.00
Occupancy	588,323.00	231,475.00
Maintenance & Repairs	72,950.00	50,847.00
Equipment Rental	39,270.00	22,338.00
Travel & Training	56,530.00	25,731.00
Dues & Subscriptions	1,100.00	5,517.00
Outreach	0.00	47,005.00
Equipment < \$5,000	12,500.00	9,552.00
Capital Expenditures	<u>0.00</u>	<u>0.00</u>
Total Expenditures	<u>11,137,061.00</u>	<u>4,261,736.00</u>
 Net Revenue Over	 <u>819,183.00</u>	 <u>0.00</u>

**Pasco Hernando WFB 16**  
Statement of Activities -  
Unposted Transactions Included  
From 7/1/2023 Through 11/30/2023  
(In Whole Numbers)

	Apprenticeship	Corporate	PCBCC	Indirect Pool	NCPEP	Other Pooled Costs	RESEA	SNAP	TAA	VETS	Wagner Peyser
Revenue											
Grant Revenue.	28,025.00	0.00		0.00	600,000.00	0.00	181,558.00	73,747.00	570.00	84,041.00	386,962.00
Other Revenue	0.00	5,150.00	174,615.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	28,025.00	5,150.00	174,615.00	0.00	600,000.00	0.00	181,558.00	73,747.00	570.00	84,041.00	386,962.00
(Deferred Rev/(Grant Receivable	(5,141.00)	52,497.00	80,605.00		271,175.00		43,238.00	8,214.00	(543.00)	25,632.00	56,670.00
Revenues Month end:	22,884	57,647	255,220	0	871,175	0	224,796	81,961	27	109,673	443,632
<b>Expenditures</b>											
Personnel	11,556.00	3,829.00	130,631.00	426,567.00	9,126.00	838,117.00	88,286.00	34,462.00	0.00	2,216.00	301.00
Program Expenses	0.00	8,036.00	16,008.00	0.00	847,101.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	102.00	1,828.00	523.00	28,670.00	6,049.00	94,014.00	449.00	98.00	0.00	271.00	472.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	9,484.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	318.00	0.00	17,152.00	0.00	0.00	0.00	0.00	0.00
Travel	14.00	253.00	1,348.00	5,322.00	17.00	5,215.00	342.00	55.00	0.00	9,463.00	0.00
Leases	0.00	0.00	0.00	3,734.00	0.00	208,589.00	0.00	0.00	0.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	952.00	0.00	37,460.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	4.00	375.00	2,417.00	6,961.00	31.00	56,824.00	(511.00)	62.00	27.00	0.00	0.00
Communications	0.00	2,763.00	0.00	2,057.00	0.00	32,363.00	0.00	0.00	0.00	2,462.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	1,010.00	0.00	49,370.00	0.00	0.00	0.00	0.00	0.00
Office Expenses	0.00	505.00	0.00	572.00	0.00	12,585.00	0.00	0.00	0.00	0.00	0.00
Outreach	0.00	37,005.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	287.00	0.00	9,265.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	4,178.00	1,384.00	47,232.00	(476,448.00)	3,300.00	0.00	32,698.00	14,133.00	0.00	62,968.00	38,501.00
Program Costs Pool	5,048.00	1,671.00	57,061.00	0.00	3,986.00	(559,189.00)	41,626.00	14,377.00	0.00	29,074.00	95,561.00
Business Services Pool	0.00	0.00	0.00	0.00	0.00	(311,664.00)	46,398.00	14,478.00	0.00	0.00	0.00
One Stop Cost Pool	1,982.00	(1.00)	0.00	0.00	1,565.00	(509,586.00)	15,509.00	4,297.00	0.00	3,219.00	308,796.00
Total Expenditures	22,884.00	57,647.00	255,220.00	0.00	871,175.00	0.00	224,796.00	81,961.00	27.00	109,673.00	443,632.00

**Pasco Hernando WFB 16**  
Statement of Activities -  
Unposted Transactions Included  
From 7/1/2023 Through 11/30/2023  
(In Whole Numbers)

	Apprenticeship	WIOA AD	WIOA DW	WIOA NEG	WIOA Other	WIOA Youth	Welfare Transition
Revenue							
Grant Revenue.	28,025.00	470,291.00	314,270.00	14,709.00	47,000.00	274,981.00	1,217,652.00
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	<u>28,025.00</u>	<u>470,291.00</u>	<u>314,270.00</u>	<u>14,709.00</u>	<u>47,000.00</u>	<u>274,981.00</u>	<u>1,217,652.00</u>
(Deferred Rev/(Grant Receivable	(5,141.00)	(7,850.00)	164,039.00	2,610.00	498.00	99,472.00	(402,953.00)
Revenues Month end:	22,884	462,441	478,309	17,319	47,498	374,453	814,699
<b>Expenditures</b>							
Personnel	11,556.00	173,862.00	77,682.00	8,208.00	24,025.00	29,178.00	227,237.00
Program Expenses	0.00	185,237.00	66,462.00	2,231.00	0.00	288,284.00	61,035.00
Professional Services	102.00	625.00	250.00	26.00	67.00	3,186.00	6,194.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	14.00	1,317.00	1,053.00	14.00	54.00	629.00	634.00
Leases	0.00	0.00	0.00	0.00	0.00	2,819.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	0.00	0.00	260.00	0.00
Software License renewals	4.00	3,469.00	18.00	288.00	51.00	90.00	20,285.00
Communications	0.00	1,024.00	0.00	0.00	0.00	614.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00	467.00	0.00
Office Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	4,178.00	52,867.00	80,893.00	2,968.00	8,687.00	15,515.00	111,124.00
Program Costs Pool	5,048.00	20,247.00	141,348.00	3,585.00	10,494.00	18,744.00	116,365.00
Business Services Pool	0.00	15,843.00	110,602.00	0.00	0.00	14,667.00	109,675.00
One Stop Cost Pool	<u>1,982.00</u>	<u>7,949.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,120.00</u>	<u>0.00</u>	<u>162,149.00</u>
Total Expenditures	<u>22,884.00</u>	<u>462,441.00</u>	<u>478,309.00</u>	<u>17,319.00</u>	<u>47,498.00</u>	<u>374,453.00</u>	<u>814,699.00</u>

### CASH BY FUNDING SOURCE

Fund Code	Fund Title	Debit Balance	Credit Balance
003	WIOA - Adult 41524	83,137.85	
004	WIOA Adult 42801		58,658.71
022	Rapid Response 42830		304.50
062	WIOA DW 41548		153,221.95
072	WIOA Youth 41378		73,446.16
073	WIOA Youth		21,002.69
083	WP NFA 41603	22,150.00	
084	NAVIGATOR NFA 41683	5,147.74	
085	Wagner Peyser #42882		75,327.30
093	WTP 42773,43242	408,752.22	
103	SNAP NFA 43164		8,197.07
110	NEG - OPIOID NFA 39432		2,601.99
152	LVER NFA 42214	0.63	
153	LVER		15,069.62
162	DVOP NFA 42345	0.88	
163	DVOP		10,563.34
170	WP - HOPE NFA # 043034		592.70
323	TAA - NFA 3 42005	543.71	
700	Corporate/Unrestricted	873,400.31	
711	NCPEP 42757, 42758	12,224.36	
802	RESEA NFA 41945		43,172.49
845	Back to Work	94,638.42	
850	Accrued Leave	261,986.22	
900	Board Governance/Admin Indirect Cost Pool	18,081.35	
901	Program Cost Pool		39,425.27
902	Business Services Cost Pool		30,134.27
903	One Stop Cost Pool	<u>118,857.28</u>	
Report Total		<u>1,900,946.16</u>	<u>533,743.25</u>
Report Difference		<u>1,367,202.91</u>	

### CASH BY GL CODE

GL Code	GL Title	Debit Balance	Credit Balance
1000	Cash - Operating	305,499.56	
1005	Cash - Corporate Unrestricted	24,614.35	
1010	Cash - Money Market	52,867.74	
1015	Cash - Payroll	1,662.08	
1020	Truist Banking Solutions	<u>982,559.18</u>	
Report Total		<u>1,367,202.91</u>	<u>0.00</u>

**INFORMATION ITEM 2**  
**Funding Information**

The following item is presented as information for the Committee.

No action is required.