

Please be reminded pursuant to Section 3 of Article XIII 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 XII Section 3 shall govern the voting requirements on such matter.

Board Meeting Agenda - AMENDED

March 7, 2024 – 3.00 p.m.

Hampton Inn

11780 State Road 54, Odessa, FL 33556

or [Join via Microsoft Teams](#)

Call to order Charles Gibbons, Chair

Public Comments

No requests from the public were received during the allotted time period published in the Public Notice on the CareerSource Pasco Hernando website.

Consent Agenda

There are no items for the Consent Agenda.

Action Items

1. Minutes from December 7, 2023, Board Meeting (Charles Gibbons) Page 2
2. Board Candidate – Gary Steele (Jerome Salatino)..... Page 8
3. RFP for Information Technology Services (Jerome Salatino) Page 17
4. ITB Leased Space in West Pasco County (Jerome Salatino) Page 18
5. Katherine M. Johnson Scholarship Fund (Jerome Salatino) Page 19
6. Training Provider (Jerome Salatino)..... Page 20
7. Extension of Operating Budget (Theresa Miner)..... Page 23
8. AmSkills Sponsorship (Jerome Salatino)..... Page 24

Information Items

1. Minutes from February 8, 2024, Executive Committee Meeting (Charles Gibbons) ... Page 25
2. Financial Reports (Theresa Miner) Page 28
3. One Stop Operator Report (Jerome Salatino)..... Page 34
4. Annual Board Training (Jerome Salatino)..... Page 41
5. Board Composition and Staggered Terms (Jerome Salatino)..... Page 62
6. Education and Industry Consortium Report (Jerome Salatino) Page 65

Board Chair Comments

CEO Comments

Adjournment

ACTION ITEM 1
Approval of Minutes

In accordance with Article X, Section 1 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 December 7, 2023, Board Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of December 7, 2023, Board Meeting Minutes, to include any modifications or changes noted by the Board.

Pasco-Hernando Workforce Board, Inc.
Board Meeting Minutes - DRAFT
December 7, 2023

Meeting Location: Springhill Suites
16615 Crosspointe Run
Land O'Lakes, FL 34638

Meeting Held Virtually via Microsoft Teams

Board Members Attending: Turner Arbour, Mark Barry, Mark Earl, Beth Galic, Charles Gibbons, Lindsey Hack, John Howell, Hope Kennedy, Nils Lenz, Lee Middleton, Tom Mudano, Stefanie Pontlitz, Lori Romano, Sophia Watson

Board Members Absent: Keven Barber, Timothy Beard, Dana Cutlip, Tate Foster, Paul Micklow, Joelle Neri, Lex Smith

Staff Attending: Brenda Gause, Jerome Salatino, Kenneth Russ, Ania Williams

Others Attending: The Hogan Law Firm - Jennifer Rey and Jarrod Prater; Moss, Krusick & Associates – Ed Moss

Quorum Present? Yes

Call to Order: The meeting was called to order at 3.00 p.m. by Chair, Charles Gibbons.

Public Comments

No public comments were received.

Consent Agenda

There were no items on the Consent Agenda.

Action Item 1 – Approval of Minutes from September 14, 2023, Board Meeting

The Board reviewed the minutes from the September 14, 2023, Board meeting. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Mark Barry to approve the September 14, 2023, Board meeting minutes.

MOTION was seconded by Stefanie Pontlitz. Motion carried 14-0.

Action Item 2 – Personnel Pay Range Adjustment

The Board reviewed a request to adjust the pay ranges for all positions, using a three-year average Cost of Living Adjustment of 4.63%. The increase will enhance employee retention and allow us to stay competitive.

MOTION was made by Sophia Watson to approve the pay range adjustment.

MOTION was seconded by Stefanie Pontlitz. Motion carried 14-0.

Action Item 3 – Organizational Chart Changes

The Board reviewed the organizational chart changes and the request to reclassify the Director of Program and Planning Development position to become a key position.

MOTION was made by John Howell to approve the position reclassification and organizational chart changes.

MOTION was seconded by Mark Barry. Motion carried 14-0.

Action Item 4 – Appointment of Permanent Designee Policy

The Board reviewed the request to approve the Appointment of Permanent Designee Policy for the Pasco Hernando Workforce Board of Directors. The policy provides guidance for identifying and appointing permanent designees to attend and vote at a meeting in the Director's absence.

MOTION was made by Mark Barry to approve and adopt the Appointment of Permanent Designee policy as written.

MOTION was seconded by Beth Galic. Motion carried 14-0.

Action Item 5 – Education and Industry Consortium Policy

The Board reviewed the request to approve the Education and Industry Consortium Policy to outline requirements and provide guidelines for all parties involved. The policy requires Pasco-Hernando Workforce Board to establish a consortium and appoint its members for the local region.

MOTION was made by Dr. Lori Romano to approve the Education and Industry Consortium policy.

MOTION was seconded by Lindsey Hack. Motion carried 14-0.

Action Item 6 – Scholarship Fund

The Board reviewed the recommendation to add the names of Mark Earl, David Lambert, Lex Smith, and Mark Barry to the annual scholarship fund. Corporate funds will be used to fund the scholarships for schools or organizations in Pasco or Hernando County.

Mark Barry submitted a conflict of interest disclosure form after the meeting.

Mark Earl submitted a conflict of interest disclosure form after the meeting.

Lex Smith was absent but submitted a conflict of interest disclosure form after the meeting.

MOTION was made by Lindsey Hack to add the names of Mark Earl, David Lambert, Lex Smith, and Mark Barry to the annual scholarship fund.

MOTION was seconded by Turner Arbour. Motion carried 14-0.

Action Item 7 – Special Projects and Scholarship Policy

The Board reviewed the request to adopt and approve the Educational Training Supportive Services Funding Policy. The policy would offer additional assistance to customers that may not meet WIOA eligibility requirements. It's been drafted to provide basic requirements and procedures for PHWB staff.

MOTION was made by Mark Barry to approve and adopt the Educational Training Supportive Services Funding policy.

MOTION was seconded by Turner Arbour. Motion carried 14-0.

Action Item 8 – Hernando County Schools

The Board reviewed a request to sponsor Hernando County School District events in the amount of \$28,000. The events offer career exploration opportunities for students in Hernando County. The request will be submitted to FloridaCommerce for related party compliance. Because Sophia Watson represents Hernando County Schools on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Sophia Watson declared a conflict and abstained from the vote.

MOTION was made by Mark Barry to approve the sponsorship request in the total amount of \$28,000.

MOTION was seconded by Beth Galic. Motion carried 13-0.

Action Item 9 – Pasco County Schools

The Board reviewed a request to sponsor Pasco County School events in the amount of \$113,850. The events offer career exploration opportunities for students in Pasco County. The request will be submitted to FloridaCommerce for related party compliance. Because Dr. Lori Romano represents Pasco County Schools on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Dr. Lori Romano declared a conflict and abstained from the vote.

MOTION was made by Lindsey Hack to approve the sponsorship request in the amount of \$113,850.

MOTION was seconded by Mark Barry. Motion carried 13-0.

Action Item 10 – Bay Area Manufacturers Association

The Board reviewed a request to fund the Bay Area Manufacturers Association for scholarships and outreach in the amount of up to \$5,000. The funding is available on a first come, first served basis but it is geared to support manufacturing organizations in our region. The request will be submitted to FloridaCommerce for related party compliance. Because Beth Galic represents Bay Area Manufacturers Association on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Beth Galic declared a conflict and abstained from the vote.

MOTION was made by Lindsey Hack to approve the scholarships and outreach request for Bay Area Manufacturers Association in the amount of up to \$5,000.

MOTION was seconded by Dr. Lori Romano. Motion carried 13-0.

Action Item 11 – North Tampa Bay Chamber

The Board reviewed a request to fund the North Tampa Bay Chamber for scholarships and outreach in the amount of up to \$5,000. The funding is available on a first come, first served basis and it's designed to support students and reduce financial barriers. The request will be submitted to FloridaCommerce for related party compliance. Because Hope Kennedy represents North Tampa Bay Chamber on the Pasco Hernando Workforce Board of Directors, a 2/3 vote was required.

Hope Kennedy declared a conflict and abstained from the vote.

MOTION was made by Lindsey Hack to approve the request up to \$5,000.

MOTION was seconded by Dr. Lori Romano. Motion carried 13-0.

Action Item 12 – Bylaws Revision

The Board reviewed the revision to the Bylaws to address staggering of board terms. Ms. Rey spoke about the requirements pertaining to the revision. The revision required a 2/3 vote of a quorum of the Board of Directors.

MOTION was made by Turner Arbour to approve the revision.

MOTION was seconded by Mark Barry. Motion carried 14-0.

Action Item 13 – Financial Policies and Procedures

The Board reviewed the changes to the Financial Policies and Procedures as revised by our legal counsel. An overview and detailed summary of the changes was provided for easy reference.

MOTION was made by Lindsey Hack to approve the financial policies and procedures as revised.

MOTION was seconded by Turner Arbour. Motion carried 14-0.

Information Item 1 – Audit Presentation

Ed Moss reviewed the results of the audit for the fiscal year ended June 30, 2023.

Information Item 2 – Minutes from October 19, 2023, Executive Committee Meeting

Charles Gibbons reviewed the Executive Committee Minutes from October 19, 2023.

Information Item 3 – Letter Grades

Jerome Salatino reviewed the letter grades for the 2022-2023 program year.

Information Item 4 – Financial Reports

Jerome Salatino reviewed the Financial Reports for the period 07/01/2023 through 10/31/2023.

Information Item 5 – Regional Planning

Jerome Salatino shared the progress of the Florida Workforce System Transformation and reviewed next steps towards identifying the regional planning areas.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2
Board Candidate – Gary Steele

With three vacant seats on the Board, and to maintain compliance with CareerSource Florida Policy Number 91, the following nomination has been received to fill a vacancy under the business sector:

Candidate: Gary Steele

Mr. Steele represents a local business that provides utility services in our region and has been nominated by the Pasco Economic Development Council and approved by the PHWB Nominating Committee on February 22, 2024. Information on Mr. Steele is included and presented for review.

To ensure a turnover balance on the board, and to establish consistent terms of office, staff recommend adding Mr. Steele to Class 2 of staggered terms. The proposed term end date for Mr. Steele is June 30, 2030.

FOR CONSIDERATION

Recommend the approval of the candidate for presentation to the Pasco Hernando Workforce Development Consortium.

APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

Please provide full and complete information. Send the completed form and attachments to Ania Williams at awilliams@careersourcepascohernando.com.

Include a biography that includes pertinent employment and educational information, as well as information about other boards on which you serve.

Last Name: Steele		First Name: Gary		M.I.: F	
Street Address: 6 Calendula CT W					
City: Homosassa			State: FL		Zip: 34446
County of Residence: Citrus			Home Phone:		
Personal Email:			Cell Phone: (813) 779-5396		
Employer or Organization that will be represented: Withlacoochee River Electric Co-op Inc.					
Job Title or Position: Manager of Member Relations				Est. Annual Revenue: \$275k	
Street Address: 14651 21st Street					
City: Dade City			State: FL		Zip: 33523
County of Business: Pasco			Work Phone:		
Work Email: gsteele@wrec.net			Other Phone:		
Assistant Name: Alysia Lorenzo			Assistant Title: secretary		
Assistant Email: alorenzo@wrec.net			Assistant Phone: (352) 567-5133		
Preferred Method of Contact: <input type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Cell Phone <input type="checkbox"/> Personal Email <input type="checkbox"/> Work Phone <input checked="" type="checkbox"/> Work Email <input type="checkbox"/> Other: _____					
Please choose the industry sector that best fits your business/organization:					
<input type="checkbox"/> Accounting/Finance <input type="checkbox"/> Agriculture <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Bio Tech <input type="checkbox"/> Communications <input type="checkbox"/> Construction <input type="checkbox"/> Education		<input type="checkbox"/> Government <input type="checkbox"/> Healthcare <input type="checkbox"/> Hospitality/Tourism <input type="checkbox"/> Insurance <input type="checkbox"/> Manufacturing <input type="checkbox"/> Social Services		<input type="checkbox"/> Real Estate <input type="checkbox"/> Retail <input checked="" type="checkbox"/> Utilities <input type="checkbox"/> Union <input type="checkbox"/> Wholesale <input type="checkbox"/> Other: _____	

DEMOGRAPHIC DETAILS

The following information is requested to assist CareerSource Pasco Hernando in complying with Board diversity and representation requirements as mandated by the Workforce Innovation and Opportunity Act, Florida Statute 445.007(1), and CareerSource Florida's Administrative Policy 091.

Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Race/Ethnicity: <input checked="" type="checkbox"/> White (not Hispanic) <input type="checkbox"/> Black/African American (not Hispanic) <input type="checkbox"/> White and Hispanic <input type="checkbox"/> Black and Hispanic <input type="checkbox"/> Other	Other: <input type="checkbox"/> Disabled Individual <input type="checkbox"/> Older Individual <input checked="" type="checkbox"/> Veteran
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Lang F. Steele 12/18/23



Gary F. Steele Jr.

Highlights of Qualifications

- Proudly served in the USMC
- Motivated to continuously improve the lives of our members.
- Proven ability to develop strong relationships throughout the community.
- Able to develop a work environment that encourages respect, built on the principles of responsibilities, expectations, and accountability.
- Capable of leading people, projects, and meeting deadlines

Nov. 2002 - Present Withlacoochee River Electric Cooperative, Inc.

Manager of Member Relations – Executive Staff

- Oversee all internal and external communications for the Cooperative
- Represent the Cooperative's governmental affairs needs
- Manage the Cooperative's Purchasing department
- Manage the Facilities Maintenance needs and planning for the Cooperative
- Provides direct support to the General Manager on key issues that affect Cooperative's business

District Manager – Crystal River District

- Oversees daily operations of the district office.
- Assumes the leadership role by administering and supporting Cooperative policies, procedures, and philosophies.
- Influences positive changes and create unique approaches to complex situations.
- Keeps a watchful eye on trends within the business and the community and communicates those trends to other District Managers and members of the management team.
- Actively participates in civic, social, and political organizations that may affect the core business of the Cooperative.
- Supports and maintains a "local link" to the member base by promoting the Cooperative advantage of accessible management by remaining available to deal with issues and concerns.
- Promotes effective relationships within the Cooperative and encourages cross-departmental collaboration and the sharing of resources and knowledge.
- Trains and develops the next generation of leadership at the Cooperative by recognizing talent and providing encouragement, knowledge from experience, and opportunities for growth.

District Customer Service Supervisor – West Hemando District

- Supervise a staff of nineteen employees and help them to develop their skills and talents and provide them with the motivation to achieve their goals.

- Maintain an atmosphere that builds employee loyalty and productivity.
- Develop a working environment of continuous change with a focus on improving operational efficiency and member satisfaction.
- Facilitate personnel training to better serve our members.
- Promote good member relations via person-to-person, telephone, and written correspondence.
- Approve credit extensions and oversee daily billing and collections processes
- Oversee all cash handling and deposits in the district.
- Ensure compliance with company policy and laws regarding consumer information privacy.

Journeyman Communications Technician – General Office

- Provide 24/7 support as needed for communications systems equipment
- Actively participate and assist in Project Development and Management of communications systems projects
- Work in collaboration with multiple departments and outside vendors to improve critical communications.
- Train personnel in the field of information technology
- Implement new strategies to improve data efficiency and security

Education and Training

- NRECA Management Internship Program (MIP) / University of Wisconsin School of Business, Completed 2/6/2014
- Masters of Management/ University of Phoenix, Graduated February 26, 2007 (GPA 3.72)
- BS in Information Technology/ Remington College, Graduated July 8, 2004 (GPA 3.61)
- AS in Electronic Engineering Technology / Tampa Technical Institute, Graduated October 10, 2002 (GPA 4.0)
- Six Sigma Green Belt Certification / Florida Atlantic University, May 2009
- Six Sigma Efficiency Control Team Yellow Belt Training / Sypris Solutions, March 2002
- Leadership Hernando / Hernando County Chamber of Commerce, 2015
- Personnel Administration School (USMC) / Camp Lejeune, NC

Community Involvement

- Crystal River Rotary – Paul Harris Fellow
- WREC Cares Board – Board Member
- Citrus County United Way Board Member
- Boy Scout Troop 443 – Assistant Scout Master
- Participates in numerous fundraising and community events

Previously

- Habitat for Humanity of Hernando County- Executive Board Member & volunteer
- Historic Monkey Island – Board Member
- LifeSouth Blood Services of Hernando County- Advisory Board Member
- Police and Kids Foundation – Volunteer

GARY STEELE

Education:

Graduate of NRECA's Management Internship Program
Masters in Management
BS in Information Technology
AS in Electronic Technology
Six Sigma Process Efficiency Green Belt
Certified Purchasing Management Certificate

Raised in Zephyrhills, FL, after high school Gary served in the United States Marine Corps where he was stationed in Jacksonville, NC and Parris Island, SC. Upon separation from the Marine Corps, Gary went to work for a government contractor, where he was trained as a NASA-certified circuit board inspector and assembler of classified military weapons systems used in the war on terror.

He began his career with Withlacoochee River Electric Cooperative in November of 2002. In his time at WREC, Gary has served as a Communications Systems Technician, as a District Customer Service Supervisor, the District Manager of the Crystal River district office (serving approx. 30,000 homes and businesses in Citrus County), and now as the Co-op's Manager of Member Relations. As the Manager of Member Relations, Gary is charge of all member relations and governmental affairs, the Purchasing department, and Facilities Maintenance for the entire Cooperative.

Gary is a proud Rotarian and currently serves as an Assistant Scout Master for local Boy Scout troop, and he is currently a board member for the Citrus County United Way and WREC-CARES. Throughout Gary's career he has volunteered to serve on several boards and service committees (such as Habitat for Humanity executive board, Historic Monkey Island board, United Way grant review committee, and the Life South Blood Service Advisory Board) and he has actively participated in Chamber of Commerce and Builder's Association events and numerous other fundraising and community involvement events and speaking engagements.

Gary and his wife (Amber-Marie) are active in their church and have been happily married since 2004 and they are blessed to have three children, ages 14, 12, and 12. All three children are very active in sports and scouting. Over the past two decades, Amber-Marie has worked as a teacher in Pasco and Hernando counties, and she is now an ESE specialist Citrus County.

Gary's hobbies include family-centered activities such as: camping, hiking, hunting, fishing, gardening, and supporting his children in their interests.



Pasco Economic Development Council
16506 Pointe Village Drive, Suite 107
Lutz, Florida 33558
(813) 926-0827
www.pascoedc.com

POLICY COUNCIL

January 23, 2024

David de la Parte, Moffitt Cancer Center
Dr. Timothy Beard, Pasco-Hernando State College
Nick Carideo, Morton Plant North Bay
Hospital/BayCare
Dr. Edward Dadez, Saint Leo University
Jonathan Fisher, AdventHealth
Kartik Goyani, Metro Development Group
Joe Marina, Withlacoochee River Electric
Cooperative
Art Phelps, Phillips & Jordan, Inc.
Danielle Ruiz, Duke Energy
Andy Taylor, TECO/Emera

BOARD OF DIRECTORS

MICHELE HINTSON – CHAIR
SHUMAKER, LOOP & KENDRICK, LLP
STACEYANN JIBBISON—VICE CHAIR
RASMUSSEN UNIVERSITY
PAUL MANUEL- SECRETARY/TREASURER
COASTAL DESIGN CONSULTANTS, INC.
MICHAEL ROSS—IMMEDIATE PAST CHAIR
ARDURRA GROUP, INC.

Sheylla Aceves, Tiger Concrete & Screed, LLC
John Allgeier, Moffitt Cancer Center
C. Powers Dorsett, Bell Fruit LLC
Alain Fernandez, Suncoast Credit Union
Lew Friedland, Adam Smith Enterprises
Mark Hale, Santander Consumer USA
Albie Kaminsky, Charter Communications
Chris LaFace, RIPA & Associates, LLC
Jeff Lampasso, Truist
Mike Lawson, Metro Development Group
Stephanie Lerret, Avalon Park West
Brandon May, Morton Plant North Bay
Hospital/BayCare
Mark Metheny, Homes By West Bay, LLC
Dewey Mitchell, Berkshire Hathaway Florida
Properties
Rick Richmond, TECO/Emera
Dr. Jim Sartain, Saint Leo University
Sally Seymour, HCA Florida Bayonet Point
Hospital J. Bradley Smith, Wells Fargo
Gene Snyder, SouthState Bank
Davor Trubajic, Regions Bank
Heidi Tuttle-Beisner, Commercial Asset Partners
Realty
Erik Wangsness, AdventHealth Wesley Chapel
Barbara Wilhite, Barbara L. Wilhite P.A.
Tom Willson, Phillips & Jordan, Inc.
Michael Wolf, Columnar Holdings

Ex Officio

Commissioner Seth Weightman
Pasco Administrator Mike Carballa, P.E.
Jerome Salatino, CareerSource Pasco Hernando

Dear Nomination Committee,

I am pleased to nominate Gary Steele for the Pasco Hernando Workforce Board. As Manager of Member Relations at Withlacoochee River Electric Cooperative (WREC), Gary's years of experience working in Pasco's communities uniquely qualify him for this role and active involvement in community initiatives showcases his commitment to our region's economic development through workforce development.

With a strong focus on enhancing skills and opportunities for local residents, WREC's support of local schools and non-profits directly contributes to building a more robust and resilient workforce in Pasco County and their involvement underscores a commitment to the community's holistic development and aligns with the Pasco Hernando Workforce Board's mission.

Contact Details for Gary Steele:

Gary Steele
Manager of Member Relations
Withlacoochee River Electric Cooperative, Inc.
14651 21st Street, Dade City, FL 33523
gsteele@wrec.net (352)567-5133 x6102

Thank you in advance for your consideration. If I can provide any additional information about Mr. Steele's background or experience, I can be reached directly at (813) 926-0827.

As always, I appreciate your partnership and support.

Sincerely,

Bill Cronin

President/CEO
Pasco Economic Development Council

PASCO COUNTY BOARD OF COUNTY COMMISSIONERS

West Pasco Government Center
8731 Citizens Drive, Suite 340
New Port Richey, FL 34654

Phone: (727) 847-8115
Fax: (727) 815-7010

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Advisory Board/Committee/Commission you are applying for:

PHWB Board Member

Are you willing to be considered for an alternate Board/Committee/Commission Yes ☒ No ☐

Are you a registered voter? (Need only answer if a requirement for the entity for which you are applying) Yes ☒ No ☐

Name **Gary Steele**

Address **6 Calendula CT W**

City **Homosassa**

State **FL**

Zip **34446**

I reside in Commission District # (can be found on back of your Voter Registration Card)

Are you a Year Round Resident? Yes ☒ No ☐

Do you reside in the unincorporated area? Yes ☐ No ☒

If no, please indicate city:

Home Phone

Work Phone

352-567-5133

Cell Phone

8137795396

Email **gsteele@wrec.net**

Employer **Withlacoochee River Electric Cooperative, Inc.**

Address **14651 21st Street, Dade City, FL 33523**

Occupation (if retired, please indicate) **Manager of Member Relations**

Please list any governmental Advisory Boards/Committees/Commissions on which you currently serve

N/A

The Board of County Commissioners strives to ensure equal access for minorities and women to serve on advisory boards/committees/commissions. Completing this information will help the County Commissioners Office compile information needed to comply with Florida State Statutes 760.80.

African American ☐

Asian American ☐

American Woman ☐

Hispanic American ☐

Native American ☐

Other

For Office Use Only

Received: _____ Entered: _____

Meets Qualifications: Yes ☐ No ☐ Forwarded to Department: _____

Acknowledgement Sent: _____ BOCC Mtg Date: _____ Action: _____

Letter Sent: _____

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Complete the following. *Please describe those facets of your background/experience which you feel may be useful for membership on this Board/Committee/Commission.*

Academic - Degrees, Diplomas

AS- Electronic Engineering Technology, BS- Information Technology, Master's in Management, Six Sigma Green Belt

Professional - Certification

Graduate of The Robert I. Kabat Management Internship Program (MIP) , Six Sigma Yellow Belt, Six Sigma Green Belt

Knowledge - Training, interest or experience

Throughout my 20+ year employment at WREC I have volunteered for many good causes in our communities and I've been on several organization boards. I believe that I can offer a broad range of experience to this board.

Community Involvement - List organizations/positions

Rotary of Crystal River (member / volunteer), Boy Scouts of America (Assistant Scout Master), United Way Citrus (Board Member), United Way Hernando (Volunteer), Habitat for Humanity Hernando (former Exec Board), Hernando Chamber (event volunteer), Historic Monkey Island (former board member), WREC CARES (board member)

Organizations - Memberships

Rotary of Crystal River (member)

IMPORTANT INFORMATION

1. Eligibility for membership on certain advisory boards/committees/commissions requires a valid voter registration card.
2. Membership on certain advisory boards/committees/commissions requires financial disclosure or the submission of other information.
3. Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it.
4. Pasco County Code of Ordinances Article V regulates Boards, Committees, Authorities, Councils, and Commissioners of the Board of County Commissioners.

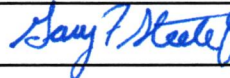
The Board of County Commissioners of Pasco County, Florida does not discriminate upon the basis of any individual's disability status. This non discrimination policy involves every aspect of the Board's functions including one's access to, participation, employment, or treatment in its programs or activities. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within two working days of your receipt of this notice, please contact Human Resources, West Pasco Government Center, 7536 State Street, New Port Richey, FL 34654; (727) 847-8030 and via 1-800-955-8771 if you are hearing impaired.

By typing my name and submitting this application, I acknowledge this constitutes my signature under the Florida Electronic Signature Act.

Electronic Signature

Type Name

Gary Steele



Date

12/5/2023

PLEASE NOTE: Application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed. **Read Important Information** section, then sign the application.

Revised 5/9/2018

Email Form

ACTION ITEM 3
RFP for Information Technology Services

Pasco Hernando Workforce Board, Inc. (PHWB) has contracted all Information Technology (IT) services, including the website, telephone system, all computer software, hardware, and all networking issues, with Complete Technology Solutions (CTS) for the past twelve years. Prior to that time, IT was provided in-house.

With the current contract ending on June 30, 2024, it is necessary to issue a new RFP for Information Technology services.

FOR CONSIDERATION

Approval to issue a Request for Proposal (RFP) for Information Technology services to include full maintenance services for the wide-area network serving the One Stop Centers. These services would include, but not limited to, securing internet access, maintaining emails, working with vendors to ensure the security of electronic systems, phone systems, software and hardware support.

ACTION ITEM 4
ITB Leased Space in West Pasco County

Pasco-Hernando Workforce Board, Inc. (PHWB) currently leases office space at 4440 Grand Blvd. New Port Richey, Florida for our One Stop location in western Pasco County. The current lease ends on May 31, 2025.

The current location is 14,513 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 said "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 14,513 square feet to somewhere between 5,000-7,500 square feet.

To remain in compliance, staff will issue an ITB and contact local realtors/property managers for bids needed to compare pricing. The lease at 4440 Grand Blvd. has no price increases for the coming year (currently \$9 per sq. ft.). Staff will also take into consideration any associated moving costs that could be upwards of \$25,000.

All bids will be expected to be in no later than close of business, Friday, January 31, 2025.

FOR CONSIDERATION

Approval to issue a new RFP and to review then negotiate terms for Board approval.

ACTION ITEM 5
Katherine M. Johnson Scholarship Fund

To commemorate Dr. Katherine Johnson and her many years of dedicated service to the Pasco-Hernando Workforce Board, the Katherine M. Johnson Annual Scholarship Fund was established in 2016. Corporate funds have been and will continue to be used to fund the scholarship.

Eligibility requirements are in place to ensure that funds are being spent as intended and required by Federal and State laws. Applicants must be a resident of Pasco or Hernando County. Preference is given for applicants who are veterans or non-traditional, returning students.

FOR CONSIDERATION

Approval to continue funding the Katherine M. Johnson Scholarship Fund in the amount of \$1,500 per year for the next five years.

ACTION ITEM 6
Training Provider

The Pasco Hernando Workforce Board (PHWB) under the Workforce Innovation Opportunity Act (WIOA) must approve training providers where WIOA funds are used. One (1) school and/or institution has applied under this action.

The school is licensed, in good standing having completed its second year in business, and the programs offered are in line with the Regional Targeted Occupation List. The training is for CDL Class A and according to the forms submitted, 101 individuals received a credential/license and 94 of those were employed after training. This is a new provider and will need to file for renewal for PY24-25. This approval will be through June 30, 2024.

FOR CONSIDERATION

Approval of Florida Truckers Institute as a new training provider for the 2023-24 program year.

Training Provider

Institution: Florida Truckers Institute
Street Address: 6611 US Highway 19, Suite 210, New Port Richey, FL 34652
Contact Person: Edward Tordesillas
Contact Email: eddie@floridatruckersinstitute.com
Contact Phone Number: 352-433-7955

		1	2	3	4	5
1	Program Title	CDL Class A				
2	SOC	533032				
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes				
4	License #	11492				
5	Tuition	5500				
6	Expiration Date	N/A				
7	Book Cost	\$0.00				
8	Lab Fee	\$0.00				
9	Physical/ Medical Cost	\$75.00				
10	Uniforms	\$0.00				
11	Certification, Lisensure or Testing Cost	\$375.00				
	Other Costs					
	Total Cost	\$5,950.00				
For July 2023 through June 2024						
	Is program eligible for Pell Grant	No				
12	Total number of persons enrolled in training program	223				
13						
	Total number of WIOA funded persons enrolled in training program. 2022/2023	0				
14	Total number of WIOA funded persons enrolled in training program. 2021/2022	0				
14 a	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	0				
15	Total number of persons completing this training program 2021-2023 (this is a two year period)	92				
16	Total number of WIOA funded persons completing this training program 2021-2023 (this is a two year period)	0				
17	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	0				
18	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	101				
19	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	0				
20	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2021-2023 (this is a two year period)	0				
21	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	94				
22	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	0				
23	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	0				
24	completing the training program 2021-2023 (this is a two year period)	0				

		1	2	3	4	5
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	160 -Hour Certificate of Completion				
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes				
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes				
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	4212, 4213, 4214				
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	<p>ADMISSIONS REQUIREMENTS</p> <ul style="list-style-type: none"> • Be eighteen (18) years of age to drive intrastate or at least twenty- one (21) years of age to drive interstate. • Be beyond the age of compulsory high School attendance. • Have a valid driver's license in your possession at the time of enrollment. • Provide a social security card and valid government issued photo identification. • Complete enrollment agreement. • Obtain an acceptable US Department of Transportation physical and acceptable US Department of Transportation verified negative drug screen in accordance with FMCSA regulations. • Able to sufficiently read and speak the English language to converse with the general public; to understand highway traffic signs and signals in the English language; to respond to official inquiries; to make entries on reports and records, as required by applicable FMCSA regulations. 				
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the	533032 - Heavy and Tractor-Trailer Truck Drivers				

ACTION ITEM 7
Extension of Operating Budget

Pasco-Hernando Workforce Board, Inc. (PHWB) has an approved budget for operations through June 30, 2024. Each year, we bring before the board a preliminary budget with anticipated funds for approval to allow us to operate beyond June 30, 2024. In prior years, the preliminary budget has not been presented to the county commissioners for approval.

With the current budget ending on June 30, 2024, it is necessary to request an extension of our current budget through August 31, 2024, which allows time to close the fiscal year June 30, 2024, and prepare a new operating budget for the coming year, based on actual carryover dollars and new allocations. Our current, approved budget reflects an anticipated carryover of \$819,182 beyond June 30, 2024, and can be used to continue operations until the new funding is received and a budget is approved.

FOR CONSIDERATION

Approval to extend our operating budget to August 31, 2024.

ACTION ITEM 8
AmSkills Sponsorship

The Pasco Hernando Workforce Board (PHWB), under the Workforce Innovation and Opportunity Act (WIOA), must approve training providers where WIOA funds are used. At the September 14, 2023, PHWB meeting, the Board approved the use of funds of up to \$250,000 for training and sponsorship related activities for AmSkills for the 2023-2024 program year. The request was submitted to FloridaCommerce for related party compliance and approved only as training.

Staff would like approval to submit an additional request to FloridaCommerce for a related party transaction with AmSkills for a maximum dollar amount set at \$10,000 for sponsorship activities.

FOR CONSIDERATION

Approval to use funds up to \$10,000 for sponsorship activities with AmSkills, Inc. for the 2023-2024 program year.

INFORMATION ITEM 1
Minutes from February 8, 2024 Executive Committee Meeting

Pursuant to Section 6 of Article VII of the Bylaws, all action by the Executive Committee shall be reported to the Board of Directors at its meeting next succeeding such action.

The following item is presented for the Board's information.

No action is required.

Executive Committee Meeting Minutes - DRAFT

February 8, 2024 – 9:00 a.m.

Committee Members**Present:** Mark Barry, Mark Earl, Charles Gibbons, Joelle Neri, Lex Smith**Absent:** None**Quorum Present:** Yes**Others Present:**PHWB Staff – Brenda Gause, Theresa Miner, Jerome Salatino, Kenneth Russ,
Jessica Weightman, Ania Williams

The Hogan Law Firm – Jarrod Prater

Proceedings:

Meeting called to order at 9:04 a.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Minutes from October 19, 2023, Executive Committee Meeting

Charles Gibbons asked the Committee members to review the minutes from the October 19, 2023, Executive Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Mark Barry to approve the minutes.

MOTION was seconded by Joelle Neri. MOTION carried 5-0.

Action Item 2 – Special Projects List

Committee members reviewed the request to modify the Special Projects List to include apprenticeship and internship opportunities, as well as to enhance flexibility in utilizing the \$250,000 of corporate funds across any area of the special projects.

MOTION was made by Lex Smith to approve the modified Special Projects List with flexibility to utilize the \$250,000 of corporate funds in any area of the special projects.

MOTION was seconded by Joelle Neri. MOTION carried 5-0.

Action Item 3 – Invitation to Bid

The Committee reviewed the Invitation to Bid for leasing of office space in Eastern Pasco County and the request to review and negotiate a new lease agreement once all bids have been received. The current lease at the Dade City location ends on July 31, 2024. An RFP has been issued to solicit bids by close of business, February 29, 2024.

MOTION was made by Mark Barry to approve the request to review and negotiate a new lease agreement once all bids have been received.

MOTION was seconded by Mark Earl. MOTION carried 5-0.

Action Item 4 – Education and Industry Consortium Policy Amendment

Committee members reviewed the Education and Industry Consortium policy amendment to include Article II, Section E regarding appointment of Chair and Vice Chair.

MOTION was made by Mark Barry to approve the policy amendment adding Section E.

MOTION was seconded by Mark Earl. MOTION carried 5-0.

Action Item 5 – Training Provider

The Committee reviewed the request to correct the SOC codes for a currently approved training provider, Center for Technology Training. The corrected codes are specifically for the Business Applications Specialist and Project Management programs.

MOTION was made by Mark Barry to approve the correction of the SOC codes for the Business Applications Specialist and Project Management programs.

MOTION was seconded by Lex Smith. MOTION carried 5-0.

Information Item 1 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period 7/01/2023 through 12/31/2023.

Information Item 2 – Funding Information

Jerome Salatino reviewed the funding information and breakdown by county.

Information Item 3 – Letter Grades

Jerome Salatino reviewed the letter grades for Quarter 1 of the 2023-2024 program year.

Information Item 4 – LMI Report

Jerome Salatino reviewed the Labor Market Information for the Pasco-Hernando region.

Information Item 5 – LWDA Designation and LWDB Composition

Jerome Salatino provided an update on the certification process status, indicating that we are still waiting for guidance from FloridaCommerce.

Information Item 6 – Grantee/Subgrantee Agreement

Jerome Salatino provided an update on the status of the Grantee/Subgrantee Agreement renewal.

With no further business to discuss, the meeting adjourned.

INFORMATION ITEM 2
Financial Reports

The following item is presented as information for the Board.

No action is required.

Pasco Hernando WFB 16
Statement of Financial Position - Unposted Transactions Included In Report
As of 1/31/2024
(In Whole Numbers)

	<u>Beginning Year Balance</u>	<u>Current Year Balance</u>	<u>YTD Change</u>
Assets			
Current Assets			
Cash - Operating	140,248.00	118,997.00	(21,252.00)
Global Cash Card	60,000.00	0.00	(60,000.00)
Cash - Corporate Unrestricted	58,267.00	24,614.00	(33,652.00)
Cash - Money Market	52,865.00	52,868.00	3.00
Cash - Payroll	1,065.00	1,306.00	241.00
Truist Banking Solutions	756,685.00	958,596.00	201,910.00
Prepaid Expenses	69,452.00	0.00	(69,452.00)
Deposits	72,137.00	63,442.00	(8,695.00)
Accounts Receivable	0.00	2,658.00	2,658.00
Grants Receivable	1,353,197.00	461,846.00	(891,351.00)
Employee Benefit Receivables	896.00	(182.00)	(1,078.00)
Right to Use Asset	<u>990,291.00</u>	<u>990,291.00</u>	0.00
Total Current Assets	3,555,102.00	2,674,436.00	(880,668.00)
Long-term Assets			
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>	<u>0.00</u>
Total Long-term Assets	<u>30,915.00</u>	<u>30,915.00</u>	<u>0.00</u>
Total Assets	<u>3,586,017.00</u>	<u>2,705,351.00</u>	<u>(1,342,516.00)</u>
Liabilities			
Short-term Liabilities			
Sales Tax Payable	0.00	0.00	0.00
Accounts Payable - Vendors	364,745.00	47,758.00	(316,986.00)
Accrued Expenses	100,904.00	0.00	(100,904.00)
Contracts Payable	238,200.00	149,478.00	(88,722.00)
Benefits Payable	64.00	(3,888.00)	(3,952.00)
401K Traditional	0.00	1.00	1.00
Payroll Taxes Payable	0.00	0.00	0.00
Workers Comp Liability	3,793.00	5,493.00	1,700.00
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>
Total Short-term Liabilities	<u>2,331,869.00</u>	<u>1,451,203.00</u>	<u>(880,666.00)</u>
Total Liabilities	<u>2,331,869.00</u>	<u>1,451,203.00</u>	<u>(880,666.00)</u>
Net Assets			
	<u>1,254,148.00</u>	<u>1,254,148.00</u>	0.00
Total Net Assets	<u>1,254,148.00</u>	<u>1,254,148.00</u>	0.00
Total Liabilities and Net Assets	<u>3,586,017.00</u>	<u>2,705,351.00</u>	<u>(880,666.00)</u>

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In Report
From 7/1/2023 Through 1/31/2024
(In Whole Numbers)

	<u>Original</u>	<u>Current Year Actual</u>
Operating Revenue		
Grant Revenue	11,106,244.00	4,550,338.00
Pasco County BCC	700,000.00	336,610.00
Ticket to Work	100,000.00	4,437.00
Tobacco Free America	50,000.00	713.00
Interest Income	0.00	7,652.00
Other Income	<u>0.00</u>	<u>56,890.00</u>
Total Operating Revenue	<u>11,956,244.00</u>	<u>4,956,640.00</u>
 Total Revenue	 <u>11,956,244.00</u>	 <u>4,956,640.00</u>
 Expenditures		
Personnel Expenses	5,186,291.00	2,463,940.00
Allocation Costs	0.00	(26.00)
Insurance	111,025.00	17,470.00
One Stop Operator	25,000.00	12,978.00
Program Expenses	4,314,000.00	1,707,526.00
Professional Fees	352,712.00	163,120.00
Supplies	268,820.00	106,112.00
Telephone	99,941.00	49,971.00
Postage & Shipping	8,600.00	2,122.00
Occupancy	588,323.00	261,520.00
Maintenance & Repairs	72,950.00	56,728.00
Equipment Rental	39,270.00	22,770.00
Travel & Training	56,530.00	26,672.00
Dues & Subscriptions	1,100.00	5,662.00
Outreach	0.00	49,773.00
Equipment < \$5,000	12,500.00	9,552.00
Capital Expenditures	<u>0.00</u>	<u>750.00</u>
Total Expenditures	<u>11,137,061.00</u>	<u>4,956,640.00</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 1/31/2024
(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	0.00	871,173.00	0.00	181,558.00	88,747.00	570.00	119,308.00	479,562.00
Other Revenue	0.00	5,150.00	175,652.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	28,025.00	5,150.00	175,652.00	0.00	871,173.00	0.00	181,558.00	88,747.00	570.00	119,308.00	479,562.00
(Deferred Rev/(Grant Receivable	(721.00)	56,890.00	168,610.00		135,077.00		94,304.00	2,060.00	(543.00)	(1,049.00)	(81,928.00)
Revenues Month end:	27,304	62,040	344,262	0	1,006,250	0	275,862	90,807	27	118,259	397,634
Expenditures											
Personnel	13,205.00	4,063.00	154,879.00	500,746.00	10,355.00	1,001,532.00	104,264.00	37,904.00	0.00	2,546.00	561.00
Program Expenses	0.00	8,036.00	20,944.00	0.00	978,760.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	102.00	1,828.00	523.00	30,100.00	6,115.00	112,599.00	786.00	98.00	0.00	271.00	132.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	12,978.00	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	5,846.00	17.00	5,464.00	342.00	55.00	0.00	9,631.00	0.00
Leases	0.00	0.00	0.00	4,258.00	0.00	233,666.00	0.00	0.00	0.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	1,063.00	0.00	42,224.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	4.00	375.00	2,417.00	7,703.00	31.00	65,650.00	(511.00)	62.00	27.00	52.00	0.00
Communications	10.00	2,763.00	51.00	2,551.00	0.00	39,848.00	8.00	0.00	0.00	2,873.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	1,124.00	0.00	55,137.00	0.00	0.00	0.00	0.00	0.00
Office Expenses	0.00	650.00	0.00	572.00	0.00	12,639.00	0.00	0.00	0.00	0.00	0.00
Outreach	0.00	39,770.00	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	10,015.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	4,864.00	1,497.00	57,050.00	(554,567.00)	3,814.00	0.00	39,438.00	15,771.00	0.00	69,593.00	35,488.00
Program Costs Pool	6,476.00	1,992.00	75,961.00	0.00	5,079.00	(673,056.00)	55,278.00	16,854.00	0.00	32,901.00	64,640.00
Business Services Pool	0.00	0.00	0.00	0.00	0.00	(364,936.00)	54,766.00	15,766.00	0.00	0.00	0.00
One Stop Cost Pool	2,628.00	814.00	31,089.00	0.00	2,079.00	(580,912.00)	21,491.00	4,297.00	0.00	391.00	296,812.00
Total Expenditures	27,304.00	62,040.00	344,262.00	0.00	1,006,250.00	0.00	275,862.00	90,807.00	27.00	118,259.00	397,634.00

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2023 Through 1/31/2024
(In Whole Numbers)

	Apprenticeship	WIOA AD	WIOA DW	WIOA NEG	WIOA Other	WIOA Youth	Welfare Transition
Revenue							
Grant Revenue.	28,025.00	505,291.00	527,770.00	19,709.00	52,000.00	403,625.00	1,036,652.00
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	<u>28,025.00</u>	<u>505,291.00</u>	<u>527,770.00</u>	<u>19,709.00</u>	<u>52,000.00</u>	<u>403,625.00</u>	<u>1,036,652.00</u>
(Deferred Rev/(Grant Receivable	(721.00)	47,735.00	46,079.00	2,149.00	4,012.00	59,855.00	(70,684.00)
Revenues Month end:	27,304	553,026	573,849	21,858	56,012	463,480	965,968
Expenditures							
Personnel	13,205.00	206,194.00	88,854.00	9,795.00	28,485.00	34,213.00	266,342.00
Program Expenses	0.00	198,337.00	79,035.00	3,312.00	0.00	350,543.00	68,560.00
Professional Services	102.00	625.00	250.00	26.00	67.00	3,186.00	6,413.00
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	2,968.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	0.00	0.00	111.00	0.00
Software License renewals	4.00	3,469.00	18.00	288.00	51.00	90.00	20,311.00
Communications	10.00	1,123.00	44.00	11.00	35.00	654.00	1.00
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	4,864.00	68,906.00	91,338.00	3,608.00	10,492.00	18,582.00	134,100.00
Program Costs Pool	6,476.00	43,127.00	170,233.00	4,804.00	13,970.00	24,741.00	156,998.00
Business Services Pool	0.00	29,929.00	118,136.00	0.00	0.00	17,169.00	129,170.00
One Stop Cost Pool	<u>2,628.00</u>	<u>0.00</u>	<u>24,887.00</u>	<u>0.00</u>	<u>2,859.00</u>	<u>10,126.00</u>	<u>183,439.00</u>
Total Expenditures	<u>27,304.00</u>	<u>553,026.00</u>	<u>573,849.00</u>	<u>21,858.00</u>	<u>56,012.00</u>	<u>463,480.00</u>	<u>965,968.00</u>

CASH BY FUNDING SOURCE

Fund Code	Fund Title	Debit Balance	Credit Balance
003	WIOA - Adult 41524	75,169.40	
004	WIOA Adult 42801		119,712.46
022	Rapid Response 42830		3,700.17
062	WIOA DW 41548		45,192.86
072	WIOA Youth 41378		48,126.08
073	WIOA Youth	2,699.34	
083	WP NFA 41603	22,150.00	
084	NAVIGATOR NFA 41683	752.08	
085	Wagner Peyser #42882	63,234.02	
093	WTP 42773,43242	82,841.85	
103	SNAP NFA 43164		2,010.73
110	NEG - OPIOID NFA 39432		1,034.94
153	LVER		1,084.35
163	DVOP	2,716.19	
170	WP - HOPE NFA # 043034		553.59
323	TAA - NFA 3 42005	543.71	
700	Corporate/Unrestricted	870,650.39	
711	NCPEP 42757, 42758		1,649.58
802	RESEA NFA 41945		94,154.25
845	Back to Work	10,652.57	
850	Accrued Leave	261,986.22	
900	Board Governance/Admin Indirect Cost Pool	27,353.39	
901	Program Cost Pool		47,021.52
902	Business Services Cost Pool		28,791.85
903	One Stop Cost Pool	<u>128,664.23</u>	
Report Total		<u>1,549,413.39</u>	<u>393,032.38</u>

Report
Difference 1,156,381.01

CASH BY GL CODE

GL Code	GL Title	Debit Balance	Credit Balance
1000	Cash - Operating	118,996.79	
1005	Cash - Corporate Unrestricted	24,614.35	
1010	Cash - Money Market	52,868.19	
1015	Cash - Payroll	1,306.12	
1020	Truist Banking Solutions	<u>958,595.56</u>	
Report Total		<u>1,156,381.01</u>	<u>0.00</u>

INFORMATION ITEM 3
One Stop Operator Report

The following item is presented as information for the Board.

No action is required.



CareerSource Pasco Hernando

One Stop Operator Summary

Program
Year 23/24

ONE STOP OPERATOR

Gulf Coast Jewish Family & Community Services (GCJFCS) has been CareerSource Pasco Hernando's (CSPH) One Stop Operator (OSO) since October 2019. Services that are provided include reports for Partner Program Performance, sharing information between CSPH and partner agencies through Quarterly Partner Meetings via Go to Meeting. The purpose of the meetings is to engage community partners to utilize CareerSource resources and to keep CareerSource staff aware of the services offered by the various community partners. The OSO also assist with tracking within the One Stop including traffic flow, tracking in-house recruitments, placements, and services as needed by CSPH.

GULF COAST JEWISH FAMILIES

Non-Custodial Parent Employment Program (NCPEP) assists unemployed or underemployed noncustodial parents in establishing a pattern of regular child support payments by obtaining and maintaining unsubsidized, competitive employment. We have had 206 enrollments since July 1 with 72 placements and over 69 Non-Custodial Parents have made on time child support payments with 27 having a wage increase. 45 non-custodial parents have retained employment 180 days or more.

SECTOR STRATEGY

CSPH continues to place a strong emphasis on our targeted sector strategies. Those sectors include Healthcare, Manufacturing, Construction, Retail, Transportation, Warehouse, Finance and Technology. Since July CSPH has had 547 sector job orders open with 602 total positions of which 547 job seekers referred and approximately 281 customers being placed in one of these sectors.

Our Business Services Team has a total of 32 new employers & conducted 1652 employer outreach YTD.

VETERANS

CareerSource Pasco Hernando is dedicated to the delivery of services to veterans. Veterans are identified at the point of entry to each center and are given priority over non-veterans with respect to all Department of Labor funded programs and services. Through September CSPH has assisted 46 Veterans in obtaining employment. Our Veteran staff visited nearly 329 of our local Employers CSPH has also held 1 job fairs for our Veterans with approximately 10 Veterans in attendance.



YOUTH

The CareerSource Pasco Hernando Youth Program is designed to serve at-risk young adults between the ages of 17-24 overcome obstacles and barriers on their way to self-sufficiency.

Since July 1, the program has served 107 participants. 43 participants have gained sustainable employment with an average wage rate of \$13.50 per hour and participants have earned 15 nationally recognized credentials that will assist them in their pursuit of employment. 36 participants have completed the program successfully and transitioned into follow-up services.

YOUTH PRE-MILITARY EMPLOYMENT

The CareerSource Pasco Hernando Youth Pre-Military enrollment program is designed to serve qualifying young adults between the ages of 17-24 overcome obstacles and barriers on their way to military enlistment. Education, supportive services, and paid work experience opportunities are personalized to fit each participant's goals for success. We have had 17 enroll in the program with 3 obtaining their HS Diploma and 3 in paid work experience.

YOUTH PHOENIX RISING

Phoenix Rising is an alternative education and construction trade program which seeks to revitalize economically challenged areas in Pasco and Hernando Counties, making a positive difference in the lives of young adults between the ages of 18-24.

Through Phoenix Rising, income-eligible participants receive hands-on and classroom training designed to develop workforce skills that lead to employment. A key feature of the program involves construction of Habitat for Humanity homes for deserving families in Pasco and Hernando County. Additionally, participants may earn their high school diploma, as well as industry-recognized certifications while receiving weekly participation payments.

A key feature of the program involves construction of Habitat for Humanity homes for deserving families in Pasco and Hernando County. Additionally, 0 participants have earned their high school diploma, as well as industry-recognized certifications while receiving weekly participation payments. Since July 1, 0 participants have completed employability and soft skills training and 0 participants have completed construction related training. Phoenix Rising staff have enrolled 9 youth to rehab Moore Mickens school grounds starting January 2024.

PROJECT RESTART | HERNANDO COUNTY DETENTION CENTER

The Hernando County Sheriff's Office and CareerSource Pasco/Hernando started the Project Restart program that aims to curb recidivism for prisoners who are released from jail in April 2017 under grant funding. Since then, due to the success of the program, our continued partnership has grown to continue to assist inmates being released.

Project Restart focuses on teaching inmates: maturity skills, marketable training, and supportive services. These include résumé writing, interview techniques, business etiquette, and workplace communication. This knowledge is designed to enhance the individual's value in the workforce and remove much of the stigma associated with incarceration.

Since the start of the program, participants have received instruction toward certification in CPT (Certified Production Technician), basic keyboarding, Microsoft Office, QuickBooks, and other skills. In addition, the program has assisted with trying to eliminate barriers the inmates may have prior to being released. We try to make sure they have business attire so inmates, who may not own their own slacks, button-up shirts, or ties, can feel professional walking into an interview. In addition, the program offers several post-release support services, including help with housing, medication, transportation, and other services to ensure a seamless transition.

Recently, we have also been able to collaborate with DMV to have the FLOW bus assist with making ID's for inmates upon release as well to help find employment. Also, HCSO has also started offering GED services in conjunction with other programs offered to allow better employability opportunities upon release.

While inmates are preparing to be released, CareerSource leaders communicate with local employers to set up interviews to help facilitate the move from jail to a job. With a goal of 25 we currently have 20 enrolled From July 2023-June 2024. 13 have been released, 7 are employed. Avg wage rate \$14.95

PENNIES FOR PASCO | WORKFORCE REENTRY PROGRAM

The Workforce Re-Entry Program is a program targeted to reach underemployed individuals living in Pasco County, FL with significant barriers, including ex-offenders, people struggling with substance abuse, the homeless, and veterans. The goal of this Workforce Re-entry program is to provide participants with the opportunity to earn and gain the necessary, transferrable skills, and On the Job Training to become employed, self-sufficient, and nourish our local workforce. All the individuals served have either overcome one or multiple barriers as listed below or fall into one of the following categories: The under-served/ under-employed, Veterans, Individuals with disabilities, Ex-offenders, Individuals overcoming substance use syndrome; and Homelessness. With a goal of 100, we have placed a total of 57 Pasco County residents into sustainable employment. Of those individuals, 1 were On the Job Training (OJT) participants. To date, 28 have retained their employment. The average wage rate is \$21.07 per hour and the highest earning wage was \$67.30 per hour.

OPIOID RECOVERY PROGRAM

The Opioid Recovery Program, funded by USDOL, provides intensive services to individuals who are currently in recovery. CSPH works with the individual to develop short and long-term employment goals that coincide with treatment plans. Staff utilize career services in addition to On-the-Job Training (OJT) and/or Occupational Skills Training (OST) to achieve permanent employment, including domestic partners and family members. Supportive services are provided to individuals who need assistance to fulfill training and employment requirements such as transportation, uniforms, tools, etc. Individuals often face multiple barriers to employment; homelessness, criminal background, lack of transportation, limited work history, gaps in employment, receiving government assistance, single parents, no HSD/GED, etc. The Opioid Recovery Program works to remove such barriers. Since July 1, we have enrolled 1 and are actively working with 2 more with a total of 0 participants being placed in employment.

SUMMER TRADES

The Summer Trades program had 62 enrollments last year. Students spent week one on PHSC Campus' where 58 students earned their OSHA certification while also working with CareerSource staff to enroll in Employ FL and work on Soft Skills training. During week two, students had a chance to visit three different employers, where they were able to gain hands on experience while learning about Union Trades. They visited the Electrical Union, Pipefitters Union and the Iron Workers Union. During week three students spent four days at the Learning Alliance. They got to learn about careers and training in Fiber Optics, Digital Installation, and Wind Turbines. They got to learn about knots, safety harnesses, basic tool safety and usage and many other relative skills. The students were served lunch daily at each location and were left with thorough details about each industry.

During week four, students completed soft skills training, attended a demonstration by Amskills apprenticeship, had a visit from Spherion staffing to learn about local available jobs and services and had a chance to tour the PHSC campus in which they were attending their program. All students completed the program with their OSHA certification and valuable knowledge about current apprenticeships, jobs and training options that are available to them. They have a resume as well as valuable references and skills that they can now utilize as they enter the workforce.



YTD Summary: Program Year 2023/2024



1020

Businesses Served

Total Services Provided: 23223
Date Range: 7/1/23 – 1/31/24

2,316 New Job Postings

Date Range: 7/1/23 – 1/31/24

Targeted Sectors:

Job Orders Open - 547

Positions Available - 602 & Total referred - 547

\$37,411.94

CT & OJT

4 Customer Trained Date
Range: 7/1/23 -1/31/24



12,740 Job Seekers Served

Total Services Provided: 45,271
Date Range: 7/1/23 – 1/31/24

995 Job Seekers Entered Employment

Date Range: 7/1/23 – 12/31/23

46 Veterans found employment

Date Range: 7/1/23 – 1/31/24

\$16.24 Average Placement Wage

Date Range: 7/1/23 – 12/31/23



12,341 Customers Served in Resource Rooms

Date Range: 7/1/23 – 1/31/24

23,999 Calls , Live Chats, Virtual Services

Made by ESC, RR, and RESEA

Staff Date Range: 7/1/23– 1/31/24

1118

RESEA Customer Served

Date Range: 7/1/23 – 1/31/24



407 Cash Assistance New Cases Enrolled

Date Range: 7/1/23 – 1/31/24

110 Cash Assistance Existing Cases

Date Range: 7/1/23 – 1/31/24

1601 SNAP Applicants Referred

Average Open Cases 50

Date Range: 7/1/23 – 1/31/24



43 WIOA Youth Program found Employment or Enrolled in Post-Secondary Education

Date Range: 7/1/23– 1/31/24

15 WIOA Youth Earned a Credential

Date Range: 7/1/23 – 12/31/23

Targeted Sectors:

Enrolled - 22 Employed - 18

18

WIOA Youth Completed Internship Opportunities

Date Range: 7/1/23 – 12/31/23



60 WIOA AD/DW Enrollments

Anticipated ITA of \$95,403.05
Date Range: 7/1/23 – 1/31/24

89 WIOA AD/DW Gained Employment

69 Placements in Sector

Strategy Fields

Date Range: 7/1/23 – 1/31/24

Targeted Sectors: Construction, Finance,
Healthcare, IT, Manufacturing, Retail Trade,
Transportation & Warehousing

Training - 60

Employed - 69

Outreach To employers - 1652

INFORMATION ITEM 4
Annual Board Training

The following item is presented as information for the Board.

No action is required.



BOARD TRAINING

FEBRUARY 2024



Welcome

- Directors appointed to the Local Workforce Development Board (LWDB) are required to participate in orientation and annual training:
 - To ensure they understand the purpose of their participation on the LWDB,
 - To provide them with information that empowers them to effectively serve on the Board.
- Directors are required to participate in refresher training each year.

Agenda

- **Goals and Strategies**
- **LWDB Purpose**
- **Roles and Responsibilities**
 - CLEO
 - Fiscal Agent
 - LWDB
 - LWDB Chairperson
 - LWDB Directors
 - LWDB CEO and Staff
- **Performance Requirements**
 - Performance Indicators
 - Letter Grades
- **Conflict of Interest**
- **Sunshine Law**

Workforce Development System Goals and Strategies

- Economic Recovery and Growth
- Apprenticeship Expansion
- Performance and Accountability
- Substance and Re-Entry Navigators
- Strengthening Talent Pipeline Strategies for Rural Communities

Purpose of the LWDB

- Local Workforce Development Boards (LWDB):
 - 21 local workforce development boards across Florida;
 - Part of the [CareerSource Florida](#) network;
 - Appointed by the CLEO [WIOA sec. 107\(b\)](#);
 - Certified by the Governor every two years [WIOA sec. 107\(c\)\(2\)](#);
 - Directed by business and other community leaders;
 - Convene local talent, supply stakeholders, develop data-driven strategies, leverage resources and deliver valuable services to meet workforce needs;
 - Provides strategic and operational oversight;
 - Assists in achievement of the state's vision and goals;
 - Maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided;
 - A full list of LWDB functions can be found in: [WIOA sec. 107\(d\)](#) and [20 CFR 679.370](#).



Roles and Responsibilities - Chief Local Elected Official (CLEO)

- Pasco Hernando Workforce Development Consortium
 - Identification of LWDA
 - Designation and responsibilities of the CLEO
 - Establishment, appointment, and operation of the LWDB
 - Designation and responsibilities of the fiscal agent
 - Liability
 - Performance accountability

Roles and Responsibilities - Chief Local Elected Official (CLEO)

- CLEO responsibilities include, but are not limited to:
 - Requesting local area designation and LWDB certification;
 - Appointing Directors to the LWDB;
 - In coordination with the local board, establishing bylaws;
 - Serve as grant recipient;
 - Remaining liable for any misuse of WIOA grant funds by the local area;
 - In coordination with the local board and/or staff to the board, negotiating and reaching agreement on LWDB local performance measures with the state;
 - Negotiating with the LWDB and required partners to maintain the workforce delivery system through the Memorandum of Understanding;
 - Partnering with the LWDB and planning region, if appropriate, to develop and submit the WIOA local plan and regional plan.



Roles and Responsibilities - Fiscal Agent

- Entity designated by the CLEO to perform accounting and funds management on behalf of the CLEO.
- The duties of the fiscal agent may include but are not limited to:
 - Receiving funds;
 - Ensuring sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget (OMB) circulars, WIOA, corresponding federal regulations, state law, and state policies;
 - Responding to audit financial findings;
 - Maintaining proper accounting records and documentation;
 - Preparing financial reports; and,
 - Providing technical assistance to sub-recipients regarding fiscal issues.

Roles and Responsibilities - LWDB

- LWDB responsibilities include, but are not limited to:
 - Developing and submitting local and, if applicable, regional plans;
 - Conducting workforce research and regional labor market analysis;
 - Convening local workforce development system stakeholders to assist in the development of the local plan and identify expertise and resources to leverage support for workforce development activities;
 - Leading efforts to engage a diverse range of employers and other entities in the region;
 - Leading efforts to develop and implement career pathways;
 - Leading efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers;

Roles and Responsibilities - LWDB

- Conducting oversight of the WIOA adult, dislocated worker, and youth programs and the entire workforce delivery system, ensure the appropriate use and management of WIOA funds, and ensure the appropriate use, management, and investment of funds to maximize performance outcomes;
- Negotiating and reaching agreement on local performance measures with the CLEO and the state;
- In partnership with the CLEO, establishing bylaws and codes of conduct for LWDB Directors, LWDB executive director and staff to the LWDB; and;
- Establishing additional monitoring and reporting requirements if one entity fulfills multiple functions to ensure the entity is compliant with WIOA, final rules and regulations, OMB circulars, and the state's conflict of interest policy.

Roles and Responsibilities - LWDB Chairperson

- Elected by the Directors of the LWDB
- Must fall under the business category
- Shall serve a term of no more than two years
- Shall serve no more than two terms
- Appoints all committee Chairs and ad hoc committees
- Appoints members to the Education and Industry Consortium

Roles and Responsibilities – LWDB Directors

- Directors play a critical role in ensuring the success of workforce development in their local area by:
 - Governing body of the organization;
 - Establishing general policies and objectives;
 - Approving annual budgets;
 - Reviewing the annual independent audit and Form 990;
 - Reviewing the performance of the Chief Executive Officer;
 - Approve Related Party Agreements.

Roles and Responsibilities - LWDB CEO and Staff

- Carry out the functions of the LWDB by:
 - Coordinating with the CLEOs regarding Director nominations;
 - Organizing board meetings;
 - Developing and submitting the local and regional workforce plan;
 - Conducting oversight of the one-stop delivery system, including development of policies and monitoring the administration of the programs;
 - Negotiating agreements and performance measures;
 - Providing oversight of the procurement process;
 - Developing a budget for activities of the LWDBs;
 - Certifying the one-stop career centers.

WIOA Performance

- WIOA establishes performance indicators and reporting requirements to assess the state and local area's effectiveness in serving individuals participating in the workforce development system.
- Indicators displayed consist of:
 - 5 Adult Indicators
 - 5 Dislocated Worker Indicators
 - 5 Youth Indicators
 - 3 Wagner-Peyser Indicators

WIOA Performance Goals

LWDB 16 CareerSource Pasco Hernando WIOA Performance Measures	PY2022 Negotiated Performance Levels	PY2023 Negotiated Performance Levels
Adults:		
Employed 2nd Qtr. After Exit	92.5%	92.5%
Employed 4th Qtr. After Exit	89.0%	89.0%
Median Wage 2nd Quarter After Exit	\$9,600	\$9,600
Credential Attainment Rate	85.4%	85.4%
Measurable Skill Gains	63.2%	63.2%
Dislocated Workers:		
Employed 2nd Qtr. After Exit	86.0%	86.0%
Employed 4th Qtr. After Exit	83.1%	83.1%
Median Wage 2nd Quarter After Exit	\$9,099	\$9,099
Credential Attainment Rate	92.9%	92.9%
Measurable Skill Gains	56.0%	56.0%
Youth:		
Employed 2nd Qtr. After Exit	78.0%	78.0%
Employed 4th Qtr. After Exit	73.0%	73.0%
Median Wage 2nd Quarter After Exit	\$3,457	\$3,457
Credential Attainment Rate	91.9%	91.9%
Measurable Skill Gains	80.3%	80.3%
Wagner-Peyser:		
Employed 2nd Qtr. After Exit	58.5%	58.5%
Employed 4th Qtr. After Exit	58.5%	58.5%
Median Wage 2nd Quarter After Exit	\$5,889	\$5,889



Letter Grades

CareerSource Pasco Hernando

LWDA 16

B+

Data as of: 9/30/2023

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate (%)	Target (%)	Target Met 1 (%)	Weighted Performance 2 (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	1,671	3,833	43.60	-	50.00	87.20	21.80
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	1,620	3,292	49.21	-	50.00	98.42	24.61
3. Employment and Training Outcomes	Employment and Training Services	0.20	16	18	88.89	-	100.00	88.89	17.78
4. Participants in Work-Related Training	Training Services	0.10	808	6,900	11.71	-	25.00	46.84	4.68
5. Continued Repeat Business	Business Services	0.05	1,219	3,744	32.56	-	35.00	93.03	4.65
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	1.32	100.00	80.00	4.00
PY 2021-2022 Business Penetration		-	1,745	16,517	10.56	-	-	-	-
PY 2022-2023 Business Penetration		-	1,987	16,731	11.88	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	5.02	3.15	100.00	-	100.00	100.00	10.00
Exiters: Local Board (N) / Statewide (D)		-	4,157	82,880	5.02	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$4,363,198	\$138,314,587	3.15	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	3,037	6,974	43.55	-	-	-	0.00
								FINAL SCORE	87.52

Letter Grades

Local Workforce Development Board Letter Grades

PY 2023-2024 Baseline Letter Grades

The baseline letter grades for program year 2023-2024 represent performance by local workforce development boards, from July 1, 2023, through September 30, 2023. Visit the Letter Grades website to learn more about the metrics and methodology for letter grades.

Local Workforce Development Board	Annual Score	Letter Grade	Funding Amount	Local-to-State Funding Ratio	Number of Placements	Local-to-State Placement Ratio	Placement-to-Funding Ratio	Efficiency Ratio
01 - CareerSource Escarosa	86.97	B	\$3,151,196	2.28%	611	1.52%	\$5,157.44	66.58%
02 - CareerSource Okaloosa Walton	89.06	B+	\$1,474,448	1.07%	383	0.95%	\$3,849.73	89.19%
03 - CareerSource Chipola	95.88	A	\$758,568	0.55%	272	0.68%	\$2,788.85	123.12%
04 - CareerSource Gulf Coast	87.58	B+	\$1,470,280	1.06%	845	2.10%	\$1,739.98	197.34%
05 - CareerSource Capital Region	85.97	B	\$3,528,429	2.55%	1,372	3.41%	\$2,571.74	133.51%
06 - CareerSource North Florida	85.37	B	\$1,027,097	0.74%	469	1.16%	\$2,189.97	156.79%
07 - CareerSource Florida Crown	82.40	B-	\$907,870	0.66%	179	0.44%	\$5,071.90	67.70%
08 - CareerSource Northeast Florida	97.29	A+	\$10,453,726	7.56%	2,077	5.16%	\$5,033.09	68.22%
09 - CareerSource North Central Florida	77.66	C+	\$2,454,979	1.77%	307	0.76%	\$7,996.67	42.94%
10 - CareerSource Citrus Levy Marion	88.40	B+	\$3,883,581	2.81%	433	1.07%	\$8,969.01	38.28%
11 - CareerSource Flagler Volusia	94.93	A	\$3,869,721	2.80%	852	2.12%	\$4,541.93	75.60%
12 - CareerSource Central Florida	95.74	A	\$19,146,795	13.84%	6,277	15.58%	\$3,050.31	112.57%
13 - CareerSource Brevard	86.60	B	\$3,501,609	2.53%	3,061	7.60%	\$1,143.94	300.16%
14 - CareerSource Pinellas	90.50	A-	\$5,368,381	3.88%	1,714	4.26%	\$3,132.08	109.63%
15 - CareerSource Tampa Bay	92.68	A-	\$9,987,525	7.22%	4,130	10.25%	\$2,418.29	141.99%
16 - CareerSource Pasco Hernando	87.52	B+	\$4,363,198	3.15%	1,671	4.15%	\$2,611.13	131.50%
17 - CareerSource Polk	87.42	B+	\$5,709,513	4.13%	1,943	4.82%	\$2,938.50	116.85%
18 - CareerSource Suncoast	86.89	B	\$3,577,685	2.59%	975	2.42%	\$3,669.42	93.57%
19 - CareerSource Heartland	94.72	A	\$1,621,438	1.17%	956	2.37%	\$1,696.06	202.45%
20 - CareerSource Research Coast	87.83	B+	\$4,197,058	3.03%	1,052	2.61%	\$3,989.60	86.07%
21 - CareerSource Palm Beach County	89.66	B+	\$9,041,872	6.54%	4,133	10.26%	\$2,187.73	156.95%
22 - CareerSource Broward	98.07	A+	\$11,644,649	8.42%	1,439	3.57%	\$8,092.18	42.43%
23 - CareerSource South Florida	98.27	A+	\$19,272,986	13.93%	3,620	8.99%	\$5,324.03	64.49%
24 - CareerSource Southwest Florida	95.25	A	\$7,901,983	5.71%	1,511	3.75%	\$5,229.64	65.66%
Total:			\$138,314,587	100.00%	40,282	100.00%		

Letter Grades Scale:

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

D: 60 to < 70
F: < 60

Sunshine Law

- [Chapter 286](#), Florida Statutes, enacted in 1967
- Establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities
- Three basic requirements regarding public board meetings:
 - Must be properly noticed, open to the public, and minutes must be taken
- Includes discussions and deliberations as well as formal action taken by a public board
- Applies to any gathering, whether formal or casual, of two or more members of the same board to discuss some matter on which foreseeable action will be taken by the public board
- Link to current Sunshine manual:
[http://myfloridalegal.com/webfiles.nsf/WF/MNOS-B9QQ79/\\$file/SunshineManual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-B9QQ79/$file/SunshineManual.pdf)

Conflict of Interest Policy

- Abstentions due to conflict of interest:
 - Must be recorded
 - Include the name of the abstaining member
 - List the reason for abstention
- The LWDB is subject to open government and confidentiality requirements in [Chapters 119](#) and [286](#), Florida Statutes (F.S).
- Strategic Policy 2012.05.24.A.2 - State and Local Workforce Development Board Contracting Conflict of Interest Policy provides guidelines for approving contracts in which a conflict of interest may exist.
- Related Party Agreements – 15-day filing requirement.

THANK YOU

For more information, please visit our website at:

www.careersourcepascohernando.com



INFORMATION ITEM 5
Board Composition and Staggered Terms

The following item is presented as information for the Board.

No action is required.

Board Composition

WORKFORCE		10			NOTES
A. Labor/Apprenticeships (Must be 20% or greater)		5	25%	County	
1	Representative of labor organization	Tate Foster	Required	H	
2	Representative of labor organization	Lee Middleton	Required	P	
3	Representative of joint labor-management organization	Keven Barber	Required	P	
4	Representative of community-based organization	Mark Barry	Optional	H	
5	Organization that serves veterans		Optional		
6	Organizations supporting individuals with disabilities	Stefanie Pontlitz	Optional	P	
7	Organization assisting youth		Optional		
8	Union affiliated registered apprenticeship program		Optional		
9	Non-union affiliated registered apprenticeship program		Optional		
B. Education		3			
1	Representative of adult education and literacy activities	Sophia Watson	Required	H	
2	Representative of adult education and literacy activities	Lori Romano	Optional	P	
3	Representative of higher education	VACANT	Required		Vacant as of 01/31/24 - Previously Timothy Beard
4	Representative of private education	Tom Mudano	Required	P	
5	Representative of local educational agencies or CBO		Optional		
C. Governmental/Economic/Community Development		2			
1	Representative of economic and community development	Turner Arbour	Required	P	
2	Representative of Vocational Rehabilitation	John Howell	Required	P	
3	Representative of transportation, housing, and public assist		Optional		
4	Representative of philanthropic organizations		Optional		
D. Other Entity Representation		0			
1	Other representatives as determined by CLEO		Optional		
BUSINESS					
E. Business (Must be 51% or greater)		10	50%		
1	Representative of small business	Joelle Neri	Required	P	
2	Representative of small business	Dana Cutlip	Required	H	
3	Representative of other business	Mark Earl	Optional	H	
4	Representative of other business	Lex Smith	Optional	H	
5	Representative of other business	Paul Micklow	Optional	P	
6	Representative of other business	Lindsey Hack	Optional	H	
7	Representative of other business	VACANT	Optional		Vacant as of 09/01/23 - Previously Christina Gray
8	Representative of other business	Nils Lenz	Optional	P	
9	Representative of other business	Charles Gibbons	Optional	P	
10	Representative of other business	Hope Kennedy	Optional	P	
11	Representative of other business	Beth Galic	Optional	P	
12	Representative of other business	VACANT	Optional		Added 09/05/23
Representation Count:		20		35%	Hernando
Current Board Member Count:		20		65%	Pasco

BOARD OF DIRECTORS - STAGGERED TERMS

ITEM	POSITION	DIRECTOR	CLASS 1		CLASS 2		CLASS 3	
#	#	NAME	START DATE	END DATE	START DATE	END DATE	START DATE	END DATE
1	A4	Mark Barry	07/01/21	06/30/29				
2	E3	Mark Earl	07/01/21	06/30/29				
3	E4	Lex Smith	07/01/21	06/30/29				
4	E8	Nils Lenz	07/01/21	06/30/29				
5	E2	Dana Cutlip	07/01/21	06/30/29				
6	E1	Joelle Neri	07/01/21	06/30/29				
7	C2	John Howell	07/01/21	06/30/29				
8	B3	VACANT	07/01/21	06/30/29				
9	A3	Keven Barber	07/01/21	06/30/29				
10	E10	Hope Kennedy	07/01/21	06/30/29				
11	C1	Turner Arbour	07/01/21	06/30/29				
12	E9	Charles Gibbons	07/01/21	06/30/29				
13	B1	Sophia Watson			04/12/22	04/11/30		
14	A1	Tate Foster			05/24/22	05/23/30		
15	A2	Lee Middleton			06/07/22	06/06/30		
16	E7	VACANT				06/30/30		
17	E12	VACANT				06/30/30		
18	B2	Lori Romano					02/07/23	02/06/31
19	E6	Lindsey Hack					05/09/23	05/08/31
20	E5	Paul Micklow					05/23/23	05/22/31
21	B4	Tom Mudano					08/08/23	06/30/31
22	E11	Beth Galic					09/05/23	06/30/31
23	A6	Stefanie Pontlitz					09/05/23	06/30/31

Terms of office should run consistent with the fiscal year. All subsequent appointments in Class 2 and Class 3 will have an end date of June 30.

Board Composition Categories:

A - Labor/Apprenticeships

B - Education

C - Governmental/Economic/Community Development

D - Other Entity Representation

E - Business

INFORMATION ITEM 6
Education and Industry Consortium Report

The following item is presented as information for the Board.

No action is required.

PASCO-HERNANDO WORKFORCE BOARD, INC.
Education and Industry Consortium Quarterly Report

A. GENERAL INFORMATION

Report quarter: 01/01/2024 - 03/31/2024

Date of meeting: 02/29/2024

Report prepared by: Ania Williams

Local workforce development board contact: Ania Williams Date: 03/05/2024

B. ATTENDANCE

Name	Organization	Industry or Education Organization	Contact Information
Alway, Sarah	Pasco Economic Development Council	Industry	salway@pascoedc.com
Anzalone, Alessandro	AmSkills, Inc	Industry	alex@amskills.com
Dent, Radiah	Wilson Simpson Technical College	Education	dent_r@hcsb.k12.fl.us
Gayle, Carolyn	Pall Aeropower Corporation	Industry	carolyn_gayle@pall.com
Shook, Tonia	Fred K. Marchman Technical College	Education	tshook@pasco.k12.fl.us
Swanson, Maria	Keiser University	Education	mswanson@keiseruniversity.edu

B. SUMMARY REPORT

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

See attached draft minutes and LMI report.

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

See attached draft minutes and LMI report.

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

See attached draft minutes and LMI report.

**Education and Industry Consortium
Consortium Meeting Minutes - DRAFT
February 29, 2024**

Meeting Location: AmSkills, Inc.
4606 Darlington Road
Holiday, FL 34690

Meeting Held Virtually via Microsoft Teams

Consortium Members Attending: Sarah Alway, Alessandro Anzalone, Radiah Dent, Carolyn Gayle, Tonia Shook, Maria Swanson

Consortium Members Absent: Christina Davenport, Jacqueline Eden

Staff Attending: Kelly Castro, Brenda Gause, Theresa Miner, Jerome Salatino, Kenneth Russ, Jessica Weightman, Ania Williams

Others Attending: None

Quorum Present? Yes

Call to Order: The meeting was called to order at 2.00 p.m. by CEO, Jerome Salatino.

Public Comments

No public comments were received.

Introductions

Purpose/Goals – Education and Industry Consortium Strategic Policy

Jerome Salatino reviewed the Education and Industry Consortium Strategic Policy to outline requirements and provide guidelines for the consortium members.

Action Item 1 – Elect Chair and Vice Chair

The Consortium members nominated Alex Anzalone to serve as Chair of the Consortium and Tonia Shook to serve as Vice Chair of the Consortium, through December 31, 2025, effective immediately. The Chair and Vice Chair shall be appointed by the Consortium's members and shall serve a two (2) year term.

By consensus of the Consortium, the action item has been approved to appoint Alex Anzalone as Chair of the Consortium and Tonia Shook as Vice Chair, effective immediately.

MOTION carried 6-0.

Action Item 2 – Meeting Schedule

The Consortium members reviewed the request to schedule the next quarterly meeting of the Consortium in April 2024. The meeting should align with the schedule and operations of the Pasco-Hernando Workforce Board in order to comply with quarterly report requirements.

By consensus of the Consortium, the action item has been approved to schedule the meeting in April 2024.

MOTION carried 6-0.

Discussion Item 1 – LMI Report

The Consortium members reviewed the LMI report for Pasco and Hernando counties.

Discussion Item 2 – Partners Update

Consortium members shared information regarding each partner's workforce needs, challenges, and ongoing projects.

With no further business to discuss, the meeting adjourned.



Economic Overview and Industry Spotlight

Pasco Hernando County



Demographic Profile.....	3
Employment Trends	5
Unemployment Rate	5
Wage Trends.....	6
Cost of Living Index.....	7
Industry Snapshot.....	8
Occupation Snapshot	12
Industry Clusters.....	16
Education Levels.....	17
Gross Domestic Product	18
Spotlight Summary	20
Industry Snapshot.....	21
Staffing Pattern	22
Geographic Distribution	23
Drivers of Employment Growth	24
Employment Distribution by Type.....	25
Establishments	26
GDP & Productivity.....	27
Postsecondary Programs Linked to Total - All Industries.....	28
FAQ.....	29

Demographic Profile

The population in the Pasco Hernando County was 743,726 per American Community Survey data for 2017-2021.

The region has a civilian labor force of 329,210 with a participation rate of 53.8%. Of individuals 25 to 64 in the Pasco Hernando County, 26.1% have a bachelor's degree or higher which compares with 35.1% in the nation.

The median household income in the Pasco Hernando County is \$56,820 and the median house value is \$187,631.

Summary¹

	Percent			Value		
	Pasco Hernando County	Florida	USA	Pasco Hernando County	Florida	USA
Demographics						
Population (ACS)	—	—	—	743,726	21,339,762	329,725,481
Male	48.8%	49.2%	49.5%	362,681	10,489,548	163,206,615
Female	51.2%	50.8%	50.5%	381,045	10,850,214	166,518,866
Median Age ²	—	—	—	45.2	42.3	38.4
Under 18 Years	20.0%	20.0%	22.5%	148,828	4,261,313	74,234,075
18 to 24 Years	6.9%	8.1%	9.2%	51,183	1,729,159	30,339,089
25 to 34 Years	11.0%	12.9%	13.8%	81,628	2,742,442	45,360,942
35 to 44 Years	11.9%	12.3%	12.9%	88,801	2,626,930	42,441,883
45 to 54 Years	13.0%	12.8%	12.6%	96,370	2,735,230	41,631,458
55 to 64 Years	13.9%	13.6%	13.0%	103,339	2,897,723	42,829,413
65 to 74 Years	13.0%	11.4%	9.6%	96,495	2,442,673	31,590,619
75 Years and Over	10.4%	8.9%	6.5%	77,082	1,904,292	21,298,002
Race: White	81.8%	67.7%	68.2%	608,499	14,449,017	224,789,109
Race: Black or African American	5.7%	15.7%	12.6%	42,268	3,358,469	41,393,012
Race: American Indian and Alaska Native	0.3%	0.3%	0.8%	2,303	54,466	2,722,661
Race: Asian	2.3%	2.8%	5.7%	17,389	596,862	18,782,924
Race: Native Hawaiian and Other Pacific Islander	0.1%	0.1%	0.2%	381	13,065	615,557
Race: Some Other Race	2.7%	4.1%	5.6%	20,124	866,158	18,382,796
Race: Two or More Races	7.1%	9.4%	7.0%	52,762	2,001,725	23,039,422
Hispanic or Latino (of any race)	16.2%	26.2%	18.4%	120,719	5,593,090	60,806,969
Population Growth						
Population (Pop Estimates) ⁴	—	—	—	815,690	22,244,823	333,287,557
Population Annual Average Growth ⁴	2.4%	1.4%	0.6%	17,316	294,281	1,940,990
People per Square Mile	—	—	—	668.8	414.6	94.3
Economic						
Labor Force Participation Rate and Size (civilian population 16 years and over)	53.8%	59.3%	63.4%	329,210	10,377,036	166,672,597
Prime-Age Labor Force Participation Rate and Size (civilian population 25-54)	78.9%	81.9%	82.5%	210,174	6,595,951	106,173,534
Armed Forces Labor Force	0.1%	0.4%	0.5%	740	71,254	1,196,529
Veterans, Age 18-64	7.1%	5.2%	4.4%	29,790	656,616	8,848,937
Veterans Labor Force Participation Rate and Size, Age 18-64	70.5%	74.8%	77.0%	21,005	490,950	6,809,906
Median Household Income ²	—	—	—	\$56,820	\$61,777	\$69,021
Per Capita Income	—	—	—	\$31,019	\$35,216	\$37,638
Mean Commute Time (minutes)	—	—	—	31.2	27.9	26.8
Commute via Public Transportation	0.4%	1.4%	4.2%	1,362	135,556	6,472,373
Educational Attainment, Age 25-64						
No High School Diploma	9.2%	10.1%	10.3%	34,104	1,114,460	17,756,046
High School Graduate	31.4%	27.2%	25.3%	116,058	2,989,635	43,535,564
Some College, No Degree	22.4%	19.5%	20.1%	82,901	2,146,001	34,637,141

Summary¹

	Percent			Value		
	Pasco Hernando County	Florida	USA	Pasco Hernando County	Florida	USA
Associate's Degree	11.0%	11.0%	9.3%	40,645	1,215,267	15,944,395
Bachelor's Degree	17.5%	21.0%	22.0%	64,797	2,306,170	37,890,674
Postgraduate Degree	8.5%	11.2%	13.1%	31,633	1,230,792	22,499,876
Housing						
Total Housing Units	—	—	—	342,116	9,764,897	139,647,020
Median House Value (of owner-occupied units) ²	—	—	—	\$187,631	\$248,700	\$244,900
Homeowner Vacancy	1.8%	1.8%	1.2%	4,196	101,636	1,021,651
Rental Vacancy	6.0%	7.9%	5.7%	4,687	238,143	2,674,125
Renter-Occupied Housing Units (% of Occupied Units)	24.9%	33.5%	35.4%	73,504	2,736,789	43,858,831
Occupied Housing Units with No Vehicle Available (% of Occupied Units)	5.0%	6.0%	8.3%	14,783	489,117	10,349,174
Social						
Poverty Level (of all people)	12.4%	13.1%	12.6%	91,156	2,744,612	40,661,636
Households Receiving Food Stamps/SNAP	12.9%	13.2%	11.4%	38,081	1,079,253	14,105,231
Enrolled in Grade 12 (% of total population)	1.1%	1.2%	1.3%	8,244	265,636	4,425,322
Disconnected Youth ³	3.4%	2.8%	2.5%	1,101	27,485	432,389
Children in Single Parent Families (% of all children)	34.5%	38.5%	34.0%	48,597	1,550,526	23,909,672
Uninsured	11.8%	12.6%	8.8%	86,957	2,657,226	28,489,142
With a Disability, Age 18-64	13.8%	10.0%	10.3%	57,476	1,252,996	20,537,729
With a Disability, Age 18-64, Labor Force Participation Rate and Size	36.3%	42.0%	44.2%	20,887	526,565	9,068,973
Foreign Born	9.8%	21.0%	13.6%	72,563	4,478,419	44,844,808
Speak English Less Than Very Well (population 5 yrs and over)	4.5%	11.8%	8.2%	31,972	2,388,642	25,535,259

Source: [JobsEQ®](#)

1. American Community Survey 2017-2021, unless noted otherwise

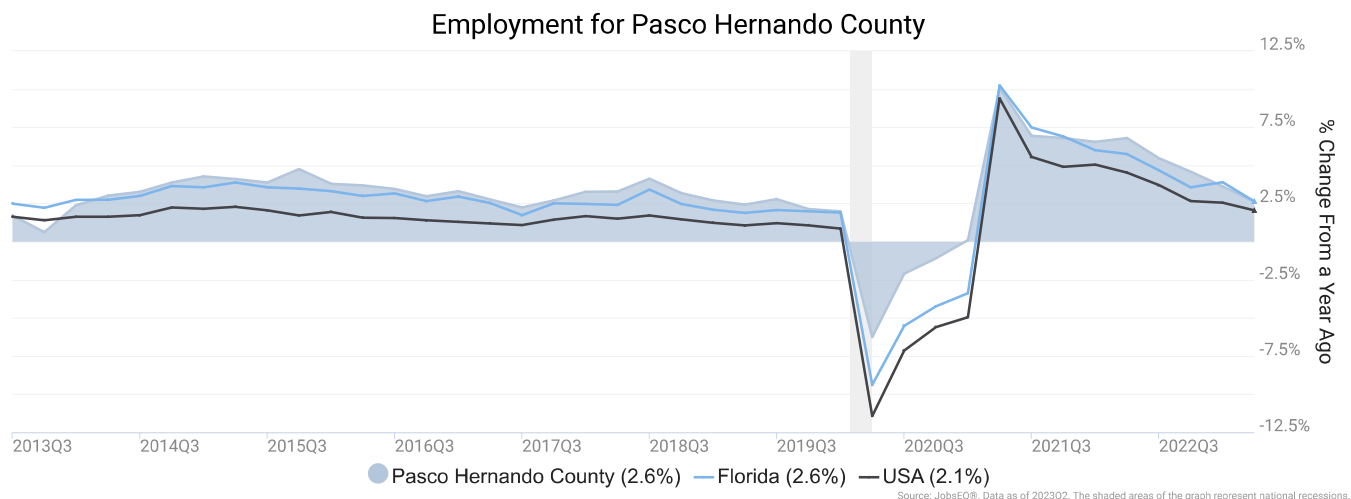
2. Median values for certain aggregate regions (such as MSAs) may be estimated as the weighted averages of the median values from the composing counties.

3. Disconnected Youth are 16-19 year olds who are (1) not in school, (2) not high school graduates, and (3) either unemployed or not in the labor force.

4. Census Population Estimate for 2022, annual average growth rate since 2012. Post-2019 data for Connecticut counties are imputed by Chmura.

Employment Trends

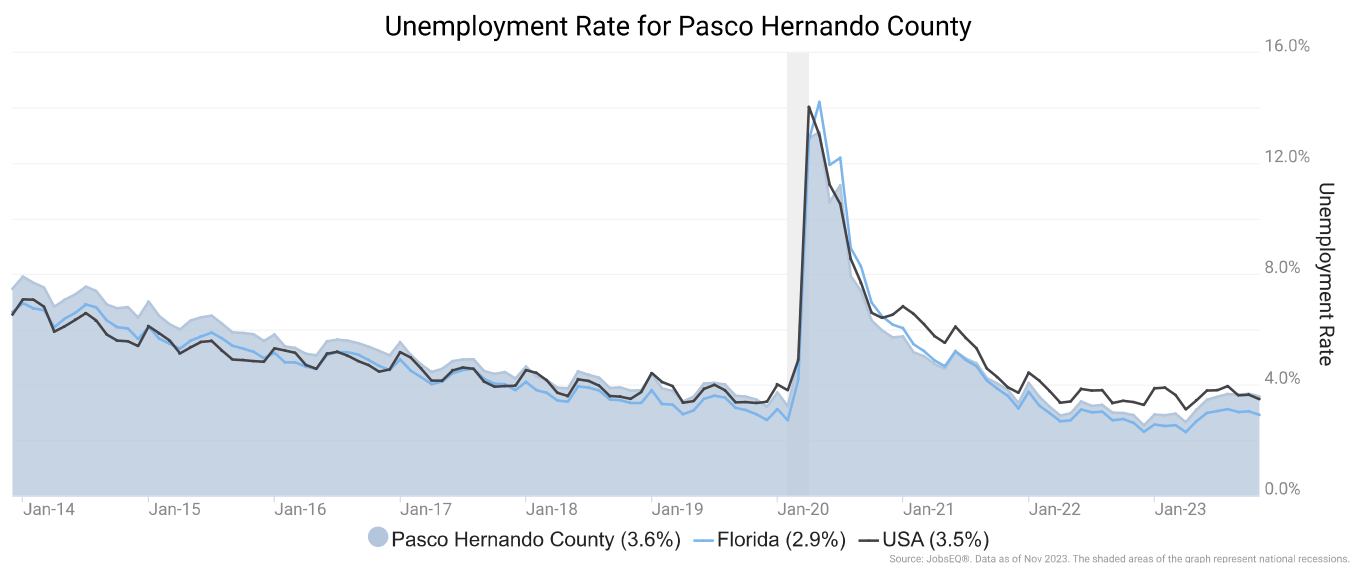
As of 2023Q2, total employment for the Pasco Hernando County was 210,318 (based on a four-quarter moving average). Over the year ending 2023Q2, employment increased 2.6% in the region.



Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2023Q1 with preliminary estimates updated to 2023Q2.

Unemployment Rate

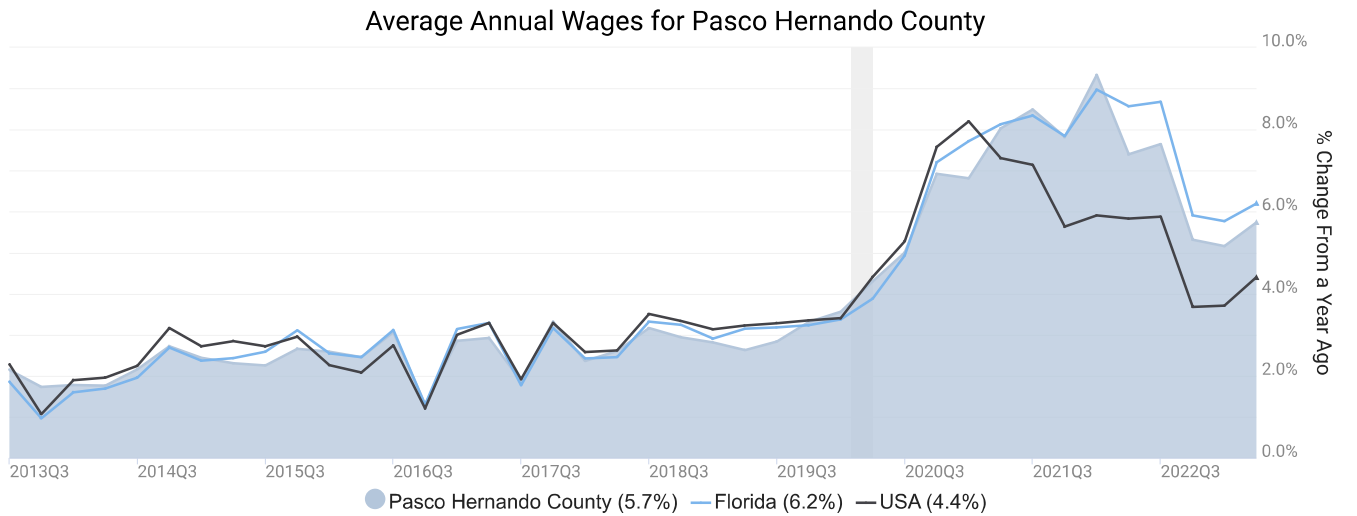
The unemployment rate for the Pasco Hernando County was 3.6% as of November 2023. The regional unemployment rate was higher than the national rate of 3.5%. One year earlier, in November 2022, the unemployment rate in the Pasco Hernando County was 2.9%.



Unemployment rate data are from the Local Area Unemployment Statistics, provided by the Bureau of Labor Statistics and updated through November 2023.

Wage Trends

The average worker in the Pasco Hernando County earned annual wages of \$49,350 as of 2023Q2. Average annual wages per worker increased 5.7% in the region over the preceding four quarters. For comparison purposes, annual average wages were \$70,318 in the nation as of 2023Q2.



Annual average wages per worker data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2023Q1 with preliminary estimates updated to 2023Q2.

Cost of Living Index

The Cost of Living Index estimates the relative price levels for consumer goods and services. When applied to wages and salaries, the result is a measure of relative purchasing power. The cost of living is 6.0% lower in Pasco Hernando County than the U.S. average.

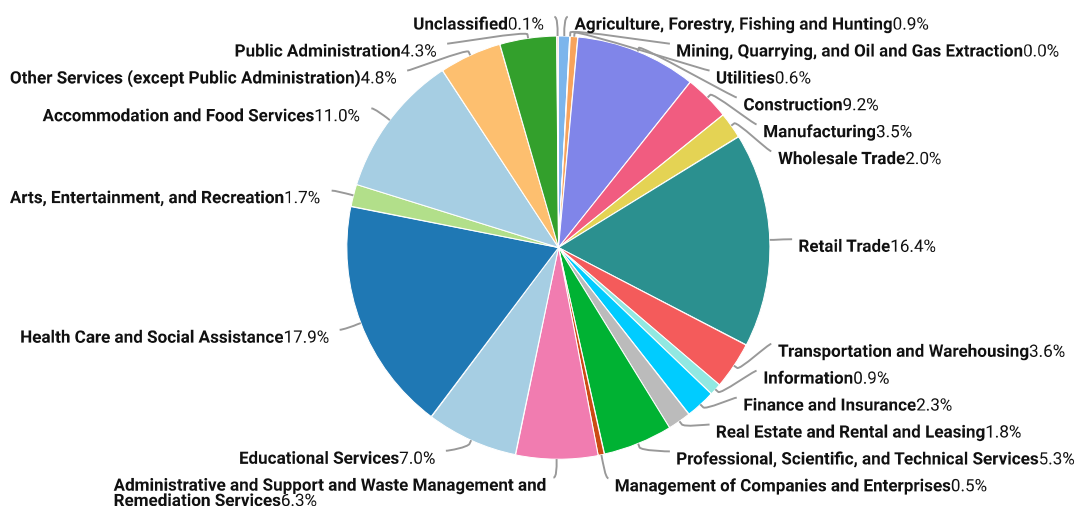
Cost of Living Information			
	Annual Average Salary	Cost of Living Index (Base US)	US Purchasing Power
Pasco Hernando County	\$49,350	94.0	\$52,483
Florida	\$64,262	103.7	\$61,969
USA	\$70,318	100.0	\$70,318

Source: [JobsEQ®](#)
Data as of 2023Q2
Cost of Living per [COLI](#), data as of 2023Q3, imputed by Chmura where necessary.

Industry Snapshot

The largest sector in the Pasco Hernando County is Health Care and Social Assistance, employing 37,564 workers. The next-largest sectors in the region are Retail Trade (34,502 workers) and Accommodation and Food Services (23,035). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Retail Trade (LQ = 1.65), Construction (1.54), and Accommodation and Food Services (1.27).

Total Workers for Pasco Hernando County by Industry



Source: JobsEQ®, Data as of 2023Q2

Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2023Q1 with preliminary estimates updated to 2023Q2.

Sectors in the Pasco Hernando County with the highest average wages per worker are Management of Companies and Enterprises (\$131,933), Information (\$93,911), and Utilities (\$84,105). Regional sectors with the best job growth (or most moderate job losses) over the last 5 years are Health Care and Social Assistance (+5,792 jobs), Construction (+3,921), and Retail Trade (+3,597).

Over the next 1 year, employment in the Pasco Hernando County is projected to expand by 3,893 jobs. The fastest growing sector in the region is expected to be Management of Companies and Enterprises with a +2.5% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+875 jobs), Retail Trade (+469), and Accommodation and Food Services (+411).

Pasco Hernando County, 2023Q2¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
62	Health Care and Social Assistance	37,564	\$62,411	1.24	5,792	3.4%	4,759	1,788	2,097	875	2.3%
44	Retail Trade	34,502	\$37,847	1.65	3,597	2.2%	5,369	2,101	2,799	469	1.4%
72	Accommodation and Food Services	23,035	\$23,249	1.27	3,517	3.4%	4,467	1,835	2,221	411	1.8%
23	Construction	19,406	\$50,582	1.54	3,921	4.6%	2,253	688	1,221	344	1.8%
61	Educational Services	14,722	\$51,420	0.88	-1,574	-2.0%	1,666	691	765	211	1.4%
56	Administrative and Support and Waste Management and Remediation Services	13,205	\$45,150	0.98	2,006	3.3%	1,854	652	952	250	1.9%
54	Professional, Scientific, and Technical Services	11,176	\$66,051	0.72	2,847	6.1%	1,267	375	641	250	2.2%
81	Other Services (except Public Administration)	9,998	\$34,018	1.12	1,054	2.3%	1,413	508	707	198	2.0%
92	Public Administration	9,142	\$59,682	0.95	705	1.6%	1,070	376	536	158	1.7%
48	Transportation and Warehousing	7,610	\$48,728	0.73	2,669	9.0%	1,079	369	546	165	2.2%
31	Manufacturing	7,376	\$61,965	0.43	1,147	3.4%	930	299	509	122	1.7%
52	Finance and Insurance	4,805	\$75,784	0.57	1,049	5.0%	547	171	282	94	2.0%
42	Wholesale Trade	4,217	\$78,283	0.53	744	4.0%	535	173	297	65	1.5%
53	Real Estate and Rental and Leasing	3,723	\$47,909	1.00	667	4.0%	462	173	214	74	2.0%
71	Arts, Entertainment, and Recreation	3,569	\$27,857	0.88	831	5.4%	620	227	312	81	2.3%
51	Information	1,903	\$93,911	0.45	552	7.1%	227	68	121	38	2.0%
11	Agriculture, Forestry, Fishing and Hunting	1,807	\$33,341	0.67	-8	-0.1%	257	102	128	27	1.5%
22	Utilities	1,207	\$84,105	1.13	136	2.4%	136	42	74	20	1.6%
55	Management of Companies and Enterprises	1,006	\$131,933	0.31	84	1.8%	121	35	60	25	2.5%
99	Unclassified	258	\$51,360	0.54	132	15.4%	36	13	18	5	1.9%
21	Mining, Quarrying, and Oil and Gas Extraction	90	\$62,818	0.12	-16	-3.2%	11	3	6	2	1.7%
Total - All Industries		210,318	\$49,350	1.00	29,853	3.1%	28,291	10,186	14,212	3,893	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q2

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2023Q1 with preliminary estimates updated to 2023Q2. Forecast employment growth uses national projections adapted for regional growth patterns.

INDUSTRY SECTOR SNAPSHOT

Construction in Pasco Hernando County, 2023Q3¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
23	Construction	19,372	\$51,225	1.53	3,491	4.1%	2,032	683	1,001	348	1.8%
Total - All Industries		212,083	\$50,053	1.00	29,821	3.1%	27,259	10,265	13,019	3,976	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q3

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Finance and Insurance in Pasco Hernando County, 2023Q3¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
52	Finance and Insurance	4,803	\$78,385	0.57	1,069	5.2%	501	170	235	95	2.0%
Total - All Industries		212,083	\$50,053	1.00	29,821	3.1%	27,259	10,265	13,019	3,976	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q3

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Health Care and Social Assistance in Pasco Hernando County, 2023Q3¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
62	Health Care and Social Assistance	38,283	\$63,181	1.24	6,245	3.6%	4,671	1,816	1,955	901	2.4%
Total - All Industries		212,083	\$50,053	1.00	29,821	3.1%	27,259	10,265	13,019	3,976	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q3

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Manufacturing in Pasco Hernando County, 2023Q3¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
31	Manufacturing	7,351	\$61,829	0.43	1,086	3.2%	869	298	447	123	1.7%
Total - All Industries		212,083	\$50,053	1.00	29,821	3.1%	27,259	10,265	13,019	3,976	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q3

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Retail Trade in Pasco Hernando County, 2023Q3¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
44	Retail Trade	34,618	\$37,509	1.64	3,560	2.2%	5,254	2,120	2,655	479	1.4%
Total - All Industries		212,083	\$50,053	1.00	29,821	3.1%	27,259	10,265	13,019	3,976	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q3

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Transportation and Warehousing in Pasco Hernando County, 2023Q3¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
48	Transportation and Warehousing	7,721	\$48,695	0.74	2,814	9.5%	1,020	371	480	169	2.2%
Total - All Industries		212,083	\$50,053	1.00	29,821	3.1%	27,259	10,265	13,019	3,976	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q3

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Information in Pasco Hernando County, 2023Q3¹

NAICS	Industry	Current			5-Year History		1-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
51	Information	1,912	\$85,875	0.45	543	6.9%	211	68	104	38	2.0%
Total - All Industries		212,083	\$50,053	1.00	29,821	3.1%	27,259	10,265	13,019	3,976	1.9%

Source: [JobsEQ®](#)

Data as of 2023Q3

Note: Figures may not sum due to rounding.

1. All data based upon a four-quarter moving average

Exits and transfers are approximate estimates based upon occupation separation rates.

Occupation Snapshot

The largest major occupation group in the Pasco Hernando County is Office and Administrative Support Occupations, employing 25,252 workers. The next-largest occupation groups in the region are Sales and Related Occupations (23,595 workers) and Food Preparation and Serving Related Occupations (22,447). High location quotients (LQs) indicate occupation groups in which a region has high concentrations of employment compared to the national average. The major groups with the largest LQs in the region are Construction and Extraction Occupations (LQ = 1.39), Healthcare Practitioners and Technical Occupations (1.35), and Food Preparation and Serving Related Occupations (1.32).

Occupation groups in the Pasco Hernando County with the highest average wages per worker are Management Occupations (\$112,600), Legal Occupations (\$104,500), and Healthcare Practitioners and Technical Occupations (\$93,400). The unemployment rate in the region varied among the major groups from 1.1% among Legal Occupations to 4.8% among Farming, Fishing, and Forestry Occupations.

Over the next 1 year, the fastest growing occupation group in the Pasco Hernando County is expected to be Healthcare Support Occupations with a +2.7% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Food Preparation and Serving Related Occupations (+400 jobs) and Transportation and Material Moving Occupations (+392). Over the same period, the highest separation demand (occupation demand due to retirements and workers moving from one occupation to another) is expected in Food Preparation and Serving Related Occupations (4,432 jobs) and Sales and Related Occupations (3,467).

Pasco Hernando County, 2023Q2¹

SOC	Occupation	Current						5-Year History		1-Year Forecast				
		Empl	Mean Ann Wages ²	LQ	Unempl	Unempl Rate	Online Job Ads ³	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
43-0000	Office and Administrative Support	25,252	\$40,600	0.99	1,012	2.6%	404	3,129	2.7%	3,467	1,450	1,754	263	1.0%
41-0000	Sales and Related	23,595	\$41,600	1.26	1,147	3.6%	1,002	2,503	2.3%	3,766	1,552	1,915	299	1.3%
35-0000	Food Preparation and Serving Related	22,447	\$30,200	1.32	1,440	4.7%	1,011	3,072	3.0%	4,833	2,035	2,397	400	1.8%
53-0000	Transportation and Material Moving	17,821	\$36,500	0.96	1,181	4.5%	344	4,394	5.8%	3,138	1,060	1,686	392	2.2%
29-0000	Healthcare Practitioners and Technical	16,557	\$93,400	1.35	268	1.3%	1,043	3,205	4.4%	1,442	536	513	392	2.4%
47-0000	Construction and Extraction	13,258	\$44,600	1.39	765	4.2%	76	2,161	3.6%	1,637	488	898	251	1.9%
11-0000	Management	13,005	\$112,600	0.82	216	1.3%	392	3,084	5.6%	1,458	415	768	275	2.1%
25-0000	Educational Instruction and Library	10,377	\$53,600	0.93	236	1.9%	518	-827	-1.5%	1,160	488	505	167	1.6%
31-0000	Healthcare Support	9,650	\$34,300	1.04	374	2.8%	466	1,344	3.0%	1,761	643	861	257	2.7%
13-0000	Business and Financial Operations	9,589	\$73,300	0.71	228	1.6%	171	2,397	5.9%	1,118	313	602	203	2.1%
37-0000	Building and Grounds Cleaning and Maintenance	8,881	\$32,100	1.29	520	4.3%	196	647	1.5%	1,424	547	713	165	1.9%
49-0000	Installation, Maintenance, and Repair	8,786	\$46,800	1.07	255	1.9%	303	1,251	3.1%	1,093	342	579	172	2.0%
39-0000	Personal Care and Service	6,160	\$33,300	1.19	277	3.2%	209	1,036	3.8%	1,256	459	658	139	2.3%
51-0000	Production	6,004	\$40,300	0.51	358	3.5%	118	790	2.9%	819	283	452	84	1.4%
33-0000	Protective Service	4,239	\$53,400	0.95	180	2.8%	94	459	2.3%	567	226	270	72	1.7%
21-0000	Community and Social Service	3,415	\$47,900	0.91	57	1.4%	216	164	1.0%	444	148	212	84	2.5%

Pasco Hernando County, 2023Q2¹

SOC	Occupation	Current						5-Year History		1-Year Forecast				
		Empl	Mean Ann Wages ²	LQ	Unempl	Unempl Rate	Online Job Ads ³	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
27-0000	Arts, Design, Entertainment, Sports, and Media	3,336	\$58,800	0.85	129	3.1%	98	553	3.7%	443	158	218	67	2.0%
15-0000	Computer and Mathematical	3,278	\$88,200	0.48	76	1.4%	63	854	6.2%	344	81	175	89	2.7%
17-0000	Architecture and Engineering	1,679	\$81,400	0.49	29	1.1%	63	276	3.7%	175	53	86	35	2.1%
23-0000	Legal	1,300	\$104,500	0.75	21	1.1%	16	47	0.7%	123	44	51	29	2.2%
19-0000	Life, Physical, and Social Science	969	\$71,900	0.53	20	1.5%	32	164	3.8%	118	25	71	22	2.3%
45-0000	Farming, Fishing, and Forestry	720	\$31,400	0.57	45	4.8%	2	19	0.5%	131	39	81	11	1.5%
Total - All Occupations		210,318	\$51,900	1.00	8,833	3.0%	6,840	30,723	3.2%	30,740	11,384	15,466	3,890	1.8%

Source: [JobsEQ®](#)

Data as of 2023Q2 unless noted otherwise

Note: Figures may not sum due to rounding.

1. Data based on a four-quarter moving average unless noted otherwise.

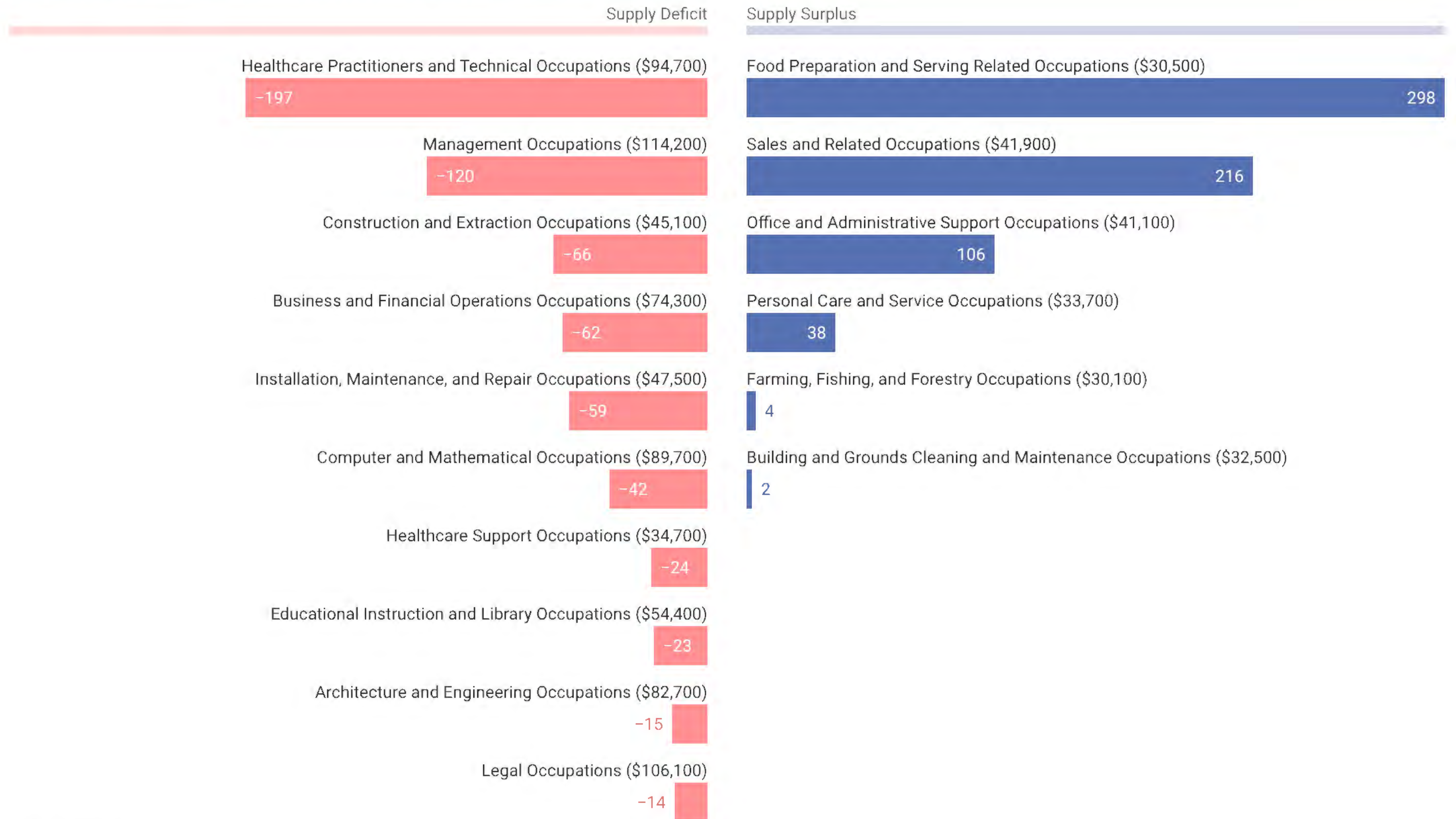
2. Wage data represent the average for all Covered Employment

3. Data represent found online ads active within the last thirty days in the selected region. Due to alternative county-assignment algorithms, ad counts in this analytic may not match that shown in RTI (nor in the popup window ad list). Ad counts for ZCTA-based regions are estimates.

Occupation employment data are estimated via industry employment data and the estimated industry/occupation mix. Industry employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and currently updated through 2023Q1, imputed where necessary with preliminary estimates updated to 2023Q2. Wages by occupation are as of 2023 provided by the BLS and imputed where necessary. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.

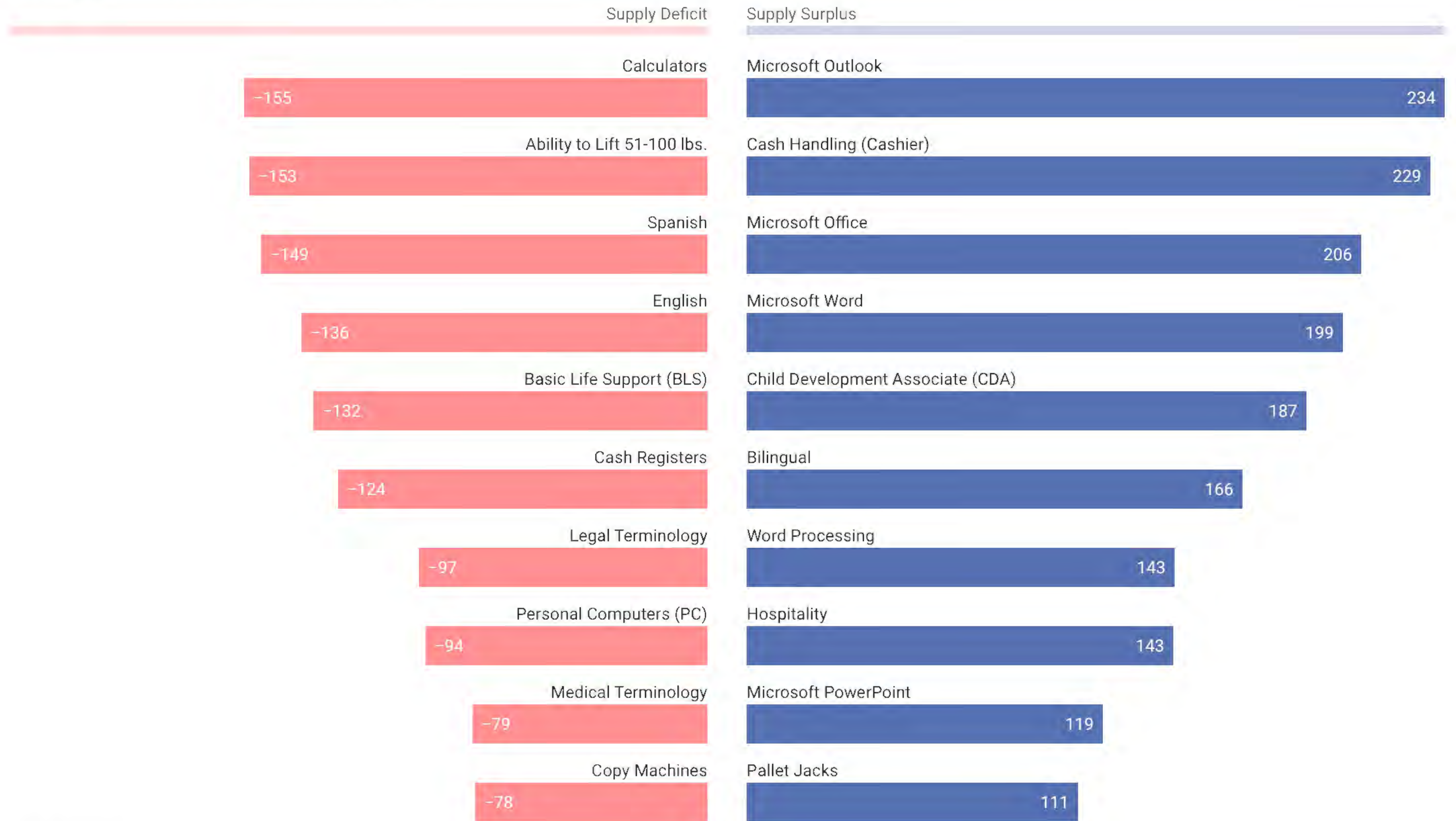
Occupation Gaps

Potential Average Annual Occupation Gaps over 10 Years in Pasco Hernando County



Skill Gaps

Total - All Occupations, Pasco County, Florida

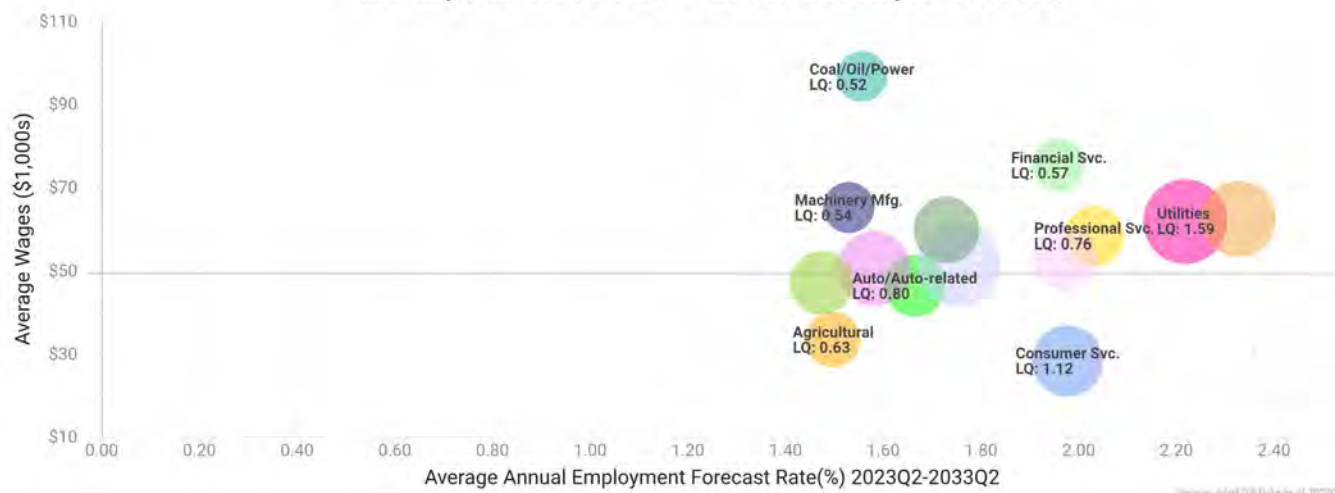


Source: JobsEQ®
Data as of 2023Q3; openings and candidate sample compiled in July 2022

Industry Clusters

A cluster is a geographic concentration of interrelated industries or occupations. The industry cluster in the Pasco Hernando County with the highest relative concentration is Construction with a location quotient of 1.59. This cluster employs 20,450 workers in the region with an average wage of \$51,596. Employment in the Construction cluster is projected to expand in the region about 1.8% per year over the next ten years.

Industry Clusters for Pasco Hernando County as of 2023Q2

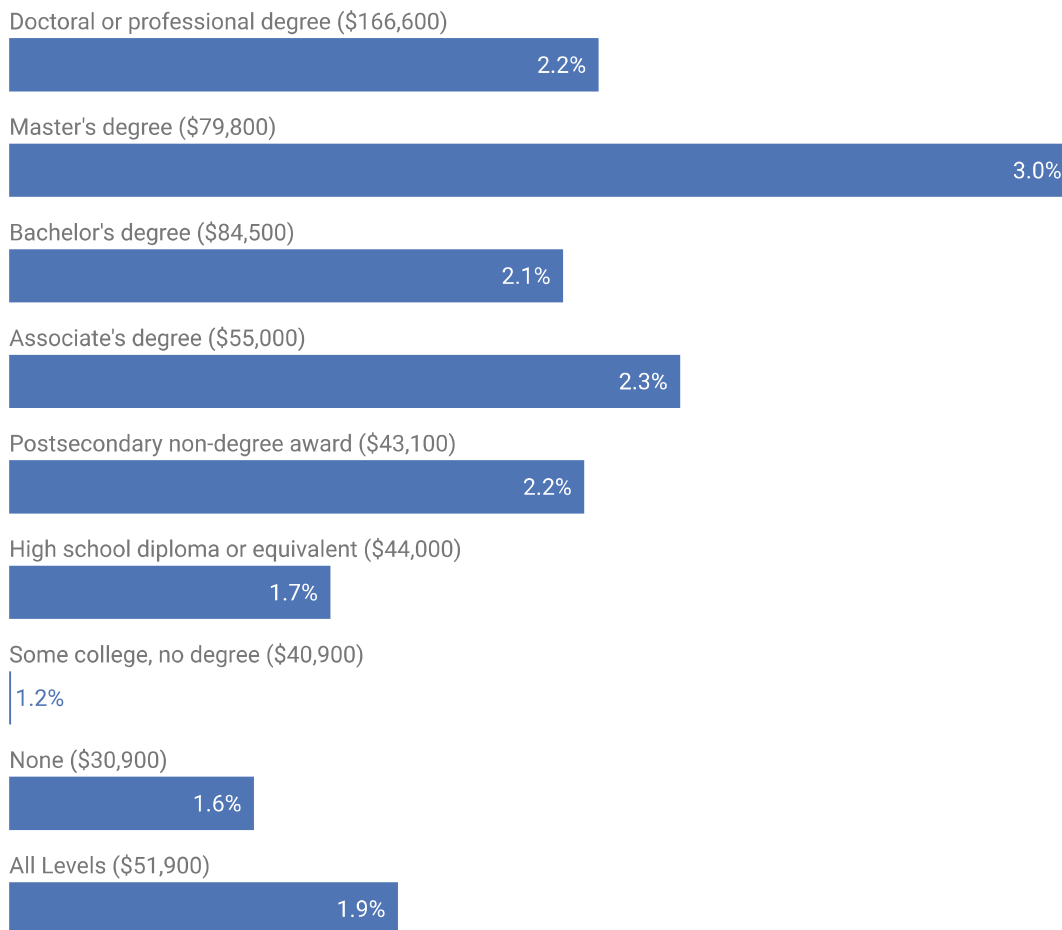


Location quotient and average wage data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics, imputed where necessary, and updated through 2023Q1 with preliminary estimates updated to 2023Q2. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.

Education Levels

Expected growth rates for occupations vary by the education and training required. While all employment in the Pasco Hernando County is projected to grow 1.9% over the next ten years, occupations typically requiring a postgraduate degree are expected to grow 2.2% per year, those requiring a bachelor's degree are forecast to grow 2.1% per year, and occupations typically needing a 2-year degree or certificate are expected to grow 2.3% per year.

Annual Average Projected Job Growth by Education Levels

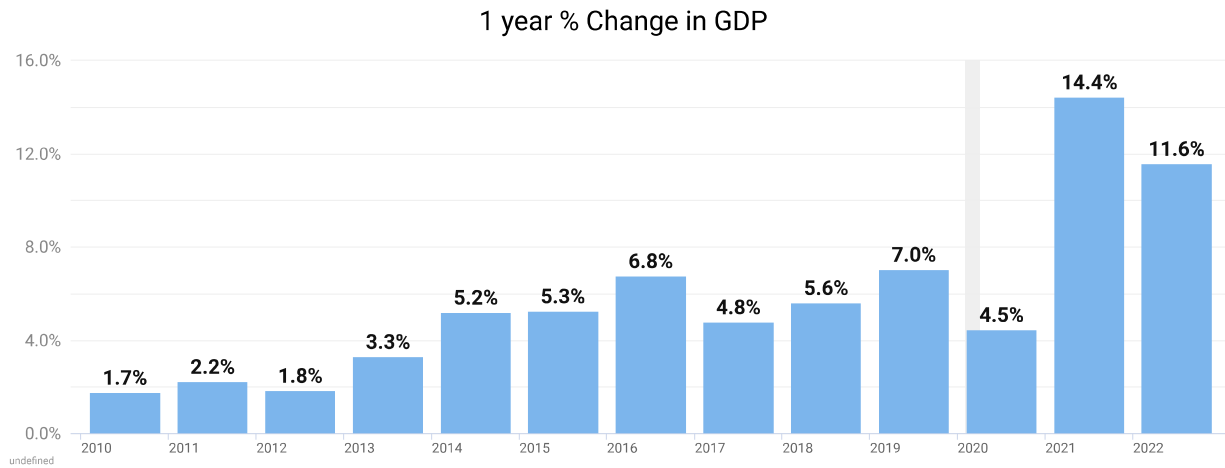


Source: JobsEQ®
Data as of 2023Q2

Employment by occupation data are estimates as of 2023Q2. Education levels of occupations are based on BLS assignments. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.

Gross Domestic Product

Gross Domestic Product (GDP) is the total value of goods and services produced by a region. In 2022, nominal GDP in the Pasco Hernando County expanded 11.6%. This follows growth of 14.4% in 2021. As of 2022, total GDP in the Pasco Hernando County was \$20,663,105,000.



Gross Domestic Product data are provided by the Bureau of Economic Analysis, imputed by Chmura where necessary, updated through 2022.

Of the sectors in the Pasco Hernando County, Health Care and Social Assistance contributed the largest portion of GDP in 2022, \$3,028,919,000 The next-largest contributions came from Real Estate and Rental and Leasing (\$2,726,474,000); Retail Trade (\$2,628,162,000); and Construction (\$1,640,013,000).

GDP (in \$ millions)

Health Care and Social Assistance (62)

\$3,029

Real Estate and Rental and Leasing (53)

\$2,726

Retail Trade (44)

\$2,628

Construction (23)

\$1,640

Educational Services (61)

\$1,136

Manufacturing (31)

\$1,086

Professional, Scientific, and Technical Services (54)

\$991

Public Administration (92)

\$947

Accommodation and Food Services (72)

\$899

Wholesale Trade (42)

\$883

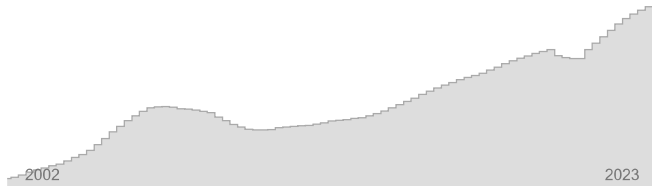
Gross Domestic Product data are provided by the Bureau of Economic Analysis, imputed by Chmura where necessary, updated through 2022.

Spotlight Summary

Total - All Industries

Pasco Hernando County – 2023Q3

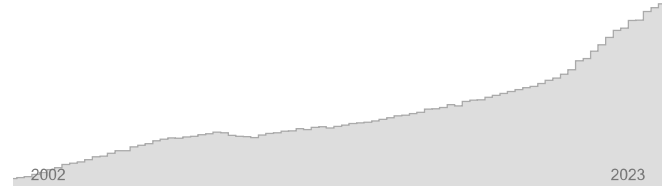
EMPLOYMENT



212,083

Regional employment / **163,908,955** in the nation

WAGES



\$50,053

Avg Wages per Worker / **\$70,183** in the nation

3.2% ↑

Avg Ann % Change Last 10 Years / **+1.3%** in the U.S.



100.0%

% of Total Employment / **100.0%** in the U.S.

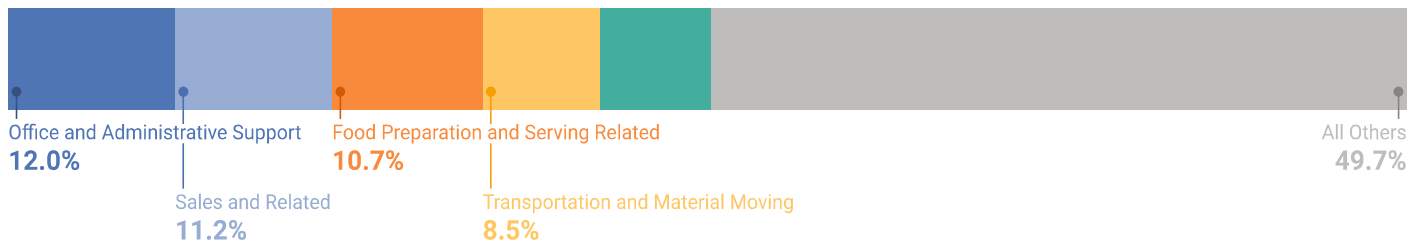


4.1% ↑

Avg Ann % Change Last 10 Years / **+3.7%** in the U.S.



TOP OCCUPATION GROUPS



TOP INDUSTRIES

Avg Ann % Change in Employment, Last 10 Years

3.5% ↑



Health Care and Social Assistance

2.4% ↑



Retail Trade

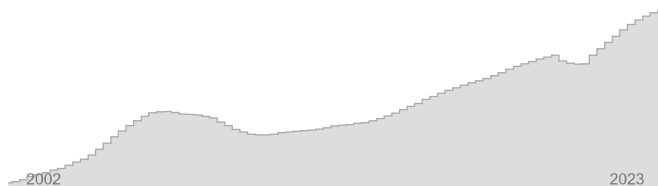
3.8% ↑



Accommodation and Food Services

Industry Snapshot

EMPLOYMENT



WAGES



2-Digit Industry	Empl	Avg Ann Wages	LQ	5yr History	Annual Demand	Forecast Ann Growth
Health Care and Social Assistance	38,283	\$63,181	1.24		4,671	2.4%
Retail Trade	34,618	\$37,509	1.64		5,254	1.4%
Accommodation and Food Services	23,301	\$23,522	1.27		4,561	1.8%
Construction	19,372	\$51,225	1.53		2,032	1.8%
Educational Services	14,762	\$52,456	0.88		1,608	1.4%
Administrative and Support and Waste Management and Remediation Services	13,158	\$46,574	0.98		1,770	1.9%
Professional, Scientific, and Technical Services	11,314	\$70,824	0.72		1,185	2.3%
Other Services (except Public Administration)	10,088	\$34,369	1.11		1,361	2.0%
Public Administration	9,293	\$61,528	0.95		1,024	1.8%
Transportation and Warehousing	7,721	\$48,695	0.74		1,020	2.2%
Remaining Component Industries	30,174	\$66,869	0.63		3,689	1.9%
Total - All Industries	212,083	\$50,053	1.00		27,259	1.9%


💡 Employment is one of the broadest and most timely measures of a region's economy. Fluctuations in the number of jobs shed light on the health of an industry. A growing employment base creates more opportunities for regional residents and helps a region grow its population.

💡 Since wages and salaries generally compose the majority of a household's income, the annual average wages of a region affect its average household income, housing market, quality of life, and other socioeconomic indicators.

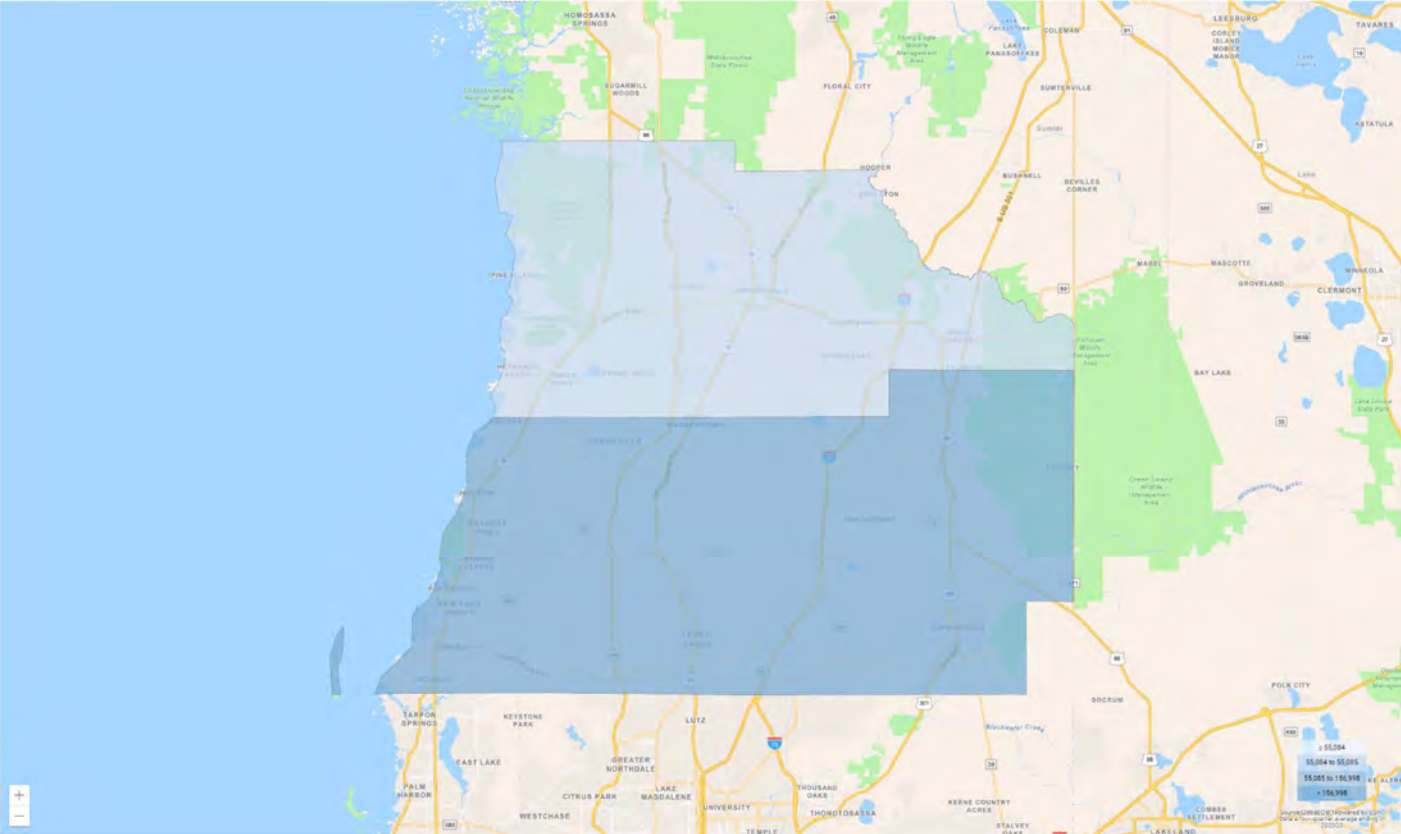
Staffing Pattern



6-digit Occupation	Empl	Avg Ann Wages	Annual Demand
Retail Salespersons	7,391	\$32,100	1,248
Cashiers	6,486	\$25,500	1,321
Stockers and Order Fillers	6,129	\$31,600	1,218
Fast Food and Counter Workers	5,715	\$25,500	1,493
Registered Nurses	5,088	\$78,100	403
Customer Service Representatives	4,155	\$37,700	618
Waiters and Waitresses	4,089	\$32,400	943
Office Clerks, General	3,790	\$39,800	504
General and Operations Managers	3,435	\$106,600	362
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	3,160	\$28,300	528
Remaining Component Occupations	162,642	\$62,900	21,111
Total	212,081		

 The mix of occupations points to the ability of a region to support an industry and its flexibility to adapt to future demand. Industry wages are a component of the cost of labor for regional employers.

Geographic Distribution



Region	Empl	Region	Empl
Pasco County, Florida	156,999	Hernando County, Florida	55,084

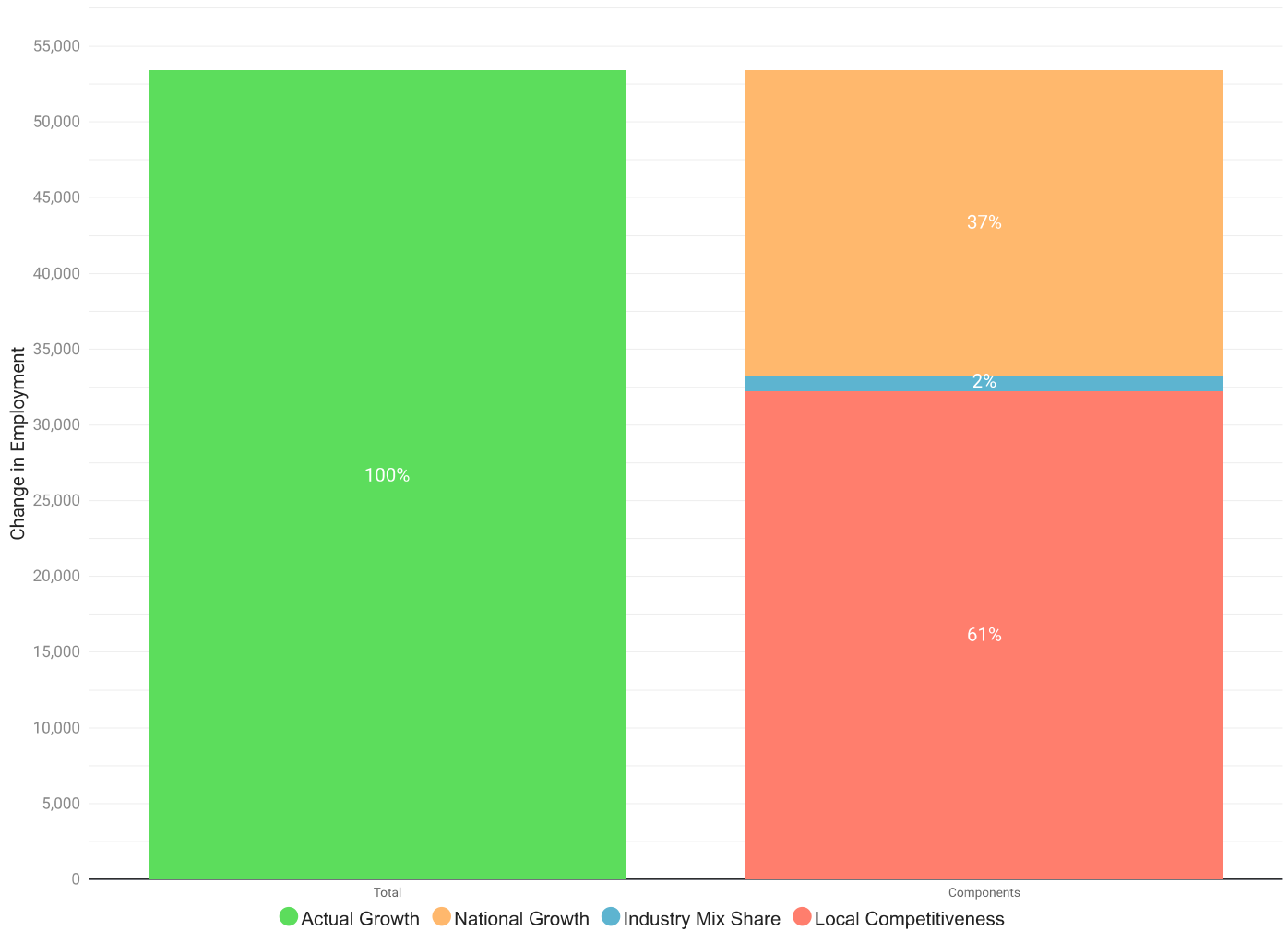
Source: JobsEQ®

💡 The geographic distribution of industry employment by place of work illustrates the impact on labor force demand and commuting patterns.

Drivers of Employment Growth

Over the ten years ending 2022, employment in Total - All Industries for the Pasco Hernando County added 53,416 jobs. After adjusting for national growth during this period and industry mix share, the part of this employment change due to local competitiveness was a gain of 32,374 jobs—meaning this industry was more competitive than its national counterpart during this period.

Drivers of Employment Growth for Pasco Hernando County



Shift-share analysis sheds light on the factors that drive regional employment growth in an industry. A positive change in local competitiveness indicates advantages that may be due to factors such as superior technology, management, and labor pool, etc.

National growth is due to the overall growth or contraction in the national economy. Industry mix share is the growth attributable to the specific industries examined (based on national industry growth patterns and the industry mix of the region).

Employment Distribution by Type


The table below shows the employment mix by ownership type for Total - All Industries for the Pasco Hernando County. Four of these ownership types — federal, state, and local government and the private sector — together constitute “Covered Employment” (employment covered by the Unemployment Insurance programs of the United States and reported via the Quarterly Census of Employment and Wages).

“Self-Employment” refers to unincorporated self-employment and represents workers whose primary job is self-employment (that is, these data do not include workers whose primary job is a wage-and-salary position that is supplemented with self-employment).



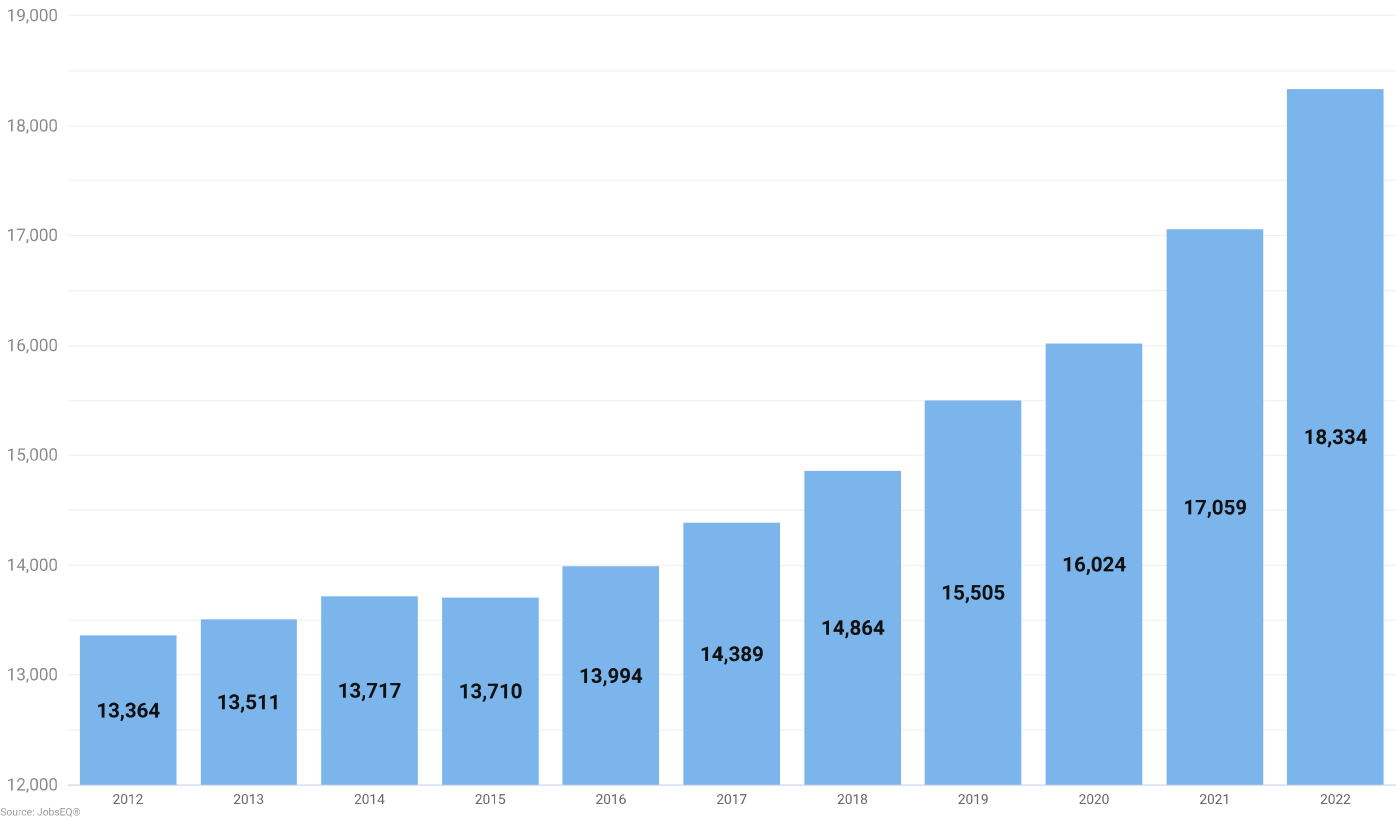
	Empl	%
Private	166,675	78.6%
Self-Employment	21,921	10.3%
Local Government	18,133	8.5%
State Government	2,363	1.1%
Federal Government	1,404	0.7%
Other Non-Covered	1,586	0.7%


Source: JobsEQ®

 Strong entrepreneurial activity is indicative of growing industries. Using self-employment as a proxy for entrepreneurs, a higher share of self-employed individuals within a regional industry points to future growth.

Establishments

In 2022, there were 18,334 Total - All Industries establishments in the Pasco Hernando County (per covered employment establishment counts), an increase from 13,364 establishments ten years earlier in 2012.

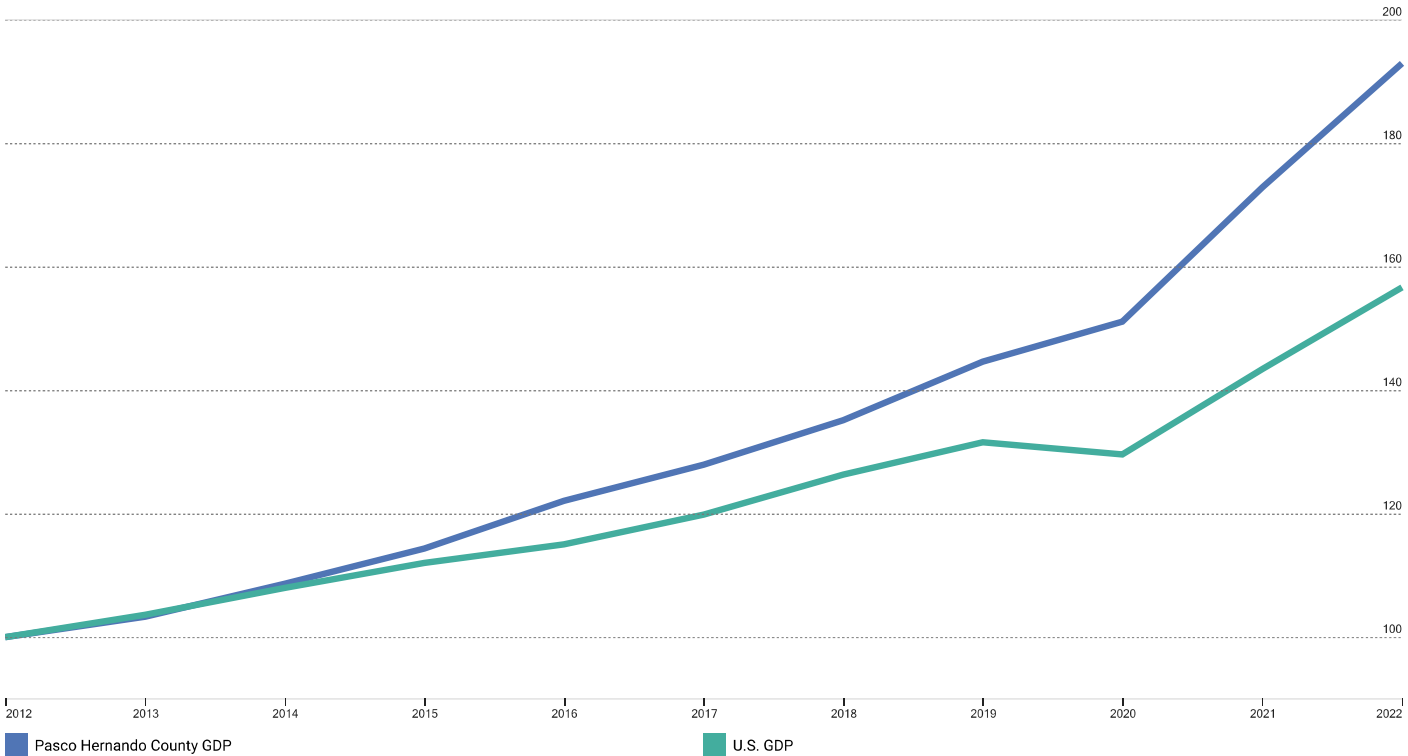


 New business formations are an important source of job creation in a regional economy, spurring innovation and competition, and driving productivity growth. Establishment data can provide an indicator of growth in businesses by counting each single location (such as a factory or a store) where business activity takes place, and with at least one employee.

GDP & Productivity

In 2022, Total - All Industries produced \$21 billion in GDP for the Pasco Hernando County.

GDP: Indexed 2012 = 100



100.0 %

Industry Share of Total GDP /
100.0 % in the nation



6.8 % ↑

Avg Ann % Change Last 10 Yrs /
4.6 % in the nation



\$176k

Output per Worker /
\$288k in the nation





💡 Gross domestic product (GDP) is the most comprehensive measure of regional economic activity, and an industry's contribution to GDP is an important indicator of regional industry strength. It is a measure of total value-added to a regional economy in the form of labor income, proprietor's income, and business profits, among others. GDP values shown on this page are nominal GDP data.

💡 Growth in productivity (output per worker) leads to increases in wealth and higher average standards of living in a region.

Postsecondary Programs Linked to Total - All Industries

Program	Awards
ATA Career Education	
Practical Nursing, Vocational Nursing and Nursing Assistants, Other	60
Bene's Career Academy	
Cosmetology and Related Personal Grooming Arts, Other	56
Commercial Diving Technologies Institute	
Diver, Professional and Instructor	80
Pasco-Hernando State College	
Emergency Medical Technology/Technician (EMT Paramedic)	103
Registered Nursing/Registered Nurse	163
Saint Leo University	
Business Administration and Management, General	709
Criminal Justice/Safety Studies	477
Educational Leadership and Administration, General	119
Health/Health Care Administration/Management	52
Theology/Theological Studies	50

Source: [JobsEQ®](http://www.chmuraecon.com/jobseq)

-  The number of graduates from postsecondary programs in the region identifies the pipeline of future workers as well as the training capacity to support industry demand.
-  Among postsecondary programs at schools located in the Pasco Hernando County, the sampling above identifies those most linked to occupations relevant to Total - All Industries. For a complete list see JobsEQ®, <http://www.chmuraecon.com/jobseq>

FAQ

What is a location quotient?

A location quotient (LQ) is a measurement of concentration in comparison to the nation. An LQ of 1.00 indicates a region has the same concentration of an industry (or occupation) as the nation. An LQ of 2.00 would mean the region has twice the expected employment compared to the nation and an LQ of 0.50 would mean the region has half the expected employment in comparison to the nation.

What is annual demand?

Annual demand is a of the sum of the annual projected growth demand and separation demand. Separation demand is the number of jobs required due to separations—labor force exits (including retirements) and turnover resulting from workers moving from one occupation into another. Note that separation demand does not include all turnover—it does not include when workers stay in the same occupation but switch employers. Growth demand is the increase or decrease of jobs expected due to expansion or contraction of the overall number of jobs.

What is separation demand?

Separation demand is the number of jobs required due to separations—labor force exits (including retirements) and turnover resulting from workers moving from one occupation into another. Note that separation demand does not include all turnover—it does not include when workers stay in the same occupation but switch employers. The total projected demand for an occupation is the sum of the separation demand and the growth demand (which is the increase or decrease of jobs in an occupation expected due to expansion or contraction of the overall number of jobs in that occupation).

What is a cluster?

A cluster is a geographic concentration of interrelated industries or occupations. If a regional cluster has a location quotient of 1.25 or greater, the region is considered to possess a competitive advantage in that cluster.

What is the difference between industry wages and occupation wages?

Industry wages and occupation wages are estimated via separate data sets, often the time periods being reported do not align, and wages are defined slightly differently in the two systems (for example, certain bonuses are included in the industry wages but not the occupation wages). It is therefore common that estimates of the average industry wages and average occupation wages in a region do not match exactly.

What is NAICS?

The North American Industry Classification System (NAICS) is used to classify business establishments according to the type of economic activity. The NAICS Code comprises six levels, from the “all industry” level to the 6-digit level. The first two digits define the top level category, known as the “sector,” which is the level examined in this report.

What is SOC?

The Standard Occupational Classification system (SOC) is used to classify workers into occupational categories. All workers are classified into one of over 804 occupations according to their occupational definition. To facilitate classification, occupations are combined to form 22 major groups, 95 minor groups, and 452 occupation groups. Each occupation group includes detailed occupations requiring similar job duties, skills, education, or experience.

About This Report

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