

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

March 16, 2023 – 3.00 p.m.

Hampton Inn

11780 State Road 54, Odessa, FL 33556

or Join via Microsoft Teams

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.

Board Agenda

Action Items

1. Minutes from December 8, 2022 Board Meeting (Chuck Gibbons) Page 2
2. Local Workforce Development Area Certification (Brenda Gause) Page 7
3. Extension to Remain a Direct Services Provider (Brenda Gause) Page 11

Information Items

1. Minutes from February 16, 2023 Executive Committee Meeting (Chuck Gibbons) Page 15
2. Financial Reports (Theresa Miner) Page 18
3. CSPH Consortium Agreement (Jennifer Rey)..... Page 23
4. Realignment Information (Jerome Salatino) Page 32
5. One Stop Operator (Brenda Gause)..... Page 40

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 8, 2022 Board Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of December 8, 2022 Board Meeting Minutes, to include any modifications or changes noted by the Board.

Pasco-Hernando Workforce Board, Inc.
Board Meeting Minutes - DRAFT
December 8, 2022

Meeting Location: Hampton Inn
11780 State Road 54
Odessa, FL 33556

Meeting Held Virtually via Microsoft Teams

Board Members Attending: Stephanie Adams, Turner Arbour, Keven Barber, Dana Cutlip, Mark Earl, Tate Foster, Charles Gibbons, John Howell, Hope Kennedy, Nils Lenz, Joelle Neri, Lex Smith, Sophia Watson

Board Members Absent: Mark Barry, Timothy Beard, Lee Middleton, Kathryn Starkey, Bill Woodard

Staff Attending: Brenda Gause, Dave Hamilton, Theresa Miner, Jerome Salatino, Ken Russ, Jessica Weightman, Ania Williams

Others Attending: Danielle Brun - Eckerd, Jennifer Rey – Hogan Law Firm, Michelle Barth and Ed Moss – MKA CPAs and Advisors, Steven Smith – Pasco County

Quorum Present? Yes

Call to Order: The meeting was called to order at 3.02 p.m. by Chair, Chuck 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 15, 2022, Board Meeting

The Board reviewed the minutes from the September 15, 2022, Board meeting. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by John Howell to approve the September 15, 2022, Board meeting minutes.

MOTION was seconded by Tate Foster. Motion carried 13-0.

Action Item 2 – Approval of Minutes from October 24, 2022, Board Orientation

The Board reviewed the minutes from the October 24, 2022, Board Orientation. All Board members were in agreement that the minutes correctly reflected the actions from that meeting.

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MOTION was made by John Howell to approve the October 24, 2022, Board Orientation minutes.

MOTION was seconded by Tate Foster. Motion carried 13-0.

Action Item 3 – Bylaws Revision

The Board reviewed the Bylaws which had been revised to remain compliant with WIOA and state law. Ms. Rey spoke about the structure and process pertaining to the revision.

MOTION was made by Lex Smith to approve the bylaws revision as presented.

MOTION was seconded by John Howell. Motion carried 13-0.

Action Item 4 – Interlocal Agreement Revision

The Board reviewed the request to revise the Interlocal Agreement between Hernando and Pasco counties. Ms. Rey discussed the revisions required to ensure WIOA compliance.

MOTION made by Tate Foster to approve the Interlocal Agreement revisions for presentation to the Board of County Commissioners for Hernando and Pasco counties.

MOTION seconded by Joelle Neri. Motion carried 13-0.

Action Item 10 – Hernando Grown Sponsorship

The Board reviewed the request to sponsor the Hernando Grown career exploration event offered by the Hernando County School District. With this sponsorship, the Hernando County School District could potentially assist approximately 700 students.

Sophia Watson declared a conflict and abstained from the vote.

MOTION was made by Lex Smith to approve the Hernando Grown Sponsorship in the amount of \$14,000.

MOTION was seconded by Mark Earl. Motion carried 12-0 with 1 abstention.

Information Item 1 – Audit Presentation

Ed Moss reviewed the results of the Audit with the Board.

Action Item 5 – Board Candidate

The Board reviewed the application for Board membership for Dr. Romano to fill the vacancy under the education sector representing adult education and literacy activities in Pasco County.

MOTION was made by Mark Earl to approve the Board candidate recommendation for presentation to the Pasco County Board of County Commissioners.

MOTION was seconded by Hope Kennedy. Motion carried 13-0.

Action Item 6 – Required Financial Disclosure Policy

The Board reviewed the request to approve the Required Financial Disclosure Policy required by the Department of Economic Opportunity. The policy outlines responsibilities and procedures for Directors appointed to the Board.

MOTION was made by Lex Smith to approve the Required Financial Disclosure Policy.

MOTION was seconded by John Howell. Motion carried 13-0.

Action Item 7 – Board Governance Policy

The Board reviewed the request to approve the Board Governance Policy in order to ensure accountability and transparency, and the responsibility of all parties involved.

MOTION was made by Tate Foster to approve the Board Governance Policy.

MOTION was seconded by Turner Arbour. Motion carried 13-0.

Action Item 8 – Training Provider Approval

The Board reviewed the request to approve North American Building Trades Unions (NABTU) as training provider for the 2022-2023 program year.

MOTION was made by Tate Foster to approve NABTU as training provider.

MOTION was seconded by Joelle Neri. Motion carried 13-0.

Action Item 9 – RFP Release

The Board reviewed the request to approve the release of an RFP seeking short-term occupational skills training that would lead to employment.

Sophia Watson declared a conflict and abstained from the vote.

MOTION was made by Lex Smith to approve the release of an RFP up to \$500,000.

MOTION was seconded by Mark Earl. Motion carried 12-0 with 1 abstention.

Action Item 11 – Layoff, Recall and Retention Agreement Policy

The Board reviewed the Layoff, Recall and Retention Agreement policy, drafted and reviewed by the attorney. Ms. Rey spoke about the criteria and process as well as the statutory limitations and requirements for compliance.

MOTION was made by Sophia Watson to approve the Layoff, Recall and Retention Agreement Policy effective immediately.

MOTION was seconded by Lex Smith. Motion carried 13-0.

Action Item 12 – Retention Incentive Agreements

The Board reviewed the request to approve key positions and to delegate authority to the CEO to negotiate and execute the retention incentive agreements for all key positions in accordance to the Layoff, Recall and Retention Agreement Policy. Ms. Rey spoke about the Critical Service Period of January 1, 2023 through June 30, 2023 and the terms and conditions under which the agreements become effective.

MOTION was made by Sophia Watson to approve the key positions and to delegate authority to the CEO to negotiate and execute the retention incentive agreements for all key positions, other than the CEO, up to \$284,000, during the Critical Service Period of January 1, 2023 until June 30, 2023.

MOTION was seconded by John Howell. Motion carried 13-0.

Action Item 13 – CEO Retention Incentive Agreement

The Board reviewed the Retention Incentive Agreement for the Chief Executive Officer for the Critical Service Period of January 1, 2023 until June 30, 2023. The CEO position has been deemed critical to provide consistency and stability through the Critical Service Period.

MOTION was made by Tate Foster to approve the Retention Incentive Agreement for the Chief Executive Officer for the Critical Period of January 1, 2023 until June 30, 2023.

MOTION was seconded by John Howell. Motion carried 13-0.

Information Item 2 – Financial Reports

Theresa Miner reviewed the Financial Reports for period 7/1/2022 through 10/31/2022.

Information Item 3 – Board Governance

Jerome Salatino reviewed mandatory Board Governance topics, letter grade results, and regional performance comparison.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2

Local Workforce Development Area Certification

Under the Workforce Innovation and Opportunity Act (Pub. L. 113-128), the Governor must designate local workforce development areas after consultation with the State Workforce Board (SWB), local chief elected officials (CEO) and LWDBs.

WIOA requires that the Governor approve a request for initial designation as a local workforce development area from any area that was designated as a local workforce development area for purposes of the Workforce Investment Act (WIA) of 1998 for the two-year period preceding the enactment of WIOA, provided the area performed successfully and sustained fiscal integrity.

The purpose of the local workforce development area is to serve as the jurisdiction for the administration of workforce development activities using Adult, Dislocated Worker and Youth funds allocated by the State and to coordinate efforts related to the other core programs at a community level. The Governor shall approve a request for designation of an area from a unit of general local government as a local workforce development area in accordance with the process and considerations outlined in WIOA Section 106b(1)(A) and (B).

Under the authority granted to states in WIOA Section 106(b)(2), each of Florida's existing local workforce investment areas that were operating in accordance with WIA were automatically granted an initial designation as a local workforce development area. This initial designation became effective July 1, 2015 and expired on June 30, 2017.

Local workforce development areas that receive an initial designation shall be granted a **subsequent designation** if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity, and in the case of a local workforce development area in a planning region, met the regional planning requirements as described in WIOA Sec. 106(c)(1). The process for a local area to submit a subsequent designation request is outlined below:

a. The CEOs must submit a request for subsequent designation (Attachment A) to CareerSource Florida and DEO every two years beginning July 1, 2017. The completed form must be submitted via email to: WIOA@deo.myflorida.com. The application to request subsequent designation is due by April 15 of the renewal year. **This new application is due April 15, 2023 and will expire June 30, 2025.**

b. DEO and CareerSource Florida will review the request submitted to verify that the stated requirements were met. The submissions will be made available for public review at www.careersourceflorida.com/wioa for a period not to exceed ten days.

c. After the receipt and review of public comment, CareerSource Florida will review the submissions along with any public comments received and make recommendations to the Governor regarding the local workforce development area's subsequent designation.

d. Each local workforce development area will be notified of the Governor's designation decision within ten business days of receipt by DEO and CareerSource Florida. The Governor may review a local workforce development area at any time to evaluate whether that area continues to meet the requirements for subsequent designation. Additionally, the Governor must review a local workforce development area before submitting the State Plan during each four-year State planning cycle to evaluate whether the area continues to meet the requirements for subsequent designation.

Performed Successfully

For the purpose of determining subsequent local workforce development area designation, the term "**performed successfully**" means the local workforce development area met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and that the local area has not failed the same measure for the last two consecutive program years.

Sustained Fiscal Integrity

Sustained Fiscal Integrity for all program years means the Secretary of the United States Department of Labor has not made a formal determination that either the grant recipient or the administrative entity of the area misspent funds due to willful disregard of the requirements of the provision involved, gross negligence or failure to comply with accepted standards of administration for the two-year period preceding the determination.

FOR CONSIDERATION

Approval of the Local Board to move forward with submitting our request to the Chief Local Elected Officials and then to Department of Economic Opportunity to remain Local Workforce Development Area CareerSource Pasco Hernando, comprised of Pasco and Hernando counties. PHWB has performed successfully and sustained fiscal integrity for the previous two program years.

APPLICATION FOR SUBSEQUENT LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION

LOCAL WORKFORCE AREA INFORMATION	
NAME OF LOCAL AREA: Pasco-Hernando Workforce Board Inc/dba CareerSource Pasco Hernando	
LWDB NUMBER: CareerSource Pasco Hernando	
DATE OF SUBMISSION:	
CONTACT PERSON NAME: Brenda Gause	PHONE: 352 593-2226 EMAIL ADDRESS: bgause@careersourcepascohernando.com
PERFORMED SUCCESSFULLY	
THE TERM “PERFORMED SUCCESSFULLY” MEANS THE LOCAL WORKFORCE DEVELOPMENT AREA MET OR EXCEEDED THE ADJUSTED LEVELS OF PERFORMANCE FOR PRIMARY INDICATORS OF PERFORMANCE FOR THE LAST TWO CONSECUTIVE YEARS FOR WHICH DATA ARE AVAILABLE, AND THE LOCAL AREA HAS NOT FAILED THE SAME INDIVIDUAL MEASURE FOR THE LAST TWO CONSECUTIVE PROGRAM YEARS.	
SUSTAINED FISCAL INTEGRITY	
THE TERM “SUSTAINED FISCAL INTEGRITY” MEANS THAT THE SECRETARY OF LABOR HAS NOT MADE A FORMAL DETERMINATION, DURING EITHER OF THE LAST TWO CONSECUTIVE YEARS PRECEDING THE DETERMINATION REGARDING SUCH INTEGRITY, THAT EITHER THE GRANT RECIPIENT OR THE ADMINISTRATIVE ENTITY OF THE AREA HAS MISEXPENDED FUNDS PROVIDED.	

BY SIGNING BELOW, THE LOCAL CHIEF ELECTED OFFICIAL AND THE LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR CERTIFY THAT THE LOCAL AREA HAS PERFORMED SUCCESSFULLY AND SUSTAINED FISCAL INTEGRITY FOR SUBSEQUENT DESIGNATION OF THE EXISTING LOCAL AREA.

LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR
NAME: Jerome Salatino
SIGNATURE:
DATE:
LOCAL WORKFORCE BOARD CHAIR
Name: Charles Gibbons
Signature
Date:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE: Jack Mariano, Chairman, District 5	COUNTY: Pasco
SIGNATURE:	DATE:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE: John Allocco, Chairman, District 3	COUNTY: Hernando
SIGNATURE:	DATE:

ATTEST:

Nikki Alvarez-Sowles, Esq.,
Pasco County Clerk & Comptroller

ACTION ITEM 3

Extension to Remain a Direct Services Provider

In 2008, after the passing of Senate Bill 428, regional workforce boards were allowed to apply to be a provider of direct services. CareerSource Pasco Hernando (CSPH) chose to apply and our application was accepted (in the following order) by the Board Members, Chief Elected Officials, DEO, CareerSource Florida and the Governor.

CSPH first applied to be a Direct Service Provider in 2009. The request was granted by the state. In 2011, the first three-year extension was requested and granted. By eliminating the middle man (the Provider) PHWB was able to cut costs by shaving the profit and overhead by 19% in the first year. There were other cost cutting measures that were put into effect as well, beginning with hiring more part time staff to cover peak times in the Centers thereby providing better customer service.

Any Regional Workforce Board that wishes to receive an extension to operate as a direct provider of workforce services (other than training services) must formally request the extension to do so and continue to indicate this in its local service delivery plan. This is a requirement every three years unless otherwise instructed.

The formal process is initiated by the submission of a request for extension stating whether the region wishes to extend its permission to be designated as a direct provider of workforce services (other than training services).

CSPH is required to submit an extension request every three years if it wishes to maintain the status of Direct Services Provider. CSPH wishes to continue with the same service delivery model as we have used in the previous nine years. Performance has drastically increased since taking these services in house.

- CSPH has consistently maintained one of the lowest cost per placement in the State.
- CSPH has performed successfully and sustained fiscal integrity for the previous two program years.
- Having had the Resource Rooms, Business Services and Employment Support Center “in house” for the past 14+ years has also provided marked improvements as seen in the Wagner Peyser portion of the Monthly Management Report. CSPH continued to place in the **top quartile** for the WP measures, ranking **#5** for entered employment.
- Veteran’s entered employment rate was ranked **#5** of 24 regions.
- Reemployment Services and Eligibility Assessment Program ranked **3rd** in entered employment.

- The OJT/EWT program saw more opportunities for job seekers/customers and employers since bringing those programs in house, ranking **4th** in the state for outcome rate.

FOR CONSIDERATION

Approval of an extension beginning 07/01/2023 through 06/30/2026. CSPH staff requests the approval of this plan by the Local Board.

REQUEST FOR EXTENSION

LOCAL WORKFORCE AREA INFORMATION	
Name of Local Area: Pasco-Hernando Workforce Board Inc./dba CareerSource Pasco Hernando	
LWDB Number: CareerSource Pasco Hernando	
Date of Submission:	
Contact Person Name: Brenda Gause	Phone: 352 593-2226
	Email Address: bgause@careersourcepascohernando.com
AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN	
<p>The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period <u>July 1, 2023</u> through <u>June 30, 2026</u>.</p> <p>The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.</p>	

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN	
Name: Charles Gibbons	Title: Board Chair
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL	
Name and Title: Jack Mariano, Chairman, District 5	County: Pasco
Signature:	Date:

LOCAL CHIEF ELECTED OFFICIAL	
Name and Title: John Allocco, Chairman, District 3	County: Hernando
Signature:	Date:

ATTEST:

Nikki Alvarez-Sowles, Esq.,
Pasco County Clerk & Comptroller

INFORMATION ITEM 1
Minutes from February 16, 2023 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 16, 2023 – 9:00 a.m.

Committee Members

Present: Mark Earl, Joelle Neri, Lex Smith

Absent: Mark Barry, Chuck Gibbons

Quorum Present: Yes

Others Present:

PHWB Staff – Brenda Gause, Maria Reza, Jerome Salatino, Ania Williams

Proceedings:

Meeting called to order at 9:02 a.m. by Joelle Neri

Public Comments

No public comments were received.

Action Item 1 – Approval of August 18, 2022, Executive Committee Meeting Minutes

Joelle Neri asked the Committee members to review the minutes from the August 18, 2022 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 Earl and seconded by Lex Smith to approve the minutes. MOTION carried 3-0.

Action Item 2 – Increase ITA Amount

Committee members reviewed the request to increase the ITA limit to \$10,000 on a case-by-case basis. Amounts exceeding the ITA limit would be subject to CEO or designated management staff approval.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the ITA increase as presented. MOTION carried 3-0.

Action Item 3 – Training Services – FleetForce Truck Driving School

The Committee reviewed the recommendation to enter into a contract with FleetForce Truck Driving School with a budget of up to \$527,000 if all terms in contract are met. Brenda Gause spoke about the evaluation and selection process for the submitted proposals for the short-term training services.

MOTION was made by Mark Earl and seconded by Lex Smith to approve the recommendation to enter into a contract with FleetForce Truck Driving School with a budget of up to \$527,000. MOTION carried 3-0.

Action Item 4 – Training Services – Computer Coach Training Center

The Committee reviewed the recommendation to enter into a contract with Computer Coach Training Center in the amount up to \$100,000 if all terms in contract are met. Brenda Gause spoke about the evaluation and selection process for the submitted proposals for the short-term training services.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the recommendation to enter into a contract with Computer Coach Training Center in the amount up to \$100,000. MOTION carried 3-0.

Action Item 5 – Transfer of WIOA DW Funding to WIOA AD Funds

The Committee reviewed the request for transfer of WIOA Dislocated Workers fund to WIOA Adult fund to help utilize the 2021 WIOA DW funding that will be expiring June 30, 2023.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the transfer of WIOA Dislocated Workers fund. MOTION carried 3-0.

Action Item 6 – Additional Key Positions

The Committee reviewed the request to approve the Finance Manager and the Director of Program Planning and Development as additional key positions in accordance with the Layoff, Recall and Retention Agreement Policy.

MOTION was made by Lex Smith and seconded by Mark Earl to approve Finance Manager and Director of Program Planning and Development as additional key positions. MOTION carried 3-0.

Information Item 1 – Financial Reports

Jerome Salatino reviewed the Financial Reports for period 7/01/2022 through 12/31/2022.

Chair Comments

None.

CEO Comments

Jerome Salatino spoke about the upcoming CareerSource Florida meetings in Tallahassee.

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 1/31/2023
(In Whole Numbers)

	Beginning Year Balance	Current Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash - Operating	720,357.00	50,827.00	(669,530.00)	(92.94)
Cash - Corporate Unrestricted	53,610.00	58,267.00	4,657.00	8.69
Cash - Money Market	52,860.00	52,863.00	3.00	0.01
Cash - Payroll	4,872.00	1,004.00	(3,868.00)	(79.40)
BB&T Banking Solutions	805,878.00	595,784.00	(210,094.00)	(26.07)
Prepaid Expenses	82,617.00	6,290.00	(76,327.00)	(92.39)
Deposits	46,369.00	46,369.00	0.00	0.00
Accounts Receivable	0.00	1,281.00	1,281.00	100.00
Grants Receivable	445,286.00	0.00	(445,286.00)	(100.00)
Employee Benefit Receivables	770.00	770.00	0.00	0.00
Total Current Assets	2,212,619.00	813,454.00	(1,399,164.00)	(63.24)
Long-term Assets				
Accumulated Depreciation	(95.00)	(95.00)	0.00	0.00
Total Long-term Assets	(95.00)	(95.00)	0.00	0.00
Total Assets	<u>2,212,524.00</u>	<u>813,359.00</u>	<u>(1,399,164.00)</u>	<u>(63.24)</u>
Liabilities				
Short-term Liabilities				
Sales Tax Payable	0.00	0.00	0.00	0.00
Accounts Payable - Vendors	123,048.00	101,298.00	(21,750.00)	(17.68)
Accrued Expenses	106,138.00	20,500.00	(85,638.00)	(80.69)
Contracts Payable	327,193.00	271,041.00	(56,152.00)	(17.16)
Benefits Payable	2,758.00	(909.00)	(3,666.00)	(132.96)
401K Traditional	0.00	0.00	0.00	100.00
Payroll Taxes Payable	0.00	32.00	32.00	100.00
Workers Comp Liability	(3,070.00)	6,179.00	9,250.00	(301.25)
Accrued Wages	48,701.00	0.00	(48,701.00)	(100.00)
Accrued Leave	54,004.00	54,004.00	0.00	0.00
Non -Current Accrued Compensated Balances	306,019.00	153,811.00	(152,208.00)	(49.74)
Accrued Payroll Taxes	31,798.00	16,512.00	(15,286.00)	(48.07)
Accrued Pension	17,662.00	10,712.00	(6,950.00)	(39.35)
Deferred Grant Revenue	133,427.00	0.00	(133,427.00)	(100.00)
Total Short-term Liabilities	<u>1,147,678.00</u>	<u>633,181.00</u>	<u>(514,497.00)</u>	<u>(44.83)</u>
Total Liabilities	<u>1,147,678.00</u>	<u>633,181.00</u>	<u>(514,497.00)</u>	<u>(44.83)</u>
Net Assets				
Net Assets	<u>1,064,846.00</u>	<u>180,179.00</u>	<u>(884,667.00)</u>	<u>(83.08)</u>
Total Net Assets	<u>1,064,846.00</u>	<u>180,179.00</u>	<u>(884,667.00)</u>	<u>(83.08)</u>
Total Liabilities and Net Assets	<u>2,212,524.00</u>	<u>813,359.00</u>	<u>(1,399,164.00)</u>	<u>(63.24)</u>

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unpostgd Transactions included In Report
From 7/1/2022 Through 1/31/2023
(In Whole Numbers)

	Current Period Budget - Original	Current Year Actual	Percent Total Budget Remaining - Original
Operating Revenue			
Grant Revenue	11,640,390.00	4,227,858.00	(64)%
Pasco County BCC	1,409,364.00	97,261.00	(93)%
Ticket to Work	45,000.00	15,304.00	(66)%
Tobacco Free America	55,000.00	4,510.00	(92)%
Interest Income	0.00	0.00	0 %
Other Income	50,000.00	0.00	(100)%
Total Operating Revenue	<u>13,199,754.00</u>	<u>4,344,933.00</u>	<u>(67)%</u>
 Total Revenue	 <u>13,199,754.00</u>	 <u>4,344,933.00</u>	 <u>(67)%</u>
Expenditures			
Personnel Expenses	5,528,362.00	2,383,759.00	57 %
Allocation Costs	0.00	0.00	0 %
Insurance	105,000.00	43,080.00	59 %
One Stop Operator	21,000.00	14,018.00	33 %
Program Expenses	5,012,900.00	1,990,447.00	60 %
Professional Fees	273,622.00	179,092.00	35 %
Supplies	122,250.00	90,739.00	26 %
Telephone	109,241.00	55,102.00	50 %
Postage & Shipping	8,600.00	502.00	94 %
Occupancy	519,800.00	215,794.00	58 %
Maintenance & Repairs	47,950.00	43,819.00	9 %
Equipment Rental	38,550.00	24,587.00	36 %
Travel & Training	48,050.00	37,303.00	22 %
Dues & Subscriptions	1,100.00	767.00	30 %
Outreach	25,500.00	20,185.00	21 %
Equipment < \$5,000 capital threshold	19,500.00	89,010.00	(356)%
Capital Expenditures	<u>22,150.00</u>	<u>41,397.00</u>	<u>(87)%</u>
Total Expenditures	<u>11,903,575.00</u>	<u>5,229,601.00</u>	<u>56 %</u>
 Net Revenue Over Expenditures	 <u>1,296,179.00</u>	 <u>(884,667.00)</u>	

NOTES:

Postage & Shipping We were refunded for closing one of our mailboxes

Equipment < \$5,000 When budget was prepared we did not anticipate needing to replace
the amount of laptops and resource room computers
We also received approval to upgrade our email security and icloud backup.
This will be an additional \$24,000

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2022 Through 1/31/2023
(In Whole Numbers)

	Apprenticeship	Corporate	PCBCC	Indirect Pool	NCPEP	Other Pooled Costs	RESEA	SNAP	VETS	Wagner Peyser	WIOA AD
Revenue											
Grant Revenue.	0.00	0.00	0.00	0.00	834,292.00	0.00	187,038.00	79,098.00	89,793.00	407,877.00	576,212.00
Other Revenue	0.00	19,814.00	97,261.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	19,814.00	97,261.00	0.00	834,292.00	0.00	187,038.00	79,098.00	89,793.00	407,877.00	576,212.00
Expenditures											
Personnel	984.00	1,299.00	177,703.00	369,448.00	8,810.00	1,038,114.00	77,261.00	36,120.00	14,135.00	40,025.00	177,330.00
Program Expenses	0.00	0.00	9,900.00	0.00	944,679.00	0.00	0.00	0.00	0.00	0.00	296,747.00
Professional Services	0.00	2,149.00	969.00	33,921.00	377.00	129,944.00	586.00	287.00	114.00	795.00	937.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	14,018.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	699.00	0.00	42,381.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	326.00	0.00	8,792.00	0.00	5,555.00	0.00	0.00	5,609.00	15,011.00	2,010.00
Leases	0.00	0.00	0.00	3,863.00	0.00	188,455.00	0.00	0.00	0.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	1,396.00	0.00	22,892.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	4.00	0.00	609.00	7,792.00	10.00	57,928.00	157.00	84.00	0.00	0.00	4,230.00
Communications	0.00	0.00	359.00	2,593.00	0.00	47,839.00	0.00	0.00	2,877.00	0.00	717.00
Repairs and Maintenance	0.00	0.00	0.00	761.00	0.00	42,743.00	0.00	0.00	0.00	115.00	0.00
Office Expenses	0.00	760.00	12.00	406.00	0.00	2,005.00	51.00	6.00	0.00	0.00	0.00
Outreach	0.00	2,480.00	0.00	479.00	0.00	16,476.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	1,015.00	4,160.00	0.00	113,052.00	0.00	1,015.00	4,060.00	0.00	1,522.00
Indirect Costs	262.00	346.00	36,030.00	(434,531.00)	2,346.00	0.00	28,411.00	12,565.00	54,061.00	30,821.00	60,345.00
Program Costs Pool	437.00	577.00	18,487.00	0.00	3,913.00	(735,575.00)	47,385.00	20,067.00	33,777.00	62,555.00	82,731.00
Business Services Pool	0.00	0.00	0.00	0.00	0.00	(351,520.00)	30,625.00	13,178.00	0.00	0.00	70,291.00
One Stop Cost Pool	145.00	192.00	1,997.00	0.00	1,301.00	(620,170.00)	15,750.00	5,959.00	10,546.00	415,060.00	33,453.00
Total Expenditures	1,832.00	8,130.00	247,082.00	(222.00)	961,436.00	14,140.00	200,226.00	89,280.00	125,178.00	564,382.00	730,314.00

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2022 Through 1/31/2023
(In Whole Numbers)

	Apprenticeship	WIOA DW	WIOA NEG	WIOA Supplement & Incentives	WIOA Youth	Welfare Transition	TAA
Revenue							
Grant Revenue.	0.00	410,000.00	30,586.00	58,142.00	532,760.00	1,010,349.00	11,711.00
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	410,000.00	30,586.00	58,142.00	532,760.00	1,010,349.00	11,711.00
Expenditures							
Personnel	984.00	88,469.00	17,201.00	39,945.00	40,332.00	256,580.00	0.00
Program Expenses	0.00	171,143.00	2,075.00	0.00	513,683.00	52,072.00	148.00
Professional Services	0.00	1,341.00	106.00	194.00	1,811.00	5,563.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leases	0.00	0.00	0.00	0.00	22,279.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	0.00	1,496.00	0.00	0.00
Software License renewals	4.00	9,104.00	21.00	51.00	83.00	8,613.00	56.00
Communications	0.00	0.00	0.00	0.00	717.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	0.00	200.00	0.00	0.00
Office Expenses	0.00	0.00	0.00	0.00	13.00	12.00	0.00
Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	1,522.00	0.00	0.00	2,030.00	2,030.00	0.00
Indirect Costs	262.00	37,396.00	4,581.00	10,638.00	11,958.00	144,366.00	406.00
Program Costs Pool	437.00	80,285.00	7,640.00	17,743.00	16,435.00	342,886.00	657.00
Business Services Pool	0.00	35,068.00	0.00	0.00	6,854.00	195,504.00	0.00
One Stop Cost Pool	145.00	20,731.00	508.00	2,359.00	3,264.00	109,454.00	202.00
Total Expenditures	1,832.00	445,059.00	32,131.00	70,929.00	621,156.00	1,117,079.00	1,469.00

INFORMATION ITEM 3
CSPH Consortium Agreement

The following item is presented as information for the Board.

No action is required.

PASCO HERNANDO WORKFORCE DEVELOPMENT CONSORTIUM INTERLOCAL AGREEMENT

This **Interlocal Agreement** is made and entered into among **Hernando County**, a political subdivision of the State of Florida, **Pasco County**, a political subdivision of the State of Florida, and the Region 16 **Pasco Hernando Workforce Board, Inc., d/b/a CareerSource Pasco Hernando**, a not-for-profit corporation established in the State of Florida, hereinafter referred to as “CSPH” for the purposes of establishing the **Pasco Hernando Workforce Development Consortium**, hereinafter referred to as the “Consortium”, and establishing the roles and responsibilities of the Consortium and CSPH.

WHEREAS, the Workforce Investment Act (29 USC § 2732, Public Law 105-220, Sec 117), as amended by the Workforce Innovation and Opportunity Act (Public Law 113-128), (collectively “the Acts”) was enacted and it authorizes the establishment of local areas to coordinate and align key employment, education, training, adult literacy, and vocational rehabilitation programs in the United States;

WHEREAS, the Act authorizes units of government to enter into agreements for the purpose of receiving funds under the Acts;

WHEREAS, the legislative and executive branches of the State of Florida have identified the need for a consolidated workforce development system and has adopted a uniform policy to guide education, training, and employment programs within the State;

WHEREAS, Chapter 445, Florida Statutes, designates CareerSource Florida, Inc. as the principal workforce policy organization with the responsibility of planning and accountability for the State’s workforce development strategy;

WHEREAS, the State of Florida has identified the Regional Workforce Boards as the local entities to implement the policy which guides the education, training and employment programs;

WHEREAS, the Governor has designated the area of Pasco County and Hernando County to be local workforce development area (LWDA) Region 16 under the ACT and Florida’s Workforce Innovation Act of 2000;

WHEREAS, the ACT specifies that if any local area so designated includes more than one unit of general local government, the chief elected officials of such units may execute an agreement to describe their responsibilities for carrying out the roles and responsibilities under the ACT;

WHEREAS, the Governor of the State of Florida has identified the Interlocal Agreement as the method for establishment of the community board, also known as the Regional Workforce Board , in a multi-county area;

WHEREAS, pursuant to the Florida Interlocal Cooperation Act of 1969, Section 163.01, Florida Statutes, Pasco and Hernando Counties mutually desire to enter into an Interlocal Agreement for the purpose of the continuation of the Regional Workforce Board; and,

WHEREAS, the local elected officials of Pasco and Hernando Counties acknowledge the need for maximization of education, training and employment resources and the need for a local workforce development board charged with the responsibility for implementing federal and state policies at the local level and hereby express their desire to enter into this agreement for a workforce development board; and,

WHEREAS, Pasco and Hernando Counties entered into that certain Amended and Restated Interlocal Agreement Between Pasco County and Hernando County for the Continuation of a Regional Workforce Board, recorded in the official records of Hernando County at Book 3357 Page 1190, and recorded in the official records of Pasco County at Book 9359 Page 3485, and it is the intent of the parties that this Agreement replaces and supersedes that Interlocal Agreement.

NOW THEREFORE, the participating counties do hereby agree to and accept the designation of the area comprised of the two counties as a local workforce development area under the Acts and do hereby establish the Consortium in accordance with the provisions set forth herein.

I. CONSORTIUM MEMBERS.

- A. The Consortium shall be comprised of five members:
 - 1. Either the Chair or a currently serving County Commissioner designated by the Chair of each respective County Commission.
 - 2. One member from the community-at-large from each County as appointed by the respective County Commission, who shall serve a four year term, with a maximum of two terms of service (8 years).
 - 3. One member, who is an active member of the business community within the region appointed by a simple majority vote of the other four members of the Consortium who shall serve a four year term with a maximum of two terms of service (8 years).
- B. The Consortium shall elect from among its five (5) members, one member to act as Chair of the Consortium and one member to act as the Vice Chair. The Consortium is authorized to adopt any necessary resolutions or procedures for the conduct and management of its meetings and membership, provided that all such resolutions and procedures must comply with all applicable federal state and local laws, and must not conflict with the terms and conditions of this Interlocal Agreement.
- C. The Chair of the Consortium shall act as the chief elected official for the local workforce development area.
- D. When required by the Florida Department of Economic Opportunity or by state or federal law, the Chair of the Consortium shall review, acknowledge, and execute contracts and other records for the Consortium.
- E. The Consortium designates the CSPH Board of Directors as the local workforce development board (the "CSPH Board").

- F. The Consortium shall appoint the membership of the CSPH Board in accordance with the Act, Florida's Workforce Innovation Act of 2000, Section 445.007, Florida Statutes, other applicable regulations, and the corporate articles and bylaws of CSPH. Unless otherwise precluded by law, the Consortium may remove any member of CSPH Board at any time by majority vote of the Consortium. Such removal by the Consortium may be with or without cause. Unless otherwise precluded by law, the Consortium may remove the executive director of the local board or the designated person responsible for the operational and administrative functions of the local board for cause.
- G. The Consortium, having been designated the local grant recipient pursuant to section 106(b)(1) of the Act, hereby designates CSPH as the administrative entity and fiscal agent for all programs promulgated under the Act and Florida's Workforce Innovation Act of 2000.
- B. The Consortium shall meet from time-to-time as it may deem necessary, but no less than semi-annually, to conduct such business as may be necessary. One of the two (2) required meetings shall include the CSPH Board. All meetings of the Consortium shall comply with the Sec. 24, Article I of the Florida Constitution, Florida Government in the Sunshine Act and the Public Records Act, and Chapter 112, Florida Statutes.
- C. Members of the Consortium shall be governed by Chapter 112, Florida Statutes, in their conduct.
- D. All actions taken by the Consortium shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, disability or handicap, or any other reason prohibited under applicable law.
- E. The Consortium shall approve the budget of the CSPH Board each year during one of the required meetings and shall approve any amendments to the articles of incorporation or the bylaws of the CSPH Board from time-to-time when amended.

II. LOCAL WORKFORCE DEVELOPMENT BOARD

- A. CSPH shall ensure that the composition of the local workforce development board shall at all times comply with requirements of the federal Act (sec. 107(b)(2)(A)), the Florida Workforce Innovation Act, and Section 445.007, Florida Statutes and shall include:
 - 1. Representatives of the private sector, who shall constitute, at a minimum, a majority of the total active membership and who shall be appointed proportionately to the relative population of the two (2) counties, except that all counties shall have at least two (2) members. Members of the private sector shall be appointed by Consortium members of their respective

Counties. Said appointments shall be announced by the appointing member at a duly called Consortium meeting. The appointment of private sector members shall not be subject to approval or removal by the remainder of the members of the Consortium.

2. Representatives of other organizations as required by applicable State and federal law.
- B. All appointments to the CSPH Board shall be on a staggered basis and consistent with the bylaws of the CSPH with a maximum term of eight (8) years for any one director, unless the member is a representative of a government entity.
- C. All vacancies will be appointed in the same manner as the original appointments.
- D. A member of the Consortium may be present at each CSPH Board meeting as a liaison but shall have no voting powers and shall not be considered a member of the CSPH Board.

III. ADMINISTRATION REQUIREMENTS AND OBLIGATIONS OF CSPH

- A. CSPH shall have the power to:
 1. Act as the grant sub-recipient, administrator and program planner for all programs funded under the Acts with all the responsibilities and liabilities associated therewith.
 2. Serve as the community board under CareerSource Florida, Inc. and the Workforce Investment Board under the Acts.
 3. Serve as the local entity for education, training and employment programs for Pasco and Hernando Counties.
- B. Pursuant to the Act and Section 445.007, Florida Statutes, CSPH shall:
 1. Develop and submit the local plan to the Governor of Florida.
 2. Designate one-stop operators and providers.
 3. Ensure the appropriate use, management, and investment of associated funds received to maximize performance outcomes.
 4. Designate eligible providers of youth services.
 5. Develop an annual budget for the purpose of carrying out the duties of CSPH including, but not limited to, all programs promulgated under the ACT for the region.
 6. Provide for the conduct of an annual audit of all funds managed by CSPH and submit a copy of that audit and copies of financial statements prepared for the conduct of CSPH business to the Consortium.
 7. Provide oversight for the one-stop delivery system, local employment and training activities, and youth activities conducted pursuant to the ACT.

8. Provide such staff and other support to the Consortium, as deemed necessary by the Consortium, for the conduct of Consortium business.
 9. Submit to the Consortium, for review and approval, the local plan, the one-stop operator designation, and the annual budget. If the Budget is not approved by the Consortium, CSPH shall submit an amended budget until a budget is approved.
 10. Provide an annual report to the Consortium.
 11. Coordinate the activities of the workforce development system with economic development strategies and other business and employer activities as may be appropriate and allowable.
 12. Promote generally the participation of the private sector in all aspects of the conduct of CSPH business and services provided.
 13. Report to the Board of Directors of CareerSource Florida, Inc. as required, regarding its functions, duties and responsibilities.
 14. Solicit, accept, receive, invest and expend funds from any public or private source.
 15. Contract with public and private entities as necessary to further the directives of the workforce development strategy.
 16. Oversee and monitor activities under its jurisdiction in accordance with Acts, the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, and any subsequent enabling legislation.
- C. Funds shall be allocated on behalf of each county on the same formula basis as funds are allocated by the State. Funds may be reallocated within the two-county area for a specific time and purpose, only by unanimous vote of the Consortium members.
- D. All meetings of CSPH, its committees and between members shall comply with the Sec. 24, Article I of the Florida Constitution, Florida Government in the Sunshine Act and the Public Records Act, and Chapter 112, Florida Statutes.
- E. CSPH Board of Directors and its Officers shall be governed by Chapter 112, Florida Statutes, in their conduct.
- F. All actions taken by CSPH shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, disability or handicap, or any other reason prohibited under applicable law.
- G. CSPH shall furnish a Commercial Crime Fidelity Bond for Employee Dishonesty on blanket basis with a maximum limit of One Hundred Thousand Dollars (\$100,000). The bond shall be endorsed to cover "Third Party" liability including a third-party beneficiary clause in favor of each of the participating counties. The bond shall include a minimum twelve (12) month discovery period when written on a loss sustained basis.

- H. Notwithstanding any provisions of the law to the contrary, none of the parties hereto shall be liable for any claims, damages, injuries, losses, or expenses arising out of or resulting from any act, omission, or negligence of any other party, their officers, employees, or agents. Nothing in this Agreement shall be construed as waiving the sovereign immunity afforded to the participating counties under Section 768.28, Florida Statutes.

IV. GENERAL CONDITIONS

- A. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and shall supersede all previous agreements, either oral or written, by or between two or more of the parties hereto with respect to the subject matter hereof. No other agreements, oral or written, regarding the subject matter of this Agreement shall be deemed to exist.
- B. This Agreement may be amended or modified upon the written request of any party hereto. Such written request shall be distributed to all parties at least thirty days prior to requested actions effective date. Any alterations, amendments, modifications or waivers in the terms and conditions of this Agreement shall not be effective unless reduced to writing, approved by all parties, signed by duly authorized representatives and filed with each participating county's Clerk of the Board.
- C. This Agreement shall have the duration equal to the period that the service delivery area designation remains in effect for the geographical area covered by this Agreement, unless terminated by Pasco County, Hernando County, or otherwise by state or federal law.
- D. In the event of any changes in state or federal law wherein this Agreement shall no longer be valid, this Agreement shall be automatically deemed void.
- E. The warranties, representations, covenants, and agreements set forth herein and in the exhibits hereto shall be continuous and shall survive the existence of this Agreement.
- F. Whenever either party is required to give notice unto the other, written notice shall be sent via hand-delivery, overnight delivery or first class mail to:

For Pasco County:
Mike Caraballa, P.E.
County Administrator
8731 Citizens Drive, Suite 350
New Port Richey, FL 34654

For Hernando County:
Jeff Rogers, P.E.
County Administrator
20 N. Main St., Rm. 263
Brooksville, FL 34601

For CSPH:
Jerome Salatino

Executive Director
16336 Cortez Blvd. Unit D
Brooksville, Florida 34601

All notices shall be effective upon receipt. Any party may change their representative to get notice or their address by giving notice in this manner without the need of formal amendment of this Interlocal Agreement.

- G. Each party warrants and represents to the other party that the execution and delivery of this Interlocal Agreement has been duly authorized by all appropriate actions of its respective governing body, that this Interlocal Agreement has been executed and delivered by an authorized officer of the respective governmental entity, and that this Interlocal Agreement constitutes the legal, valid, and binding obligation of the executing governmental entity enforceable against it by the other party in accordance with its terms (except as enforceability may be limited by statutes or applicable bankruptcy or similar laws affecting creditor's rights, and by application of equitable principals if equitable remedies are sought).
- H. This Interlocal Agreement shall be effective immediately when fully executed by the duly authorized representatives of each party and filed with the Clerk of the Circuit Court for each County and replaces and supersedes the former Interlocal Agreement.
- I. This Interlocal Agreement may be executed in multiple counterparts each of which may be deemed an original.
- J. Either party to this Agreement may cancel the same, upon the provision of ninety (90) days written notice advising the other party of its intent to cancel the Agreement.
- K. As local government entities, disputes between the parties are governed by Chapter 164, Florida Statutes. This shall not prevent the parties from entering into informal discussions prior to invoking this process.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, by and through their duly authorized representatives, on the respective dates shown below.

ATTEST:

PASCO COUNTY, through its
BOARD OF COUNTY COMMISSIONERS

Nikki Alvarez-Sowles, Esq., Clerk of the
Board of County Commissioners of Pasco
County, Florida

Jack Mariano, Chairman

Date: _____

Approved as to form and legality:

Jeffrey, Steinsnyder
County Attorney

ATTEST:

HERNANDO COUNTY, through its
BOARD OF COUNTY COMMISSIONERS

Doug Chorvat, Jr. Clerk of the Circuit Court
and Comptroller Comptroller As Clerk of the
Board of County Commissioners of Hernando
County, Florida

John Allocco, Chairman

Date: _____

Approved as to form and legality:

Jon Jouben
County Attorney

ATTEST:

PASCO HERNANDO WORKFORCE
BOARD, INC.

Board Secretary

Charles Gibbons, Chairman

Date: _____

Approved as to form and legality:

Jennifer C. Rey, Esq. as legal counsel to
Pasco Hernando Workforce Board, Inc.

INFORMATION ITEM 4
Realignment Information

The following item is presented as information for the Board.

No action is required.

REIMAGINING FLORIDA'S WORKFORCE SYSTEM: A THREE-PILLAR PLAN FOR TRANSFORMATION

Advancing system transformation statewide, the Reimagining Education and Career Help (REACH) Act was unanimously approved by the Florida Legislature and signed into law by Governor DeSantis in 2021. The REACH Act addresses the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and access to a more integrated workforce and education system. The REACH Act establishes a comprehensive blueprint for the state's talent development ecosystem. It demands customer-focused improvements to reimagine and modernize complementary, but often siloed systems for education, workforce development and public assistance directly affecting the state's talent pipeline through both policy and performance. In the case of the state workforce system — the CareerSource Florida network — the REACH Act directs:

- A reduction in the current number of local workforce development boards to:
 1. Eliminate multiple layers of administrative entities to improve coordination of the workforce development system.
 2. Establish consistent eligibility standards across the state to improve the accountability of workforce-related programs.
 3. Provide greater flexibility in allocating resources to maximize the funds directed to training and business services.

The work to address this statutory directive has resulted in a multi-phase Alignment Evaluation initiative to consider realignment and consolidation opportunities for Florida's 24 local workforce development boards. The approach to this undertaking involved qualitative and quantitative research and discovery to develop a data-driven alignment strategy to achieve these three objectives. Additionally, this work further advances efforts to accomplish the overarching intent of the REACH Act as well as the goals of the federal Workforce Innovation and Opportunity Act (WIOA) for a more effective and accountable workforce development system that maximizes resources directed to services for job seekers, workers and employers, while helping more Floridians facing barriers become self-sufficient and achieve economic mobility and prosperity.

The Alignment Evaluation initiative was launched by CareerSource Florida in collaboration with the Governor's REACH Office and other vital partners in April 2022. This initiative has resulted in the following recommended three-pillar plan for accomplishing the REACH Act charge to reduce the number of local workforce development boards, allowing the CareerSource Florida network to modernize the local workforce development board governance structure in the nation's third-largest state and better position the system to be even more customer-centered, cost effective and responsive to meet workforce talent demands today and in the future. The Florida

Workforce System Transformation Plan as outlined below focuses on **alignment and consolidation** for local workforce development boards; **system-wide improvements** for improved customer consistency and better leveraging of public funds; and **regional planning** to further promote workforce system alignment with education and economic development and optimize opportunities for regional economic growth.

Key Alignment Evaluation Background

CareerSource Florida contracted with Ernst & Young LLP (EY) to conduct research and discovery through an in-depth evaluation process that included the review and analysis of data from all 24 local workforce development boards and the state of Florida as well as a look at local workforce development board realignment processes in three other states — Alabama, North Carolina and Tennessee.

Data research included, but was not limited to, the review of available education and training providers, commuter flows, economic development regions, industry composition, labor force conditions, labor market areas and Florida College System service areas.

The intensive Florida stakeholder engagement and input process directly involved more than 700 individuals representing local workforce development boards, employers, chief local elected officials, economic development organizations, education providers, community development/nonprofit organizations and state leaders. The work followed guiding principles focused on legislative direction and federal criteria, addressing the needs of job seekers and business customers, and ensuring transparency, holistic listening and proactive communication.

Planning, research and initial stakeholder engagement for Phase One began in April 2022, and EY's data analysis and stakeholder engagement have expanded through Phase Two, which was launched in September 2022. EY has conducted 145 virtual and in-person engagement sessions with stakeholders since last spring.

EY's comprehensive work led it to complete its Future State Options Report in February 2023, outlining three options that reflect the combined realignment and consolidation of local workforce development areas and an overall reduction in the number of local workforce development boards to comply with state law.

Alignment and Consolidation

A realignment represents the movement of one or more counties from one local workforce development area to a new local workforce development area. A consolidation of areas is combining two complete local workforce development areas to create an entirely new local workforce development area.

Through EY's work with CareerSource Florida and the Governor's REACH Office and after careful consideration and deliberation, the CareerSource Florida professional team

recommended a reduction in the number of local workforce development boards from 24 to 21. Designation of new local workforce development areas would occur consistent with the Governor's authorities in WIOA.

When designating or redesignating a local workforce development area, WIOA requires that the local workforce development area share a common economic development area, a consistent labor market area and have appropriate education and training institutions to support workforce development activities. Additional factors such as population centers, labor force conditions, industry composition and other geographic boundaries also may be considered.

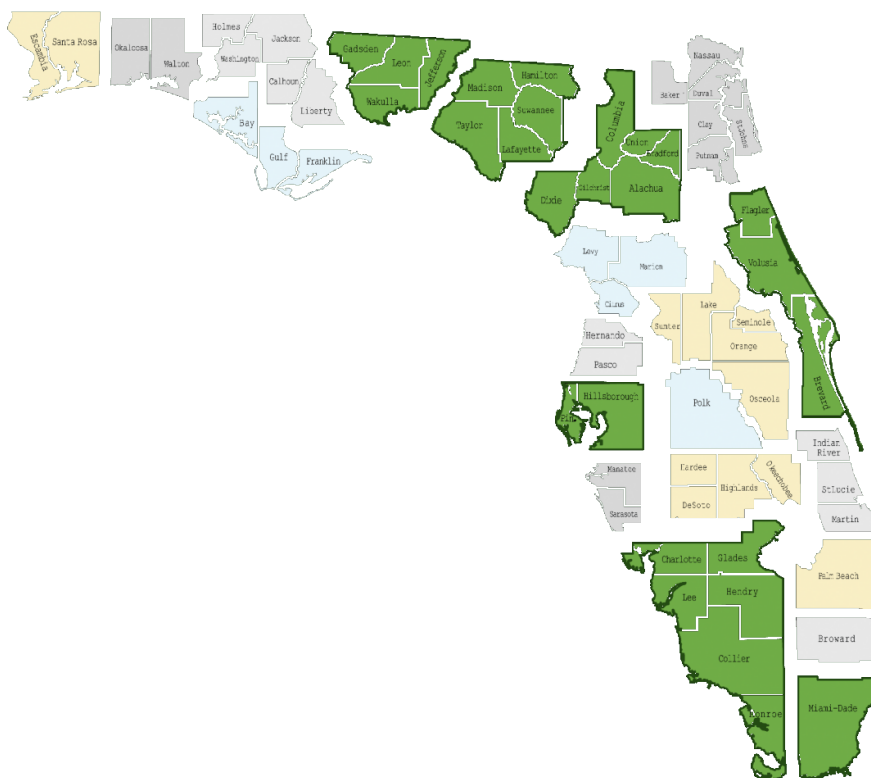
Under WIOA, the Governor is responsible for designating local workforce development areas served by local workforce development boards. WIOA further charges local workforce development boards and local elected officials with designing their local system with a regional focus to address their community's workforce needs.

Additionally, the REACH Act requires that population and commuting patterns be considered when reducing the number of local workforce development boards. To comply with the REACH Act directive for local workforce development board reduction, the recommendation for reducing the number of local workforce development boards to 21 includes consolidating six local workforce development areas and realigning two counties affecting four additional areas. These changes would directly affect 10 current local workforce development boards and the areas they serve. The state workforce board approved the following changes as a recommendation to Governor DeSantis, who holds the authority for the designating and redesignating of local workforce development areas:

- Realignment:
 - Realigning Jefferson County with CareerSource Capital Region (Local Workforce Development Area 5, currently Leon, Gadsden and Wakulla counties) resulting in a new four-county area instead of with CareerSource North Florida (Local Workforce Development Area 6), resulting in a new five-county area for North Florida that includes only Madison, Taylor, Lafayette, Hamilton and Suwannee counties.
 - Realigning Monroe County with CareerSource Southwest Florida (Local Workforce Development Area 24) instead of with CareerSource South Florida (Local Workforce Development Area 23). CareerSource Southwest Florida would become a six-county area by adding Monroe County to its service area that already includes Charlotte, Collier, Glades, Hendry and Lee counties. CareerSource South Florida would become a single-county service area for Miami-Dade County only, Florida's largest county.
- Consolidation:
 - Consolidating CareerSource Florida Crown (Local Workforce

Development Area 7) and CareerSource North Central Florida (Local Workforce Development Area 9). The new combined six-county local workforce development area would include the following: Alachua, Bradford, Columbia, Dixie, Gilchrist and Union counties.

- Consolidating CareerSource Flagler Volusia (Local Workforce Development Area 11) and CareerSource Brevard (Local Workforce Development Area 13) to create a new three-county local workforce development area for Flagler, Volusia and Brevard counties.
- Consolidating CareerSource Pinellas (Local Workforce Development Area 14) and CareerSource Tampa Bay (Local Workforce Development Area 15) to create a new, two-county local workforce development area composed of Hillsborough and Pinellas counties.



These changes will further efforts to join highly interconnected counties to reduce administrative redundancies and maintain or improve economic development alignment to drive regional growth. In several instances, these changes reinforce strong commuting patterns, align labor market areas and reduce the number of local workforce development boards serving in some Metropolitan Statistical Areas. The recommended changes largely maintain or improve access to education and training providers.

While local leaders in communities directly affected by realignment will need to come together in their new local workforce development areas to evaluate and make appropriate administrative and operational changes, this work should not affect the continuation of services provided locally through career centers to businesses and job seekers. The number and location of career centers is not tied to how many local workforce development areas exist but is instead a locally driven decision that also must comply with federal and state policies for ensuring quality services are accessible to every community.

More detailed descriptions on impact and information about the approved recommendation to reduce the number of local workforce development boards to 21 as well as other options outlined by EY for potentially reducing the number of boards and local workforce development areas to 19 or 16 can be found in the [Future State Options Report](#) on CareerSource Florida's REACH Act Implementation information page at careersourceflorida.com.

A new local governance structure of 21 boards addresses the REACH Act directive for board reduction while maintaining a strong localized approach to service delivery in Florida's vast and diverse communities. This recommendation additionally considers extensive stakeholder input highlighting successes in a workforce system that performs well overall on both the federal and state level and requesting to minimize changes to the current governance structure. It also opens a door for identifying additional strategies with statewide impact that can further address the three REACH Act objectives for board reduction to eliminate layers of administration to improve coordination, establish consistency that improves accountability and help maximize resources directed to training and business services. Thus, emerging from the EY research are future considerations for system-wide improvements that can be achieved beyond alignment and consolidation to combine and leverage resources across the entire workforce system while maintaining and improving local service levels.

System-wide Improvements

During its stakeholder engagement and research work, EY identified potential improvements through organizational and structural changes, streamlined user experiences and modernized processes and technologies. These system-wide improvements in areas such as technology, administration, fiscal, procurement/contracts and programmatic policies reflect a second pillar for transformation. EY's findings, as noted by CareerSource Florida and the REACH Office, provide an unprecedented opportunity to combine strategic local workforce development board alignment changes with statewide and state-level improvements in policy and operations to further enhance consistency and coordination among and between local workforce development boards and state workforce partners including CareerSource Florida and the Florida Department of Economic Opportunity. Focusing on greater opportunities for system-wide consistency will help streamline experiences for job seekers, workers and businesses, allowing a more agile workforce system to cultivate and strengthen local and state partnerships to advance workforce development

priorities and outcomes and better adapt to changing marketplace and consumer expectations.

Regional Planning

The third and final pillar recommended for system transformation is the development of WIOA planning regions. Currently, Florida has 24 local workforce development boards and areas and an equal number of planning regions. However, WIOA strongly encourages states to create planning regions that combine two or more local workforce development boards and areas to “align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers.” Further, the U.S. Department of Labor, strongly supports greater collaboration among local workforce development boards to build system capacity through regional service strategies, promote better alignment with economic development and education partners, improve workforce service quality and performance, including through coordinated and pooled funds for administrative costs, as well as regional planning and the coordination of supportive services for job seekers in need. A future structure for planning regions in Florida among a newly structured 21 local workforce development boards also allows the CareerSource Florida network to continue seeking system-wide access, alignment and accountability improvements expected by the REACH Act.

Conclusion

The CareerSource Florida Board of Directors serves as the Governor’s principal workforce policy and investment board. In addition, the state board works closely with the Department of Economic Opportunity, which is responsible for the state workforce system’s fiscal and administrative affairs. Together they provide policy leadership and oversight for Florida’s local workforce development boards that serve job seekers, workers and businesses through about 100 career centers. Collectively, these entities make up the CareerSource Florida network, a key contributor to Florida’s overall workforce development efforts. The REACH Act defines Florida’s broader workforce development system as the “entities and activities that contribute to the state’s talent pipeline system through education, training, and support services that prepare individuals for employment or career advancement, and the entities that are responsible for oversight or conducting those activities such as CareerSource Florida, Inc., local workforce development boards, one-stop career centers, the Department of Economic Opportunity, the Department of Education, and the Department of Children and Families.”

The Florida Workforce System Transformation Plan underscores the CareerSource Florida network’s commitment to continuous improvement and creates a framework for innovation. The plan creates accessible and enhanced approaches to service delivery for job seekers, workers and businesses as well as improved opportunities for leveraging regional partnerships and workforce development strategies and resources. Together, the recommended three pillars represent a transformational shift to improve

access to and performance outcomes by the CareerSource Florida network for years to come. More details about EY's research and findings that examine the state workforce system and support these recommendations can be found in the following four reports available on the CareerSource Florida website:

- [Future State Options](#) (February 2023)
- [Operational and Organizational Research](#) (February 2023)
- [Stakeholder Engagement Summary](#) (January 2023)
- [Statewide Data Collection and Analysis](#) (November 2022)

Summary – Reimagining Florida's Workforce System: A Three-Pillar Plan for Transformation.

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1. Recommend to the Governor a combination of four realigned and six consolidated local workforce development areas (six consolidated into three) and the continuation of 11 existing areas with no geographic and local workforce development board governance changes that would reduce the number of local boards in Florida from 24 to 21 to comply with the state REACH Act.
2. Direct the CareerSource Florida professional team and the Department of Economic Opportunity, in collaboration with the Governor's REACH Office and local workforce development boards, to develop a plan for specific system-wide improvements for consistency, improved customer experience and efficiencies to include, but may not be limited to, technology, administration, fiscal, procurement/contracts and programmatic policies.
3. Direct the CareerSource Florida professional team, in collaboration with the Governor's REACH Office, the Department of Economic Opportunity and local workforce development boards, to develop recommendations to the Governor and state workforce development board for the designation of WIOA-compliant planning regions made up of two or more local workforce development areas and boards to further improve workforce system alignment with larger economic development areas to support economic mobility, growth and prosperity.

INFORMATION ITEM 5
One Stop Operator

The following item is presented as information for the Board.

No action is required.



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 and in-person or telephonic one on one meetings. The OSO may 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 126 enrollments since July 1 with 97 placements and over 90 Non-Custodial Parents have made on time child support payments.

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 over 1,367 job openings with approximately 105 customers being placed in one of these sectors.

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. CSPH has assisted 43 Veterans obtaining employment with our Veteran staff visiting nearly 126 of our local Employers.

YOUTH

The CareerSource Pasco Hernando Youth Program is designed to serve at-risk young adults between the ages of 18-24 overcome obstacles and barriers on their way to self-sufficiency. Since July 1, 47 participants have gained employment with 134 participants earning a nationally recognized credential that will assist them in their pursuit of employment.

YOUTH PRE-MILITARY EMPLOYMENT

The CareerSource Pasco Hernando Youth Pre-Military enrollment Program is designed to serve qualifying young adults between the ages of 18-24 overcome obstacles and barriers on their way to military enlistment. Education, support services, and paid work experience opportunities are personalized to fit each participant's goals for success. We have had 18 enroll in the program with 12 currently enrolled into Penn Foster for their HS Diploma.

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. Since July 1, 10 participants have completed employability and soft skills training.

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. Since July 1, 10 participants have completed employability and soft skills training.

PROJECT RESTART

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. Since July 1, the program has assisted over 20 inmates.

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 of 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. 56 Pasco County residents have found sustainable employment. Of those individuals, 2 were On the Job Training (OJT) participants. To date, 36 have retained their employment. The average wage rate is \$17.15 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 24 and are actively working with 6 more with a total of 23 participants being placed in employment.

YTD Summary: Program Year 2022/2023



10,978 Businesses Served (12% increase)

Total Services Provided: 26,434
Date Range: 7/1/22 – 2/28/23

2,927 New Job Postings (45% decrease)

Date Range: 7/1/22 – 2/28/23

\$40,649.32 CT & OJT (10% decrease)

28 Customers Trained
Date Range: 7/1/22 – 2/28/23



6,154 Job Seekers Served (8% decrease)

Total Services Provided: 40,063
Date Range: 7/1/22 – 2/28/23

1,097 Job Seekers Entered Employment

(12% increase)
110 Veterans found employment
(12% increase)

\$16.98 Average Hourly Wage

(1% increase)
Date Range: 7/1/22 – 1/31/23



10,977 Customers Served in Resource Rooms

Date Range: 7/1/22 – 2/28/23

50,604 Calls , Live Chats, Virtual Services

Made by ESC, RR, and RESEA Staff
Date Range: 7/1/22 – 2/28/23

6,364

RESEA Customer Served

Date Range: 7/1/22 – 2/28/23



381 Cash Assistance New Cases

87 Existing
Date Range: 7/1/22 – 2/28/23

67 SNAP Mandatory Cases

Date Range: 7/1/22 – 2/28/23

512

SNAP Applicants

Date Range: 7/1/22 – 2/28/23



47 WIOA Youth Program Found Employment or Enrolled in Post-Secondary Education

Date Range: 7/1/22 – 2/28/23

134 WIOA Youth Earned a Credential

Date Range: 7/1/22 – 2/28/23

56

WIOA Youth Completed Internship Opportunities

Date Range: 7/1/22 – 2/28/23



50 WIOA AD/DW Enrollments

Estimated ITA of \$252,850.00
Date Range: 7/1/22 – 2/28/23

136 WIOA AD/DW Gained Employment

105 Placements in Sector
Strategy Fields
Date Range: 7/1/22 – 2/28/23

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