

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

## **Executive Committee Meeting Agenda**

April 11, 2024 – 9:00 a.m.

Join the meeting via Microsoft Teams

### **Committee Members**

Mark Barry, Mark Earl, Charles Gibbons, Joelle Neri, Lex Smith

Call to order ..... Charles Gibbons, Chair

### **Public Comments**

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

### **Action Items**

1. Minutes from February 08,2024, Executive Committee Meeting (Charles Gibbons) .... Page 2
2. Local Workforce Development Area Certification (Jerome Salatino)..... Page 5
3. Additions to Targeted Occupation List (Jerome Salatino) ..... Page 13

### **Information Items**

1. Financial Reports (Theresa Miner) ..... Page 16
2. Summer Trades Program (Jerome Salatino) ..... Page 23
3. Leased Space in Dade City (Jerome Salatino) ..... Page 25

### **Discussion Items**

1. Officer Appointments (Jerome Salatino) ..... Page 26

### **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 February 8, 2024, Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**FOR CONSIDERATION**

Approval of February 8, 2024, executive Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

## 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.



## **ACTION ITEM 2**

### **Local Workforce Development Area Certification**

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

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 Florida Commerce every two years beginning July 1, 2017. The completed form must be submitted via email to: [LWDBGovernance@commerce.fl.gov](mailto:LWDBGovernance@commerce.fl.gov). The application to request subsequent designation is due by April 15 of the renewal year. This new application is due May 6, 2024.
- b. Florida Commerce 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](http://www.careersourceflorida.com/wioa) for a period not to exceed ten days.

- c. After the receipt and review of public comments, 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 Florida Commerce 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**

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 local workforce development area has mis-expended funds provided.

## **FOR CONSIDERATION**

Approve the request for subsequent Local Workforce Development Area Designation prior to forwarding to Florida Commerce to remain Local Workforce Development Area 16, comprised of Pasco and Hernando counties. PHWB has performed successfully and sustained fiscal integrity for the previous two program years.

## Request for Subsequent Local Workforce Development Area Designation

**Name of Local Workforce Development Area: CareerSource Pasco Hernando**

**Name of Contact Person: Brenda Gause**

**Phone Number: 352 593-2226**

**Title: Chief Operations Officer**

**Email Address:**

**bgause@careersourcepascohernando.com**

**Date of Request:**

Local workforce development areas that receive an initial designation will be granted a subsequent designation if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity.

### **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 local workforce development area has mis-expended funds provided.

## LOCAL AREA LEVELS OF PERFORMANCE

For subsequent designation of local workforce development areas, the local area must include the local negotiated levels of performance and actual levels of performance for the two program years (PY) for which data are available prior to the program year for which designation is requested.

Name of Local Workforce Development Area:						
Measures	Negotiated	Actual	Negotiated	Actual	Negotiated	Actual
	PY:21/22	PY: 21/22	PY:22/23	PY:22/23	PY:23/24	PY:23/24
<b>Adult</b>						
Employed 2 <sup>nd</sup> Quarter After Exit	93.50	77.60	92.50	85.50	92.50	93.00
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$9500	\$9296	\$9600	\$11428	\$9600	\$11344
Employed 4 <sup>th</sup> Quarter After Exit	91.50	88.30	89.00	70.00	89.00	91.60
Credential Attainment Rate	93.00	94.40	85.40	82.50	85.40	96.80
Measurable Skill Gains	60.00	74.20	63.20	88.00	63.20	81.60
<b>Dislocated Worker</b>						
Employed 2 <sup>nd</sup> Quarter After Exit	92.00	73.30	86.00	88.70	86.00	92.40
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$7300	\$10644	\$9099	\$10963	\$9099	\$10099
Employed 4 <sup>th</sup> Quarter After Exit	88.00	81.30	83.10	74.70	83.10	85.90
Credential Attainment Rate	89.00	94.70	92.90	86.10	92.90	93.30
Measurable Skill Gains	50.30	61.40	56.00	70.70	56.00	75.00
<b>Youth</b>						
Employed 2 <sup>nd</sup> Quarter After Exit	81.50	68.00	78.00	78.60	78.00	79.30
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$3400	\$3418	\$3457	\$4337	\$3457	\$4686
Employed 4 <sup>th</sup> Quarter After Exit	77.00	75.00	73.00	65.40	73.00	76.80
Credential Attainment Rate	90.30	100.00	91.90	94.40	91.90	96.40
Measurable Skill Gains	57.00	68.10	80.30	95.50	80.30	84.10
<b>Wagner Peyser</b>						
Employed 2 <sup>nd</sup> Quarter After Exit	68.00	51.60	58.50	63.60	58.50	65.60
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$5700	\$6344	\$5889	\$6901	\$5889	\$7623
Employed 4 <sup>th</sup> Quarter After Exit	67.50	53.50	58.50	60.60	58.50	62.60



## CERTIFICATION AND APPROVAL OF REQUEST

By signing below, the local workforce board chairperson and chief local elected official certify that the local area has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

<b>Local Workforce Development Board Chairperson</b>	
<b>Name:</b> Charles Gibbons	
<b>Signature:</b>	
<b>Date:</b>	

<b>Chief Local Elected Official</b>	
<b>Name:</b> Commissioner John Allocco	<b>County:</b> Hernando and Pasco
<b>Title:</b> Pasco Hernando Workforce Development Consortium Chair	
<b>Signature:</b>	
<b>Date:</b>	

<b>Chief Local Elected Official</b>	
<b>Name:</b>	<b>County:</b>
<b>Signature:</b>	
<b>Date:</b>	

<b>Chief Local Elected Official</b>	
<b>Name:</b>	<b>County:</b>
<b>Signature:</b>	
<b>Date:</b>	

<b>Chief Local Elected Official</b>	
<b>Name:</b>	<b>County:</b>
<b>Signature:</b>	
<b>Date:</b>	

The completed request and certification page(s) must be submitted to: [LWDBGovernance@commerce.fl.gov](mailto:LWDBGovernance@commerce.fl.gov).

**LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) MEMBERSHIP**

LOCAL WORKFORCE DEVELOPMENT BOARD NAME:

NAME OF LWDB MEMBERS	AREA(S) OF REPRESENTATION	NOMINATING ORGANIZATION	DEMOGRAPHICS	PERIOD OF APPOINTMENT

\* Representative of higher education - vacant as of 01/31/2024 - new candidate pending appointment

**LWDB BOARD MEMBERSHIP**

(Continued)

NAME OF LWDB MEMBERS	AREA(S) OF REPRESENTATION	NOMINATING ORGANIZATION	DEMOGRAPHICS	PERIOD OF APPOINTMENT

## AREA(S) OF REPRESENTATION CODES

BU – Business

WOLO – Workforce-Labor Organization

WOJ – Workforce-Joint labor-management Apprenticeship Program

WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)

WOV – Workforce-Community-based Organizations representing Veterans (optional)

WOY – Workforce-Community-based Organizations representing Youth (optional)

ETPA – Education and Training Provider-Adult Education and Literacy

ETPC – Education and Training Provider-Institution of Higher Education

ETPO – Education and Training Provider-Other Providers (optional)

GRED – Government Representative-Economic Development

GRES – Government Representative-Employment Service

GRVRD – Government Representative-Vocational Rehabilitation

GRO – Government Representative-Other (optional)

OTHER – Other (please specific group/program being represented) (optional)

## DEMOGRAPHICS CODES

### **GENDER CODES**

M – Male

F – Female

### **RACE/ETHNIC CODES**

W – White (not Hispanic)

B – Black/African American (not Hispanic)

W/H – White and Hispanic

B/H – Black and Hispanic

O – Other

### **OTHER CODES**

D – Disabled individual

OI – Older individual

V – Veteran

**ACTION ITEM 3**  
**Additions to Targeted Occupations List**

The Pasco-Hernando Workforce Board (PHWB) under the Workforce Innovation Opportunity Act (WIOA) must approve training providers and courses offered where WIOA funds are used. Pasco Hernando State College (PHSC) is currently an approved Training Provider. However, when submitting codes for training provided, three courses were omitted. The revised spreadsheet with the omitted codes is attached.

PHSC is licensed, in good standing, and the programs offered are in line with the Regional Targeted Occupation List.

**FOR CONSIDERATION**

Approval to add the following codes to the Pasco Hernando Targeted Occupation List:

- Correctional Officer BRTP, CC; SOC Code 43-5031
- Crossover Correctional to LE, CC; SOC Code 43-5031
- Fire Academy, CC; SOC Code 33-2011

**Training Provider**

**Instituion:**  
**Street Address**  
**Contact Person**  
**Contact Email**  
**Contact Phone Number**

Pasco Hernando State College  
 10230 Ridge Road New Port Richey, FL 34654  
 Dr. Alysen Heil  
[heila@phsc.edu](mailto:heila@phsc.edu)  
 727-816-3264



		1	2	3
		Correctional Officer B RTP, CC	Crossover Correctional to LE, CC	Fire Academy, CC
1	Program Title			
2	SOC	43-5031	43-5031	33-2011
3	Is the program approved for training by the State of Florida	Yes	Yes	Yes
4	License #	N/A	N/A	N/A
	Tuition	\$2,123.21	\$1,494.02	\$1,571.52
5	Expiration Date	N/A	N/A	N/A
6	Book Cost	\$26.68	\$26.68	\$170.00
7	Lab Fee	\$500.00	\$260.57	\$3,882.50
8	Physical/ Medical Cost	N/A	N/A	N/A
9	Uniforms	\$569.45	N/A	N/A
10	Certification, Lisensure or Testing Cost	N/A	N/A	N/A
11	Other Costs		\$97.10	N/A
		\$3,219.34	\$1,878.37	\$5,624.02
<b>For July 2023 through June 2024</b>				
	Is program eligible for Pell Grant	Yes	No	Yes
12	Total number of persons enrolled in training program			
13				
14	Total number of WIOA funded persons enrolled in training program.			
14a	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program.			
15	Total number of persons compleing this training program	11		13
16	Total number of WIOA funded persons compleing this training program			
17	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training			
18	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if applicable)			
19	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential. if applicable)			
20	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other			

21	Total number of persons employed after completing the training program			
22	Total number of WIOA funded persons employed after completing the training program			
23	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program			

		#REF!	#REF!	#REF!
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Career Certificate	Career Certificate	Career Certificate
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	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use NAICS Codes)	Public Administration (92)	Public Administration (92)	Public Administration (92)
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	None	None	None
F	Verification the training program is for an occupation on the Local Area TOL.	Yes	Yes	Yes

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

The following item is presented as information for the Committee.

No action is required.



**Pasco Hernando WFB 16**  
**Statement of Financial Position - Unposted Transactions Included In Report**  
**As of 2/29/2024**  
**(In Whole Numbers)**

	<u>Beginning Year Balance</u>	<u>Current Year Balance</u>	<u>YTD Change</u>
<b>Assets</b>			
<b>Current Assets</b>			
Cash - Operating	140,248.00	186,721.00	46,473.00
Global Cash Card	60,000.00	0.00	(60,000.00)
Cash - Corporate Unrestricted	58,267.00	24,614.00	(33,653.00)
Cash - Money Market	52,865.00	52,869.00	4.00
Cash - Payroll	1,065.00	1,644.00	579.00
Truist Banking Solutions	756,685.00	1,085,546.00	328,861.00
Prepaid Expenses	69,452.00	0.00	(69,452.00)
Deposits	72,137.00	63,442.00	(8,695.00)
Accounts Receivable	0.00	0.00	0.00
Grants Receivable	1,353,197.00	252,683.00	(1,100,514.00)
Employee Benefit Receivables	896.00	939.00	43.00
Right to Use Asset	<u>990,291.00</u>	<u>990,291.00</u>	0.00
Total Current Assets	3,555,102.00	2,658,749.00	(896,354.00)
<b>Long-term Assets</b>			
Fixed Assets - Computer Equipment	286,407.00	286,407.00	0.00
Fixed Assets - Furniture & Fixtures	7,742.00	7,742.00	0.00
Fixed Assets - Office Equipment	110,214.00	110,214.00	0.00
Fixed Assets - Vehicles	317,082.00	317,082.00	0.00
Fixed Assets - Software	62,900.00	62,900.00	0.00
Accumulated Depreciation	(753,431.00)	(753,431.00)	0.00
Total Long-term Assets	<u>30,915.00</u>	<u>30,915.00</u>	0.00
Total Assets	<u>3,586,017.00</u>	<u>2,689,664.00</u>	(896,354.00)
<b>Liabilities</b>			
<b>Short-term Liabilities</b>			
Sales Tax Payable	0.00	0.00	0.00
Accounts Payable - Vendors	364,745.00	201,615.00	(163,130.00)
Accrued Expenses	100,904.00	0.00	(100,904.00)
Contracts Payable	238,200.00	143,842.00	(94,358.00)
Benefits Payable	64.00	(2,464.00)	(2,528.00)
Payroll Taxes Payable	0.00	0.00	0.00
Workers Comp Liability	3,793.00	6,871.00	3,078.00
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>	(147,032.00)
Total Short-term Liabilities	<u>2,331,869.00</u>	<u>1,602,226.00</u>	(729,645.00)
Total Liabilities	<u>2,331,869.00</u>	<u>1,602,226.00</u>	(729,645.00)
<b>Net Assets</b>			
Net Assets	<u>1,254,148.00</u>	<u>1,087,438.00</u>	(166,710.00)
Total Net Assets	<u>1,254,148.00</u>	<u>1,087,438.00</u>	(166,710.00)
<b>Total Liabilities and Net Assets</b>	<u><b>3,586,017.00</b></u>	<u><b>2,689,664.00</b></u>	<u><b>(896,355.00)</b></u>

**Pasco Hernando WFB 16**  
**Statement of Revenues and Expenditures - Unposted Transactions included In Report**  
**From 7/1/2023 Through 2/29/2024**  
**(In Whole Numbers)**

	<u>Original</u>	<u>Current Year Actual</u>
Operating Revenue		
Grant Revenue	11,106,244.00	5,136,745.00
Pasco County BCC	700,000.00	168,000.00
Ticket to Work	100,000.00	4,437.00
Tobacco Free America	50,000.00	713.00
Interest Income	0.00	8,602.00
(Grant Receivables)	<u>0.00</u>	<u>252,683.00</u>
Total Operating Revenue	<u>11,956,244.00</u>	<u>5,571,180.00</u>
Total Revenue	<u>11,956,244.00</u>	<u>5,571,180.00</u>
Expenditures		
Personnel Expenses	5,186,291.00	2,805,720.00
Insurance	111,025.00	17,470.00
One Stop Operator	25,000.00	14,995.00
Program Expenses	4,314,000.00	2,046,914.00
Professional Fees	352,712.00	188,845.00
Supplies	268,820.00	119,480.00
Telephone	99,941.00	58,381.00
Postage & Shipping	8,600.00	2,157.00
Occupancy	588,323.00	287,793.00
Maintenance & Repairs	72,950.00	64,072.00
Equipment Rental	39,270.00	25,748.00
Travel & Training	56,530.00	27,244.00
Dues & Subscriptions	1,100.00	5,722.00
Outreach	0.00	63,048.00
Equipment < \$5,000	12,500.00	9,551.00
Capital Expenditures	<u>0.00</u>	<u>750.00</u>
Total Expenditures	<u>11,137,061.00</u>	<u>5,737,890.00</u>
Net Revenue Over	<u>819,183.00</u>	<u>(166,710.00)</u>

PCBCC - Not billed  
Corporate - from fund  
balance

**Pasco Hernando WFB 16**  
Statement of Activities -  
Unposted Transactions Included  
From 7/1/2023 Through 2/29/2024  
(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	126,000.00	0.00	1,037,959.00	0.00	227,277.00	93,747.00	570.00	126,308.00	480,312.00
Other Revenue	0.00	5,150.00	176,602.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	28,025.00	5,150.00	302,602.00	0.00	1,037,959.00	0.00	227,277.00	93,747.00	570.00	126,308.00	480,312.00
(Deferred Rev/(Grant Receivable	3,718.00				114,345.00		187,272.00	26,111.00	(543.00)	22,451.00	(21,254.00)
Revenues Month end:	31,743	5,150	302,602	0	1,152,304	0	414,549	119,858	27	148,759	459,058
<b>Expenditures</b>											
Personnel	15,132.00	4,422.00	175,840.00	567,598.00	11,851.00	1,145,931.00	122,070.00	42,358.00	0.00	2,964.00	675.00
Program Expenses	0.00	10,215.00	23,943.00	0.00	1,121,270.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	116.00	1,872.00	717.00	38,081.00	6,190.00	128,992.00	1,002.00	126.00	0.00	338.00	134.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	14,995.00	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	6,036.00	342.00	55.00	0.00	9,631.00	0.00
Leases	0.00	0.00	0.00	4,828.00	0.00	261,989.00	0.00	0.00	0.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	1,068.00	0.00	42,577.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	4.00	375.00	2,961.00	8,605.00	70.00	72,097.00	(30.00)	271.00	27.00	52.00	0.00
Communications	21.00	2,763.00	102.00	3,043.00	0.00	47,055.00	17.00	0.00	0.00	3,284.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	1,278.00	0.00	62,327.00	0.00	0.00	0.00	0.00	0.00
Office Expenses	0.00	650.00	0.00	622.00	0.00	13,880.00	43.00	0.00	0.00	0.00	0.00
Outreach	0.00	52,682.00	0.00	81.00	0.00	10,191.00	23.00	0.00	0.00	69.00	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	5,460.00	1,596.00	63,454.00	(631,653.00)	4,277.00	0.00	70,486.00	20,982.00	0.00	81,176.00	42,550.00
Program Costs Pool	7,795.00	2,277.00	90,586.00	0.00	6,105.00	(772,131.00)	100,625.00	27,950.00	0.00	50,856.00	76,756.00
Business Services Pool	0.00	0.00	0.00	0.00	0.00	(416,788.00)	77,700.00	23,819.00	0.00	0.00	0.00
One Stop Cost Pool	3,201.00	941.00	37,460.00	0.00	2,525.00	(644,318.00)	42,272.00	4,297.00	0.00	391.00	338,944.00
Total Expenditures	31,743.00	78,045.00	396,411.00	0.00	1,152,304.00	0.00	414,549.00	119,858.00	27.00	148,759.00	459,058.00

**Pasco Hernando WFB 16**  
Statement of Activities -  
Unposted Transactions Included  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Apprenticeship	WIOA AD	WIOA DW	WIOA NEG	WIOA Other	WIOA Youth	Welfare Transition
Revenue							
Grant Revenue.	28,025.00	564,291.00	872,770.00	22,209.00	57,000.00	463,625.00	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>564,291.00</u>	<u>872,770.00</u>	<u>22,209.00</u>	<u>57,000.00</u>	<u>463,625.00</u>	<u>1,036,652.00</u>
(Deferred Rev/(Grant Receivable	<u>3,718.00</u>	<u>32,607.00</u>	<u>(277,984.00)</u>	<u>8,061.00</u>	<u>9,293.00</u>	<u>50,642.00</u>	<u>97,964.00</u>
Revenues Month end:	31,743	596,898	594,786	30,270	66,293	514,267	1,134,616
<b>Expenditures</b>							
Personnel	15,132.00	231,989.00	99,820.00	12,679.00	33,297.00	38,125.00	300,995.00
Program Expenses	0.00	299,864.00	110,391.00	3,312.00	0.00	394,173.00	83,746.00
Professional Services	116.00	834.00	342.00	56.00	99.00	3,214.00	6,735.00
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	4,629.00	509.00	381.00	59.00	280.00	21,846.00
Communications	21.00	1,222.00	88.00	21.00	69.00	695.00	3.00
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	29.00
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	5,460.00	57,044.00	86,441.00	4,575.00	12,015.00	20,868.00	160,704.00
Program Costs Pool	7,795.00	0.00	152,709.00	6,532.00	17,153.00	27,776.00	205,009.00
Business Services Pool	0.00	0.00	117,917.00	0.00	0.00	20,241.00	177,110.00
One Stop Cost Pool	<u>3,201.00</u>	<u>0.00</u>	<u>25,515.00</u>	<u>2,701.00</u>	<u>3,547.00</u>	<u>4,720.00</u>	<u>177,805.00</u>
Total Expenditures	<u>31,743.00</u>	<u>596,898.00</u>	<u>594,786.00</u>	<u>30,270.00</u>	<u>66,293.00</u>	<u>514,267.00</u>	<u>1,134,616.00</u>

**CASH BY FUNDING SOURCE**

**2/29/2024**

Fund Code	Fund Title	Debit Balance	Credit Balance
003	WIOA - Adult 41524	76,399.51	
004	WIOA Adult 42801		70,984.34
022	Rapid Response 42830		8,986.60
060	WIOA DW NFA # 39227	360.54	
062	WIOA DW 41548	290,244.47	
072	WIOA Youth 41378		48,144.17
073	WIOA Youth		3,151.41
083	WP NFA 41603	22,150.00	
084	NAVIGATOR NFA 41683		3,706.86
085	Wagner Peyser #42882	2,064.65	
093	WTP 42773,43242		94,664.65
103	SNAP NFA 43164		26,084.54
110	NEG - OPIOID NFA 39432		8,047.09
153	LVER		6,384.53
162	DVOP NFA 42345	68.60	
163	DVOP		16,003.76
170	WP - HOPE NFA # 043034		60.75
323	TAA - NFA 3 42005	543.71	
700	Corporate/Unrestricted	854,368.29	
711	NCPEP 42757, 42758	159,832.31	
802	RESEA NFA 41945		59,823.45
803	RESEA 43083		127,271.77
845	Back to Work	82,073.77	
850	Accrued Leave	261,986.22	
900	Board Governance/Admin Indirect Cost Pool	26,129.95	
901	Program Cost Pool		44,818.03
902	Business Services Cost Pool		28,765.77
903	One Stop Cost Pool	<u>122,070.30</u>	
Report Total		<u>1,898,292.32</u>	<u>546,897.72</u>
Report Difference		<u>1,351,394.60</u>	

**CASH BY FUNDING SOURCE**  
**2/29/2024**

<u>GL Code</u>	<u>GL Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1000	Cash - Operating	186,721.42	
1005	Cash - Corporate Unrestricted	24,614.35	
1010	Cash - Money Market	52,868.61	
1015	Cash - Payroll	1,644.18	
1020	Truist Banking Solutions	<u>1,085,546.04</u>	
Report Total		<u>1,351,394.60</u>	<u>0.00</u>

## **INFORMATION ITEM 2 Summer Trades Program**

The following item is presented as information for the Committee.

No action is required.

CareerSource Pasco Hernando (CSPH), in partnership with the School Board of Pasco County, Hernando County School Board and Pasco Hernando State College have worked together to create and host an annual Summer Trades Program. Since 2019, staff have met with students and parents of students under age 18 to determine eligibility. Classroom training that is sometimes followed with onsite work experience has played a key factor in assisting the youth with employer contact as well as some employment opportunities. Former youth also received certifications based on their program of choice.

In past programs, CSPH provided student incentives, instructor salaries, drivers' salaries, and paid for fuel used to transport the youth. In addition, CSPH paid for safety equipment for youth and Pasco County Schools provided lunches. These annual programs have been very successful and CSPH has plans to carry on that tradition with the PY23-24 Summer Trades Program. Programs covered this year will be Public Service, Medical, Construction and Information Technology. Classes will be held in both Pasco and Hernando counties this summer.

The purpose of this hands-on training is to allow youth to gain real life work experience while earning a stipend and incentives. Each youth will be paid a \$100 incentive for successful enrollment, \$100 mid-term and \$100 for earning a credential. Youth will earn \$14 an hour during the 4 weeks (16 hours per week) they are in training. CSPH will be hiring 4 instructors at \$44 per hour. The program will run from 8am -12pm, Monday through Thursday. This three-week program runs from June 10 – June 27, 2024. In Pasco County, programs offered are Medical and Construction at Kirkland Ranch Academy of Innovation and Public Services at Fivay High School. In Hernando County IT will be offered at Hernando High School. Many of the youth coming out of this program will have the opportunity to gain employment with local employers. Welfare Transition (WT) funds are being used this program year. Youth are eligible for the Summer Trades Program under purpose two (WT) if their family income does not exceed 200% of the Federal Poverty Level. The 2023 Federal Poverty guidelines can be found on the Florida Commerce website.

The anticipated expenditures are listed below:

- Youth stipends and incentives –\$89,700.00
- Instructor Salaries - \$8,448.00
- Liability Insurance - \$540.00

The estimated budget for this program year is \$98,688.00. The funds will come from the Welfare Transition Program.

Students Enrolled	Pasco #	Hernando #	Total
Public Service	25		
Medical	25		
Construction	25		
Information Technology	0	25	
Total:	75	25	100
Salary	Pasco	Hernando	
Students- \$14.00/hr. 16 Hrs	\$50,400.00	\$0.00	
Students- \$14.00/hr. 16 Hrs IT		\$16,800.00	
Instructors- 3 \$44.00/hr 16 hrs	\$6,336.00		
Instructors - 1 IT \$44/hr 16 hrs		\$2,112.00	
Liability Insurance- IT		-	
Liability Insurance-	270	270	
Total:	\$57,006.00	\$19,182.00	\$76,188.00
Incentives	Pasco	Hernando	
Enrollment- \$100.00	\$7,500.00	\$0.00	
Mid-Term-\$100.00	\$7,500.00	\$0.00	
Credential-\$100.00	\$7,500.00	\$2,500.00	
Enrollment- \$100.00 IT		\$2,500.00	
Mid-Term-\$100.00 IT		\$2,500.00	
Total:	\$15,000.00	\$7,500.00	\$22,500.00
Certification	Pasco	Hernando	
			\$0.00
Supplies	Pasco	Hernando	
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Grand Total:</b>	\$98,688.00		

Cost Key:  
Wage per student: \$672 (16hr/wk @ 14.00/hr)  
Wage per instructor: \$2,112 (16hr/wk @ \$44.00/hr)  
Incentive per student: \$300  
Cost per training program:



**INFORMATION ITEM 3**  
**Leased Space in Dade City**

The following item is presented as information for the Committee.

No action is required.

**DISCUSSION ITEM 1**  
**Officer Appointments**

The following item is presented as discussion for the Committee.

No action is required.