

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

August 3, 2023 – 10:00 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 April 13, 2023, Executive Committee Meeting (Charles Gibbons) Page 2
2. Budget Modification #1 (Theresa Miner) Page 5
3. Board Candidate – Christina Gray (Jerome Salatino) Page 14
4. Board Candidate – Stefanie Pontlitz (Jerome Salatino) Page 23
5. Board Candidate – Beth Galic (Jerome Salatino) Page 38

Information Items

1. Financial Reports (Theresa Miner) Page 49
2. Board Composition (Jerome Salatino) Page 54

Chair Comments

CEO Comments

Adjournment



ACTION ITEM 1
Approval of Minutes

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

Draft minutes of the April 13, 2023, Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of April 13, 2023, Executive Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

Executive Committee Meeting Minutes - DRAFT

April 13, 2023 – 9:00 a.m.

Committee Members

Present: Mark Earl, Charles Gibbons, Joelle Neri, Lex Smith

Absent: Mark Barry

Quorum Present: Yes

Others Present:

PHWB Staff – Brenda Gause, Ken Russ, Jerome Salatino, Ania Williams

Proceedings:

Meeting called to order at 9:03 a.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Approval of February 16, 2023, Executive Committee Meeting Minutes

Charles Gibbons asked the Committee members to review the minutes from the February 16, 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 Lex Smith to approve the minutes.

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

Action Item 2 – Board Candidate – Lindsey Hack

Committee members reviewed the application for Board membership for Lindsey Hack to fill the vacancy under the business category in Hernando County.

MOTION was made by Lex Smith to approve the Board candidate recommendation for presentation to the Hernando County Board of County Commissioners.

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

Action Item 3 – Board Candidate – Paul Micklow

The Committee reviewed the application for Board membership for Paul Micklow to fill the vacancy under the business category 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 Lex Smith. MOTION carried 4-0.

Action Item 4 – ARM MOU

The Committee reviewed the request to seek the agreement of the Chief Local Elected Officials in both Pasco and Hernando counties for the MOU/IFA and to enter into an agreement with the required partners.

MOTION was made by Lex Smith to approve the MOU/IFA request as proposed.

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

Information Item 1 – Financial Reports

Jerome Salatino reviewed the Financial Reports for period 7/01/2022 through 2/28/2023.

Discussion Item 1 – Officers and Committee Membership

The Committee discussed committee structure and participation for the upcoming program year.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2
Budget Modification #1

The Pasco-Hernando Workforce Board, Inc. (PHWB) has received preliminary revenue dollars from the Department of Commerce and has our final carryover dollars. Each year, PHWB prepares a budget to be approved by the local Board, the Pasco County Board of County Commissioners, and the Hernando County Board of County Commissioners for approval, and once approved, submits the budget to CareerSource Florida and the Department of Commerce.

We are bringing this budget, modification #1, before our local committees for approval. Once it is approved, it will be forwarded to both Pasco County and Hernando County for their approvals and signatures, so we can submit it to the Department of Commerce by October 1, which is required.

This budget is based on the final expenses for period ending June 30, 2023, as well as information provided to us at this time by Department of Commerce regarding revenues. This budget is being presented to our Audit Finance Committee and the Executive Committee for approval.

FOR CONSIDERATION

Approval of PHWB's operating budget, modification #1 for the program year July 1, 2023 – June 30, 2024.

PASCO-HERNANDO WORKFORCE BOARD
FINAL BUDGET
FY 2023-2024

BACKGROUND

Florida Department of Commerce has sent out preliminary figures, and we are using those preliminary figures in preparing our Fiscal Year 2022-23 budget. I expect the actual allocations to be close to these budget figures, and I expect to receive the actual NFA's within the next few days of this memo. The Pasco and Hernando Boards of County Commissioners are the "chief elected officials" for Local Workforce Development Area 16 and are responsible for budget approval along with the PHWB.

The Department of Commerce has provided preliminary amounts that are expected to be allocated to the regions for Fiscal Year 2024 in the major funding streams. PHWB staff has included estimates in other funding streams based upon current information or budget requests. Carry forward funds are actual. The Grantee/Subgrantee Agreement requires final budget figures to be submitted with proper approvals by October 1 of every year.

Included in this budget is Marketing and outreach efforts which will use corporate funds (sponsorships as an example).

INFORMATION

Revenue Budget:

The total anticipated revenue for Fiscal Year 2023-2024 is \$11,956,244 which includes \$2,734,206 of carryover dollars from funds with an ending date later than June 30, 2023.

The Revenue Comparison provides a comparison of revenues since 2012. It also gives detail as to the types of funds included, for example, \$6,233,538 comes from recurring sources such as WIOA Adult, Dislocated Worker and Youth funds, Trade Adjustment, Wagner Peyser, TANF, SNAP, RESEA, Vets, which are issued by formula each year. Other funds are one-time funding such as the Non-Custodial Parent, Rapid Response and the Back to Work grant, even though we hope to continue the relationships and receive these funds in the future.

The PHWB leases space to various partners in the One Stop Centers and expects to receive \$11,496 which will be used to offset some of the costs of the one stop leases.

Since the fiscal year beginning June 1, 2012, our overall revenue this year is expected to increase by \$1,427,433. This is due mainly to receiving the NCPEP funding these past several years, as well as Pasco County special dollars and the carryover. However, our recurring revenue has decreased by \$2,087,731. We still have not received actual NFA's for all the recurring funds, but the recurring budget is more than last year, as last year the budget didn't include the supplemental WIOA DW Funds, and I expect an increase in VETS.

Planned Expenditures

The three major categories of the expenditure budget are Board costs, One-Stop Operating costs and Direct Program Costs, including contracts.

The PHWB operates three CareerSource Centers in New Port Richey, Dade City and Brooksville. We also

operate a Mobile One Stop, which visits various locations around the region to take services to those who may not be able to access a CareerSource Center.

The major expenditure of the Board is Payroll and Benefits. Total budgeted costs for payroll and benefits this year is \$5,273,852. Major change budgeted a 3% COLA increase for this budget year as well as a 2% incentive and we have budgeted a 12% increase in health insurance premiums. If group health increases more than anticipated, we may not be able to give the incentive. Due to the decrease in Welfare Transition funds of \$161,890 and less carryover in same fund of \$66,200 we have had to lay off one individual.

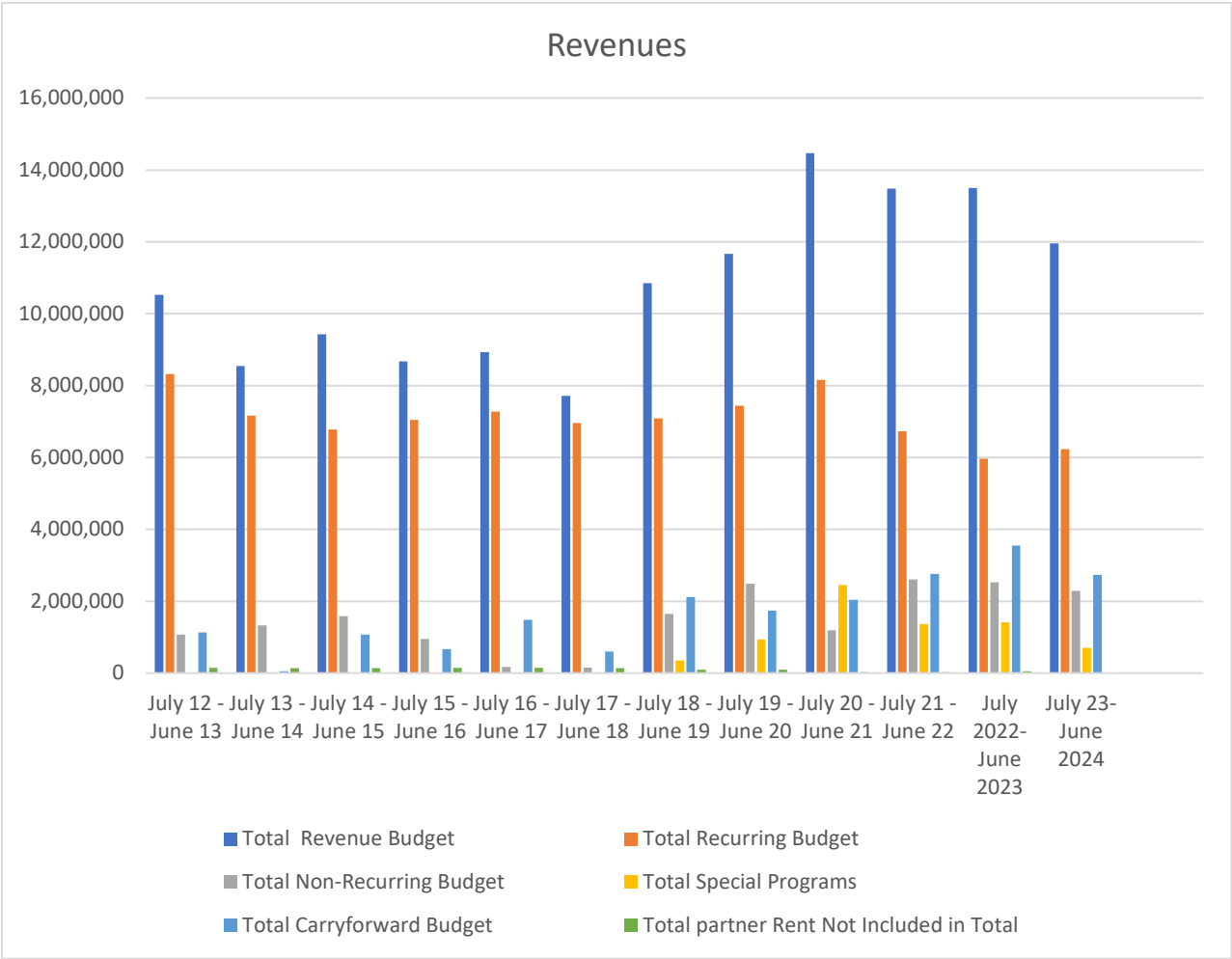
Staff record their time as their duties dictate. In some cases, they may be included partially in one functional area and partially in a Direct Program-funded position.

We also have Department of Commerce employees who work in the CareerSource Centers and are under the functional supervision of the Board. They are funded through VETS, Wagner Peyser, and Trade Adjustment Act. Those salaries and benefits are additional funding and not reflected in the budget figures presented.

The Board has contracted WIOA Youth Services to Eckerd Youth Alternatives. This program will focus on engaging and retaining out-of-school youth, as well as work experience and career pathways training. We have contracted with Eckerd Connects and will be decreasing the budget due to the Youth funds available to \$930,000.

This year the budget for direct training and client support for Adults and Dislocated workers, as well as those affected by the Opioid crisis, is budgeted at \$1,253,000. We also expect to continue our support to Welfare to Work recipients in the amount of \$200,000.

Our Pasco County Back to Work contract has been extended until September 30, 2024, which will allow us to continue to plan to serve those hardest to service in Pasco County, with no additional funds; however, we are budgeting to receive \$700,000 additional funds for October 2023 – September of 2024, but That amount has not been confirmed by Pasco County.



Pasco Hernando Workforce Board
Budget - Final
Program Year 7/1/2023 - 6/30/2024

New funding amounts have not been received	TOTAL	WIOA - AD 1008942	WIOA - DW 800833	WIOA - Youth 919625	Rapid Response	NEG - Opioid	TAA/TAT	SNAP	WTP 1946145	RESEA 397398	VETS 250000	WP 646166	WP Apprenticeship	NCPEP	Back to Work	Corporate
Funding:																
Approved Preliminary Budget	12,668,624	1,822,082	1,866,830	1,401,871	164,917	235,916	45,418	242,825	2,017,829	889,835	283,450	876,202	55,449	1,916,000	700,000	150,000
NEW BUDGET																
Actual Allocations (plus anticipated)	6,065,845	1,038,140	784,358	918,176				160,000	1,784,155	397,398	313,000	670,618				
Actual Allocations (& anticipated)(Non Recurring)	2,138,500				160,000								62,500	1,916,000		
Carryover (recurring \$)	2,734,206	308,291	1,029,650	300,317		270,554	45,458	28,376	250,613	287,277	1,708	211,962				
Supplemental WIOA	167,693		167,693													
Ticket to Work/	150,000															150,000
Other (new or carryover)	700,000														700,000	
Total Funding	11,956,244	1,346,431	1,981,701	1,218,493	160,000	270,554	45,458	188,376	2,034,768	684,675	314,708	882,580	62,500	1,916,000	700,000	150,000
% of change	-5.62%															
Budgeted Expenditures:																
Payroll & Benefits - Business Services	735,402	127,810	180,700	36,699		12,058		27,633	272,599	77,904						
Payroll & Benefits - Program Services	1,578,637	105,538	364,067	53,958	13,100	17,729	4,812	40,627	377,364	137,973	94,698	204,573	1,994	2,288	144,485	15,431
One Stop Operator	20,797	3,798	1,893	675	317	222	61	772	5,897	1,413	1,803	2,014	25	29	1,809	69
One Stop Allocated Costs	1,010,181	125,045	76,507	23,930	10,739	7,863	2,163	22,950	191,565	50,064	63,351	374,499	897	1,028	57,382	2,198
Capital Purchases	0															
Program Operations - Allocated	29,850	5,624	3,250	1,000		329	90	964	8,027	2,093	3,066	2,558	37	43	2,667	102
Business Services Allocated	20,369	5,297	2,546	942		310		1,077	8,226	1,971						
Board & One-Stop Pooled Operating Costs	3,395,236	373,112	628,963	117,203	24,156	38,511	7,126	94,023	863,678	271,418	162,918	583,644	2,953	3,388	206,343	17,800
DIRECT CUSTOMER TRAINING																
Eckerd Youth Alternatives Program	930,000			930,000												
ITAs	920,000	325,000	530,000			30,000	30,000		5,000							
At Risk Programs	0															
Incumbent Worker Training (IWT)	230,000	150,000				80,000										
OJT	130,000	100,000													30,000	
Gulf Coast Jewish	1,816,000													1,816,000		
Internships or other projects in line with mission	80,000			30,000												50,000
Direct Participant Costs- Support Svcs)	208,000					8,000			200,000							
Total Direct Customer Training Costs	4,314,000	575,000	530,000	960,000	0	118,000	30,000	0	205,000	0	0	0	0	1,816,000	30,000	50,000
Board Direct Costs																
Direct Payroll & Benefits	1,912,444	122,866	504,911	74,677	60,089	24,537		56,229	554,704	158,524	16,980		4,115	4,722	318,879	11,211
Direct Operating Costs - Total operating cost minus rent from WP	292,643 0	11,413	5,090	33,678	15,540	2,918		1,871	24,413	3,551	9,759	172,500	87	3,000	8,586	237
Total Board Direct Costs	2,205,086	134,279	510,001	108,355	75,629	27,455	0	58,100	579,117	162,075	26,739	172,500	4,202	7,722	327,465	11,448
Indirect Costs	1,222,739	263,957	92,531	31,973	21,010	15,595	4,233	24,074	352,548	67,871	123,862	80,657	1,753	2,012	135,888	4,777
Total Indirect Costs	1,222,739	263,957	92,531	31,973	21,010	15,595	4,233	24,074	352,548	67,871	123,862	80,657	1,753	2,012	135,888	4,777
Total Planned Expenditures	11,137,061	1,346,349	1,761,495	1,217,531	120,795	199,561	41,359	176,197	2,000,343	501,364	313,519	836,801	8,908	1,829,122	699,696	84,025

PASCO-HERNANDO WORKFORCE BOARD (PHWB)

Revenue Budget Comparison

July 2012 - July 2023 FUNDING

Program Years:	Total Revenue Budget	Total Recurring Budget	Total Non-Recurring Budget	Total Special Programs	Total Carryforward Budget	Total partner Rent Not Included in Total
July 12 - June 13	10,528,811	8,321,269	1,074,363		1,133,179	144,287
July 13 - June 14	8,544,775	7,168,226	1,326,549		50,000	135,201
July 14 - June 15	9,429,732	6,776,316	1,584,083		1,069,333	137,623
July 15 - June 16	8,669,596	7,049,086	948,454		672,056	142,416
July 16 - June 17	8,928,200	7,276,185	171,450		1,480,565	142,282
July 17 - June 18	7,712,074	6,958,114	153,960		600,000	137,937
July 18 - June 19	10,846,365	7,084,545	1,647,835	350,000	2,113,985	96,724
July 19 - June 20	11,668,990	7,441,339	2,484,873	931,140	1,742,778	94,594
July 20 - June 21	14,471,558	8,160,360	1,187,268	2,451,205	2,035,393	25,000
July 21 - June 22	13,479,120	6,724,722	2,604,958	1,365,838	2,758,602	25,000
July 2022- June 2023	13,497,754	5,968,749	2,526,000	1,409,364	3,545,641	48,000
July 23- June 2024	11,956,244	6,233,538	2,288,500	700,000	2,734,206	11,496

NOTES:

Recurring Budget consists of formula funds allocated annually to each of the Regional Workforce Boards. These are federal funds passed through the State of Florida. Past years information is based on allocation received at time of budgeting. These funds include WIOA, TAA, Wagner Peyser, Welfare Transition, SNAP, RESEA, VETS. Compared to prior year budget; we received DW increase which offset WTP decrease; and a slight increase in WIOA AD and Wagner Peyser, anticipated VETS, which makes up for the overall increase

One Time Budget consists of grants received for targeted projects and additional funds provided by the State of Florida that may not be recurring. They include NCPEP, Apprenticeship, Rapid Response & NEG Funding. This also includes Ticket to Work and Tobacco Free Florida

Special Programs consist of funding received due to special circumstances. Some of this years funding is due to COVID-19, a special contract with Pasco County Gov't with the intent of getting workers re-trained in a field necessary to allow them to return to work, as well as our Back to Work program funded by Pennies for Pasco

Carryforward budget consists of funds for programs that extend beyond the end of the fiscal year for all recurring funding sources, except for Pennies for Pasco.

Rents received from One Stop partners and others is treated as a credit to Lease expense rather than revenue.

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CareerSource Florida
1590 Waldo Palmer Lane, Ste 1
Tallahassee, FL 32308

And

Florida Department of Commerce
107 E. Madison Street
Caldwell Building
Tallahassee, FL 32399

To the Attention of Budget Review:

This budget, approved by the Executive Committee for Workforce Region 16 on August 3, 2023 has been approved by the designated Chief Elected Official(s) for Region 16 on September 12, 2023.

Chief Elected Official – Hernando County

Chair of the RWB

Contact name and phone number for questions related to submitted budget:

Theresa H. Miner, Sr. VP of Finance; phone: 352-593-2235

President and CEO





CareerSource Florida
1590 Waldo Palmer Lane, Ste 1
Tallahassee, FL 32308

And

Florida Department of Commerce
107 E. Madison Street
Caldwell Building
Tallahassee, FL 32399

To the Attention of Budget Review:

This budget, approved by the Executive Committee for Workforce Region 16 on August 3, 2023 has been approved by the designated Chief Elected Official(s) for Region 16 on September 19, 2023.

[SEAL]

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF PASCO COUNTY, FLORIDA

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

By: _____
Jack Mariano, Chairman

Chair of the RWB

Contact name and phone number for questions related to submitted budget:

Theresa H. Miner, Sr. VP of Finance; phone: 352-593-2235

President and CEO

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

ACTION ITEM 3
Board Candidate – Christina Gray

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

Candidate: Christina Gray

Ms. Gray represents a local business that provides air ambulance transportation in our region and has been nominated by the Hernando County Office of Economic Development and approved by the PHWB Nominating Committee on July 13, 2023. Information on Ms. Gray, including her application and nomination letter, is presented for review.

FOR CONSIDERATION

Recommend the approval of Christina Gray for presentation to the Hernando County Board of County Commissioners for appointment to the Pasco-Hernando Workforce Board of Directors.

APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

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

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

Last Name: Gray	First Name: Christina	M.I.: D
Street Address: 19751 Sterling Bluff Way		
City: Brooksville	State: FL	Zip: 34601
County of Residence: Hernando	Home Phone:	
Personal Email: christina@globaljetcare.com	Cell Phone: (352) 277-6987	
Employer or Organization that will be represented:		
Job Title or Position: V. President / Owner	Est. Annual Revenue: 20m	
Street Address: 15421 Technology Dr		
City: Brooksville	State: FL	Zip: 34604
County of Business: Hernando	Work Phone: (352) 799-7771	
Work Email: christina@globaljetcare.com	Other Phone:	
Assistant Name: Lori Griffin	Assistant Title: Office Mgr	
Assistant Email: lgriffin@globaljetcare.com	Assistant Phone: (352) 799-7771	
Preferred Method of Contact: <input type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Cell Phone <input type="checkbox"/> Personal Email <input type="checkbox"/> Work Phone <input type="checkbox"/> Work Email <input type="checkbox"/> Other: _____		
Please choose the industry sector that best fits your business/organization:		
<input type="checkbox"/> Accounting/Finance <input type="checkbox"/> Agriculture <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Bio Tech <input type="checkbox"/> Communications <input type="checkbox"/> Construction <input type="checkbox"/> Education	<input type="checkbox"/> Government <input type="checkbox"/> Healthcare <input type="checkbox"/> Hospitality/Tourism <input type="checkbox"/> Insurance <input type="checkbox"/> Manufacturing <input type="checkbox"/> Social Services	<input type="checkbox"/> Real Estate <input type="checkbox"/> Retail <input type="checkbox"/> Utilities <input type="checkbox"/> Union <input type="checkbox"/> Wholesale <input checked="" type="checkbox"/> Other: Aviation

DEMOGRAPHIC DETAILS

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

Gender: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Race/Ethnicity: <input checked="" type="checkbox"/> White (not Hispanic) <input type="checkbox"/> Black/African American (not Hispanic) <input type="checkbox"/> White and Hispanic <input type="checkbox"/> Black and Hispanic <input type="checkbox"/> Other	Other: <input type="checkbox"/> Disabled Individual <input type="checkbox"/> Older Individual <input type="checkbox"/> Veteran
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CHRISTINA D. GRAY

V. PRESIDENT

19521 Sterling Bluff Way
Brooksville, FL 34601

352-277-6987

christina@globaljetcare.com

OBJECTIVE

I am seeking a Community Benefit Organization that will utilize my existing skills; giving me an opportunity to support Hernando County.

EDUCATION —

Global Jetcare, Inc
15421 Technology Dr.
Brooksville, FL 34604

Ultimate Software
Weston, FL

Project Solutions
Zephyrhills, FL

Ultimate Software
Weston, FL

Hi-Stat Manufacturing
Lexington, OH

EXPERIENCE

4/2009 - Present

Position : V. President / Owner

Manage office, sales and medical department for an international air ambulance company.

4/2009 – 11/2013

Position: Senior Software Support Manager

Trained support staff parttime while starting my other business. Trained how to update and manage database files and payroll software as well as HR/Payroll rules and regulations.

2/2007 – 4/2009

Position: Project Manager / Owner

Performed software transition for fortune 500 companies doing mergers / acquisitions.

9/1998 - 2/2007

Position – Project Manager

Managed project for large companies to move to Ultimate Software HR/Payroll system.

7/1982 - 9/1998

Position: IT Manager

Developed business and automation software for automotive manufacturing company. Managed 8 programmers and network personal. Trained company personal on all company software.

KEY SKILLS —

Project Management

LEADERSHIP

My entire career I have specialized in building and managing teams. I excel in problem solving with innovative ideas while managing time constraints. During my career I have traveled most of the United States working with diverse groups in all types of business and industry. I am very detail-oriented when performing tasks.

Christina D. Gray
19751 Sterling Bluff Way
Brooksville, FL 34601
352-277-6987

Christina Gray is Vice President of Global Jetcare Inc., a worldwide air ambulance company based at the Brooksville, Airport.

At the age of 15, Christina left school after only completing 9th grade and joined the work force to support herself. At 17 she became a wife and mother. Christina attended North Central Technical College and earned an associate in computer science which she completed at age 24. Soon after graduating she was hired by Hi-Stat Manufacturing, a large auto supply manufacturing company. In her 18-year tenure she developed and managed the company's business software applications.

Christina went on to join Ultimate Software as a project manager implementing HR and payroll software traveling throughout the United States for 10 years. Christina was the Lead Project Manager for many Fortune 500 companies with a payroll of 10,000 to 300,000 employees. Her list of accomplishments included John Deere, Columbia Records and Cody Cosmetics.

In 2004 Christina established her own company, Dedicated Project Solutions, Inc., based out of a 40-foot RV and continued to travel the US. She assisted companies that were acquiring employees thru mergers and acquisitions with all aspects of HR and Payroll.

In 2009 Christina became partner with her son in the purchase of a charter airline company acquired to merge with Global Jetcare, Inc. By 2010 the company was growing rapidly, and she joined the company full time to manage the office. Christina now performs the duties of CFO while managing the office and medical department. Global Jetcare has been in business for 14 years and has grown from a 10,000 company to 20 million in revenue.

Christina was co-chair on the board of directors for Pace Hernando County serving from 2019 – 2023. Christina in her free time enjoys volunteering to support Pace, The Arc and SPCA.



HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
OFFICE OF ECONOMIC DEVELOPMENT
15800 Flight Path Drive ♦ Brooksville, FL 34604

May 30, 2023

Mr. Jerome Salatino
Pasco-Hernando Workforce Board, Inc.
P.O. Box 6589
Spring Hill, FL 34611

Dear Mr. Salatino:

I would like to nominate Christina D. Gray as a representative of the business sector in Hernando County and surrounding areas.

Christina is currently the Vice President at Global Jetcare, and I feel she will bring much leadership and experience to the Board of Directors of CareerSource Pasco Hernando. Her background and experience in organizational management will greatly enhance the overall composition of the Board. Global Jetcare is a for-profit company working in the area for many years.

Please accept this nomination for consideration.

Sincerely,

Valerie Pianta

Digitally signed by Valerie Pianta
Date: 2023.05.30 10:06:08 -04'00'

Valerie M. Pianta, MEDP
Economic Development Director

**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD/COMMITTEE APPLICATION**

Please type or print clearly

Name of Board/Committee PHWB
Check one: ☒ Full Member Position
☐ Alternate Member Position

Name Christina D. Gray
(Your name must be listed as it appears on your voter registration card)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION. YOUR FAILURE TO ANSWER FULLY AND TRUTHFULLY ALL QUESTIONS COULD RESULT IN YOUR APPLICATION BEING DENIED OR YOUR SUBSEQUENT REMOVAL FROM ANY BOARD/COMMITTEE IF APPOINTED.

Address 19751 Sterling Bluff Way
City Brooksville Zip 34601
Telephone 352-277-6987 (home) 352-799-7771 (business)
E-mail address christina@globaljetcare.com

Are you a resident of Hernando County? Yes

Voter Registration Number 115124868

Education Associate Degree in Computer Science
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Employment History Attached
(Attach a resume if available)

Licenses or Certificates Held _____

Have you ever previously applied for a position on any County Board/Committee? No

If yes, please state the Board(s)/Committee(s) you applied for, when you applied, and whether you were appointed.

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1st/ 2nd degree misdemeanor? NO
Answering yes does not automatically disqualify you for consideration.

If yes, what charges? _____

Are you currently involved as a defendant in a criminal case? NO

If yes, what charges? _____

Have you ever been named as a defendant in a civil action suit? NO

If yes, when and describe action. _____

Please state your reasons for applying to this Board/Committee _____

Interested in the future of Hernando county. Would like to assist in the education and future of our youth.

Please list three character references of persons NOT related to, NOT an employer, NOT an employee of you or your company, and whom you have known at least one (1) year. Please include addresses and phone numbers.

1. Jeff Holcome - 422 Nessler Way , Spring Hill 34609 - 352-678-7213
2. Russell Rami - 2335 Dog Leg Court , Brooksville 34604 - 352-586-4689
3. John Allocco - 7033 Bahama Swallow Ave., Weeki Wachee 34613 - 352-585-3055

I hereby request consideration as a committee/board appointee. It is my intention to familiarize myself to the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgement, fairness, impartiality, and faithful attendance. By my signature below, I hereby authorize Hernando County to check my references and my background, including, without limitation, obtaining a criminal history check. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by provisions of the State Sunshine Law.

I hereby swear and affirm, under Penalty of Perjury, that the above information is true and correct.

Applicant s signature Christina D. Gray Digitally signed by Christina D. Gray
Date: 2023.06.09 16:26:04 -04'00'

(Please direct all inquiries to the County Administrator s Office at 754-4002.)

Completed applications may be submitted to the County Administrator's office, 15470 Flight Path Drive, Brooksville, Florida 34604, or faxed to 352-754-4025 Attention: Jessica Wright.



Hernando County Background Consent / Release Form

As a volunteer applicant, I understand and acknowledge that an investigative report may be compiled on me. This report may include information regarding any criminal records, and from various public and private sources including law enforcement agencies at the Federal, State or County level, courts record repositories, sexual offender registries and any other source required to verify information that I have voluntarily provided.

PERSONAL INFORMATION

Legal Name: Christina D. Gray

Date of Birth: 07-07-1959

Other Names Used: _____
(Legal Name) First M.I. Last

Dates Used (from/to): any

Home Phone #: _____

Cell Phone #: 352-277-6987

E-mail Address: christina@globaljetcare.com

Are you 18 years of age or older? ☒ Yes ☐ No

GEOGRAPHIC INFORMATION

Current Address: 19751 Sterling Bluff Way

City, State, Zip : Brooksville, FL 34601

Time at this address: _____ Years 3 _____ Month

Previous Address: 6087 Evening Ray Dr

City, State, Zip : Brooksville, FL 34601

Time at this address _____ Years 3 _____ Month

By signing below, you hereby authorize, empower and release from all liability, without reservation, any agency contacted by Hernando County to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned information at any time during your relationship with Hernando County. You agree that a fax or photocopy of this authorization is to be considered and accepted with the same authority as the original.

Christina D. Gray
Applicant's Signature

Date

ACTION ITEM 4
Board Candidate – Stefanie Pontlitz

To maintain compliance with CareerSource Florida Policy Number 91, the following nomination has been received to fill a vacancy under the Labor/Apprenticeship category.

Candidate: Stefanie Pontlitz

Ms. Pontlitz represents individuals with disabilities in the Pasco-Hernando region and has been nominated by the Lighthouse for the Visually Impaired and Blind and approved by the PHWB Nominating Committee on July 13, 2023. Information on Ms. Pontlitz is included and presented for review.

FOR CONSIDERATION

Recommend the approval of Stefanie Pontlitz for presentation to the Pasco County Board of County Commissioners for appointment to the Pasco-Hernando Workforce Board of Directors.

APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

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

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

Last Name: Pontlitz	First Name: Stefanie	M.I.: F
Street Address: 11538 Lakeview Dr		
City: New Port Richey	State: FL	Zip: 34654
County of Residence: Pasco	Home Phone: (727) 514-5133	
Personal Email: sfpontlitz@gmail.com	Cell Phone: (727) 514-5133	
Employer or Organization that will be represented: Lighthouse for the Visually Impaired and Blind		
Job Title or Position: CEO	Est. Annual Revenue: \$1,200,000	
Street Address: 9130 Ridge Rd / 6492 California St		
City: New Port Richey / Brooksville	State: FL	Zip: 34654/04
County of Business: Pasco/Hernando	Work Phone: (727) 815-0303	
Work Email: spontlitz@lvib.org	Other Phone: (352) 754-1132	
Assistant Name: n/a	Assistant Title: n/a	
Assistant Email: n/a	Assistant Phone:	
Preferred Method of Contact: <input type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Cell Phone <input type="checkbox"/> Personal Email <input type="checkbox"/> Work Phone <input type="checkbox"/> Work Email <input type="checkbox"/> Other: _____		
Please choose the industry sector that best fits your business/organization:		
<input type="checkbox"/> Accounting/Finance <input type="checkbox"/> Agriculture <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Bio Tech <input type="checkbox"/> Communications <input type="checkbox"/> Construction <input type="checkbox"/> Education	<input type="checkbox"/> Government <input type="checkbox"/> Healthcare <input type="checkbox"/> Hospitality/Tourism <input type="checkbox"/> Insurance <input type="checkbox"/> Manufacturing <input checked="" type="checkbox"/> Social Services	<input type="checkbox"/> Real Estate <input type="checkbox"/> Retail <input type="checkbox"/> Utilities <input type="checkbox"/> Union <input type="checkbox"/> Wholesale <input type="checkbox"/> Other: _____

DEMOGRAPHIC DETAILS

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

Gender: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Race/Ethnicity: <input checked="" type="checkbox"/> White (not Hispanic) <input type="checkbox"/> Black/African American (not Hispanic) <input type="checkbox"/> White and Hispanic <input type="checkbox"/> Black and Hispanic <input type="checkbox"/> Other	Other: <input type="checkbox"/> Disabled Individual <input type="checkbox"/> Older Individual <input type="checkbox"/> Veteran
---	--	--

Stefanie Ambrosio Pontlitz
11538 Lakeview Dr
New Port Richey, FL 34654
(727) 514-5133
sfpontlitz@gmail.com

EDUCATION: Bachelor of Communications, May 2003

Minors: Business and English

Florida State University, Tallahassee, FL

Graduated Cum Laude

Series 7 & 66 Licensed

EXPERIENCE:

Chief Executive Officer, Executive Director, November 2020 to Present
Lighthouse for the Visually Impaired and Blind, New Port Richey, FL

Fiscal Control:

- Analyze and direct all financial operations of all programs and services
- Work closely with the contracted accounting firm to maintain standards of accounting applicable to non-profit business practice
- Negotiate contracts and agreements with funding sources in accordance with the guidance of the Board of Directors

Programs:

- Establish program objectives, and ensure objectives are achieved
- Carry out programs that meet national accreditation standards and achieve the objectives of each program
- Oversee and supervise all rehabilitation programs, including holding regular staff and case management meetings, policy and procedure reviews, curriculum development and staff development/training
- Locate new sources of funding and oversee grant proposals & applications

Personnel Management:

- Carry out sound personnel practices and policies in accordance with the Personnel Manual and current professional standards
- Recruit, employ, supervise, evaluate, and discharge all personnel
- Encourage professional growth of staff

Policy:

- Helps set and carry out the policies and procedures as set forth in the Policy & Procedure Manual
- Recommends changes in policies and procedures
- Presents recommendations to the Board of Directors concerning legal and contractual obligations of the agency

Community Relations:

- Initiate new contacts and maintains contacts with other human service agencies, and network locally, statewide, nationally, and internationally
- Promote awareness about blindness and low vision within agencies, businesses, and organizations in the community

Fundraising & Development:

- Serve in concert with the Board of Directors in fundraising

Owner, March 2021 to Present
Cypress Charitable Consulting

Grant Writing:

- Offer ongoing contracts for grant writing services for nonprofit organizations
- Research grant opportunities, write highly competitive proposals and participate in debriefs on approved or rejected proposals

Social Media:

- Offer ongoing contracts for social media services for nonprofit organizations

- Work with organizations for content and create additional content
- Track and analyze results based on social media platforms

Vice President Development, March 2018 to November 2020
Youth and Family Alternatives, New Port Richey, FL

- Responsible for planning, directing and increasing the development of financial resources for the organization
- Identify, cultivate and foster new partnerships to expand programming enrichments
- Manage, support and oversee RAP River Run Committee, largest fundraiser
- Work directly with Supportive Living Coaches and Developmentally Delayed residents in new affordable housing project
- Elevate fundraising initiatives and provide management support to overall agency
- Secured \$250,000 in 2019 State Legislative Budget for shelter renovations, \$500,000 requested in 2020 LBR, decision pending.
- In first 6 months of fiscal year 2019-20, wrote grants for a total of \$1,553,000. Decisions pending.
- Produced promotional social media post in cooperation with Pasco County Sheriff's Office, generated 31,000 views, 10,000 likes and more than 1,000 shares
- Wrote, submitted and managed grants through DJJ, DCF and DV
- Raised 1,800,000 in first year and 2,600,000 in second year of position

Chief Operating Officer, November 2016 to March 2018
Vice President of Development, January 2015 to November 2016 (Promoted to COO) Director of Development, April 2012 to January 2015 (Promoted to VP of Development) United Way of Pasco County, Land O'Lakes, FL

- Responsible for planning, directing and increasing the development of financial resources for the organization
- Responsible for development and implementation of annual budget
- Provide timely financial reporting to Finance Committee and Board of Directors
- Annually supervise and mentor Publix Associate on Loan
- Develop, implement and supervise new Small Business Partnership Manager and overall initiative
- Create, implement and execute signature fundraiser, Lip Sync Battle Pasco
- Assist community partners with volunteerism needs, fundraising guidance, and community education
- Compose and distribute the United Way story through press releases, social media, newsletters, and other outlets
- Verify incoming funds for input into donor relations software
- Confirm input of pledges and funds in donor relations software and transfer to QuickBooks
- Utilize monthly Profit and Loss, Accounts Receivable and other fiscal statements to evaluate current fundraising status and pledge loss estimates
- From 2013-2015: Recruit volunteers and leaders to staff locations for annual Stuff the Bus program, schedule volunteers and ensure adequate volunteer coverage throughout event
- Raised more than \$100,000 in school supplies for more than 3,500 Pasco teachers during 3-year Stuff the Bus event
- Increased largest corporate donor campaign in 2016-2017 by 14.05% or \$120,000

Retirement Services Team Lead, February 2010 to April 2012
Customer Service Rep I, August 2009 to February 2010 (Promoted to Team Lead) Chase Investment Services Corporation/Chase Bank, Tampa, FL

- Provide direct supervision to 10+ Customer Service Representatives (CSR) and management support to 30+ representatives
- Evaluate, maintain and deliver monthly reviews to CSR levels 1 through 3
- Assist upper management with all aspects of managing employee performance, quality control and handling escalation requests
- Address high priority/complex requests from internal/external clients
- Develop, implement and supervise a new Retirement Specialist queue available to Financial Advisors and

licensed Personal Bankers

- Coach Chase bankers, financial advisors, tellers and private wealth managers regarding policies, procedures, products, systems and banking transactions involved with Retirement services
- Interview candidates for available positions within the Contact Center

Financial Advisor, July 2005 to August 2009

A.G. Edwards & Sons/Wachovia Securities/Wells Fargo Advisors, Port Richey, FL

- Responsible for over \$25 million in client assets
- Maintain and service over 100 households
- Assist in the comprehensive understanding of complex financial issues
- Conduct in-depth reviews of clients' financial circumstances, risk levels, time horizon and goals
- Review and respond to clients changing needs and financial circumstances
- Develop Planned Giving strategies/charitable giving strategies as part of client's financial plan
- Obtain and build client base through prospecting
- Provide expert guidance for individuals and businesses in the areas of retirement solutions, insurance and investment services, estate needs, business solutions, education funding, and employee benefits
- Utilize research and product knowledge to maintain assets according to clients' goals
- Achieved Accredited Asset Management Specialist Designation

PROFESSIONAL AND COMMUNITY ACTIVITIES:

- Community resume available upon request

PROFESSIONAL REFERENCES:

- References available upon request

Stefanie Ambrosio Pontlitz
Community Resume

Service Club Activities:

Rotary Club of Trinity

Officer Positions:

2022-2023 Director of Club Administration, Elect
2021-2022 Treasurer
2020-2021 Past President & Treasurer
2019-2020 President
2018-19 President Elect
2017-18 Board of Directors

Committee Positions:

2019-2021 Co-chair of Paul Harris House – a Safety Town building to promote community service
2019 Gala Committee & Decorating Co-Chair
2018 Public Image Chair
2018 Gala Chair
2017 Gala Committee & Logistics Chair
2015 & 2016 Speaker Chair
2013-2015 Schwettman Interact Liaison
2014 Fire & Ice Gala Promotions Chair
2013-2014 Miss Sunshine
2013 PasCow Plop Social Media Chair
2013-2015 Weekly Bulletins
2013-2015 Pack-A-Sack Liaison (Dec 2013, Feb-May 2014, March 2015)

Sponsorships:

2013-2022 Gala Sponsor (through Pontlitz Asset Advisors)

Rotary District 6950

2025-2026 District Governor 1st Lady
2022-2024 District Governor 1st Lady Elect
2016-2018 District Executive Board of Directors
2016-2018 District Alumni Chair
2016 Incoming District Alumni Chair (new position)

Junior Service League

Officer Positions:

2018-2022 Sustainer
2016-2017 Sustainer & Board Consultant

2015-2016 Past President
2014-2015 President
2013-2014 1st Vice-President
2008-2009 2nd Vice-President
2007-2008 Secretary

Committee Positions:

2017 Nominating Committee Chair
2015 Historian / Alumni Database Creation
2014 Bylaws Committee
2014 Playground Committee Member
2013-2014 Nominating Committee Chair
2008-2009 Nominating Committee Chair
2008 Santa Brunch Chair

Sponsorships:

2008-2016 Dancing with the Local Stars Sponsor (through Pontlitz Asset Advisors)

Lions Club of Hudson/Bayonet Point

Committee Positions:

2022 Nominating Committee

Other Community Affiliations Activities:

Big Blue BBQ

2022 Event Co-Chair

Leadership Pasco

Officer Positions:

2017 Immediate Past President
2016 President
2015 President Elect
2014 Secretary
2013-2014 Board Member
2012-2013 Class Vice President

Committee Positions:

2018-2022 Strategic Planning Committee
2017-2022 Past President's Council
2017-2022 Class Day Chair
2017 Bylaws Committee
2016 -2021 Nominating Committee Member
2015-2022 Recruitment Committee Member

2015-2016 Class Day Co-Chair
2014 Business & Industry Day Chair
2014 Branding Committee Member
2013-2017 Youth Leadership Pasco Class Day presenter
2013-2017 SIMSOC Committee Member
2012 Taste of Pasco Marketing & Promotions Committee Member

Sponsorships:

2019-2022 Simsoc and Graduation Sponsor (through Pontlitz Asset Advisors)

SPCA Suncoast

Officer Positions:

2013-2017 Secretary

Committee Positions:

2016 Finance Committee
2015 Finance Committee
2014 & 2015 Spay-ghetti Dinner Committee
2014 Whiskers & Tails Fundraiser Chair
2013-2015 Finance Committee
2013 Executive Review Committee

Toys for Tots

Officer Positions:

2014 Volunteer Coordinator

Youth and Family Alternatives

Committee Positions:

2022 RAP River Run Co-Chair (post-employment)
2018 & 2019 was employed by YFA
2017 RAP River Run Committee (pre-employment)
2016 RAP River Run Committee (pre-employment)
2015 RAP River Run Volunteer (pre-employment)
2014 RAP River Run Committee (pre-employment)

United Way of Pasco County

Committee Positions:

2018-2019 Stuff the Bus Volunteer (post-employment)

Professional and Occupational Activities:

Association of Fundraising Professionals

Officer Positions:

2018-2022 Treasurer
2017 Treasurer
2016 Past President
2015 President
2014 President Elect & Secretary
2013 Board Member

Committee Positions:

2019-2020 Website Chair
2017 Website Chair
2017-2018 Public Relations Co-Chair
2016 National Philanthropy Day Chair
2016 Mentorship Chair
2015 Public Relations Chair
2014 National Philanthropy Day Chair
2013 Programs Chair
2013 Diversity Chair

Business Networking International, Outlook to Success Chapter

Officer Positions:

2008-2010 Director
2006-2007 Founder & First President

Committee Positions:

2008-2009 Mentor Coordinator
2007-2008 Member Issues Chair

West Pasco Young Professionals Group

Officer Positions:

2018-2019 Officer
2012-2013 Secretary
2008-2009 President
2007-2008 Secretary

Committee Positions:

2015 Sleek & Sexy Committee – Volunteer Chair
2009-2010 Social Chair
2008 Sleek & Sexy Committee

2007 Sleek & Sexy Committee
2007 Santa Brunch Committee

Sponsorships:

2008-2016 Sleek and Sexy Event Sponsor (through Pontlitz Asset Advisors)

Calusa Business and Professional Women

Officer Positions:

2007 Treasurer
2006 Treasurer
2005 Treasurer

Committee Positions:

2006 Program Chair
2005-2007 Scholarship Committee

West Pasco Chamber of Commerce

Committee Positions:

2017 Amanda Murphy's Honorary Governor's Race Committee
2013 Honorary Governor's Race Wacky Quacky Duck Race Chair
2005-2017 Chamber Ambassador

Sponsorships:

2007-2009 Main Sponsor, Hudson Brochure Exchange

Other

2022-2023 RESPECT of Florida Oversight Committee
2022-2023 Florida Associations Serving the Blind Board Secretary
2018-2021 Suncoast Credit Union Advisory Board
2015-2022 Krewe of Mustang Sallies, General Member
2014 Celebration of Lights-Santa Is Real, Board Member and Volunteer
2009 American Cancer Society, Relay for Life, Luminaria Chair
2007-2009 All Children's Hospital Guild, General Member
2007-2009 Community Service Council, Bachelor Auction Committee
2005-2007 Sigma Alpha Epsilon (St. Leo University) Fundraising and promotions consultant
2004-2005 Public Relations Society of America, General Member
2004-2005 Sigma Alpha Epsilon (Univ. of North Florida) Fundraising and promotions consultant
1999-2003 Women's Refuge House DV Shelter volunteer
1999 Peter Warrick Heisman Coalition

Awards:

Leadership Pasco

2020 Judith Rochelle Award

Rotary Club of Trinity

2013-2014 Rotarian of the Year

It's Your Home Trinity Magazine

2017 Hometown Hero (February)

West Pasco Chamber of Commerce

2022 Queen Chasco Nominee

2020 Queen Chasco Nominee

2019 Queen Chasco Nominee – declined nomination due to commitment as incoming Rotary President

2018 Queen Chasco Nominee

2017 Queen Chasco Nominee

2016 Queen Chasco Nominee

2015 Queen Chasco Nominee

2009 Queen Chasco Nominee

Association of Fundraising Professionals

2013 Chamberlain Scholar

May 22, 2023

To The Pasco-Hernando Workforce Board of Directors,

It is my pleasure to nominate Stefanie Pontlitz, CEO of Lighthouse for the Visually Impaired and Blind (LVIB) for your consideration to the Pasco-Hernando Workforce Board. Stefanie has been the CEO for LVIB since 2020 and has made considerable strides in increasing opportunities and strengthening workforce resources for our clients who experience visual impairment or blindness.

The mission of the Lighthouse is to educate, empower and employ people who are visually impaired and blind. Lighthouse works with people of all ages who live in Pasco, Hernando and Citrus counties. LVIB is the only Division of Blind Services' Community Rehabilitation Program in the counties they serve. Lighthouse has two permanent locations in New Port Richey and Brooksville.

Average unemployment rate for someone experiencing vision loss is 70%. LVIB focuses on training clients, including teens, adults and seniors, on using adaptive technology, skills and techniques to achieve or maintain employment. LVIB works to reduce the stigma of disabled employees and has a wide reach in the local community with other similar organizations (for example Deaf and Hard of Hearing).

Stefanie is a former resident of Hernando County and a current resident of Pasco County. The last two agencies she worked for had a strong presence in both counties, giving her a perspective into each one's unique needs. She is extremely involved in the community and has a vast network of resources. I believe you will find her to be an asset to your board of directors.

Thank you for your consideration,

A handwritten signature in black ink that reads "Aaron M Lyon". The signature is written in a cursive, flowing style.

Aaron Lyon
Adessi Financial Partners
LVIB Board Chair 2023-2025

PASCO COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Advisory Board/Committee/Commission you are applying for:

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

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

Name

Address

City State Zip

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

Are you a Year Round Resident? Yes ☐ No ☐

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

If no, please indicate city:

Home Phone Work Phone Cell Phone

Email

Employer

Address

Occupation (if retired, please indicate)

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

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

African American ☐ Asian American ☐ American Woman ☐
Hispanic American ☐ Native American ☐ Other

For Office Use Only

Received: _____ Entered: _____

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

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

Letter Sent: _____

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

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

Academic - Degrees, Diplomas

Professional - Certification

Knowledge - Training, interest or experience

Community Involvement - List organizations/positions

Organizations - Memberships

IMPORTANT INFORMATION

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

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

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

Electronic Signature

Type Name

Date

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

Revised 5/9/2018

ACTION ITEM 5
Board Candidate – Beth Galic

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

Candidate: Beth Galic

Ms. Galic represents the manufacturing industry association in our region and has been nominated by the Pasco Economic Development Council and approved by the PHWB Nominating Committee on July 13, 2023. Information on Ms. Galic is included and presented for review.

FOR CONSIDERATION

Recommend the approval of Beth Galic for presentation to the Pasco County Board of County Commissioners for appointment to the Pasco-Hernando Workforce Board of Directors.

APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

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

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

Last Name: Galic	First Name: Beth	M.I.: A
Street Address: 30747 Burleigh Drive		
City: Wesley Chapel	State: FL	Zip: 33543
County of Residence: Pasco	Home Phone: (412) 996-3357	
Personal Email: bethgalic@yahoo.com	Cell Phone: (412) 996-3357	
Employer or Organization that will be represented: Bay Area Manufacturers Association		
Job Title or Position: Executive Director	Est. Annual Revenue: 300,000.00	
Street Address: 1936 Bruce B Downs, Suite 428		
City: Wesley Chapel	State: FL	Zip: 33543
County of Business: Pasco	Work Phone: (727) 536-5809	
Work Email: beth@bama-fl.org	Other Phone: (412) 996-3357	
Assistant Name: Connie Smith	Assistant Title: Administrative Assistant	
Assistant Email: connie@bama-fl.org	Assistant Phone: (727) 536-5809	
Preferred Method of Contact: <input type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Cell Phone <input type="checkbox"/> Personal Email <input type="checkbox"/> Work Phone <input type="checkbox"/> Work Email <input type="checkbox"/> Other: _____		
Please choose the industry sector that best fits your business/organization:		
<input type="checkbox"/> Accounting/Finance <input type="checkbox"/> Agriculture <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Bio Tech <input type="checkbox"/> Communications <input type="checkbox"/> Construction <input type="checkbox"/> Education	<input type="checkbox"/> Government <input type="checkbox"/> Healthcare <input type="checkbox"/> Hospitality/Tourism <input type="checkbox"/> Insurance <input checked="" type="checkbox"/> Manufacturing <input type="checkbox"/> Social Services	<input type="checkbox"/> Real Estate <input type="checkbox"/> Retail <input type="checkbox"/> Utilities <input type="checkbox"/> Union <input type="checkbox"/> Wholesale <input type="checkbox"/> Other: _____

DEMOGRAPHIC DETAILS

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

Gender: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Race/Ethnicity: <input checked="" type="checkbox"/> White (not Hispanic) <input type="checkbox"/> Black/African American (not Hispanic) <input type="checkbox"/> White and Hispanic <input type="checkbox"/> Black and Hispanic <input type="checkbox"/> Other	Other: <input type="checkbox"/> Disabled Individual <input type="checkbox"/> Older Individual <input type="checkbox"/> Veteran
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Beth Galic

☎ 412.996.3357 ✉ bethgalic@gmail.com  www.linkedin.com/in/bethgalic

SUMMARY

Creative, results-driven **Executive Director** with over 15 years of branding, strategic marketing, and social media management experience and innovative outreach/ development program design and implementation. Visionary leader and motivational/ informational speaker, skilled at identifying opportunities and building partnerships/ engaged coalitions with clients, customers, & employees across teams and organizations to meet and exceed financial, organizational, and community-impact goals.

- Superior Planning, Analysis, Organization, Coordination, Prioritization, and Business Acumen
- Expert Financial, Change, Conflict, Volunteer, Team, Board, and Public Relations Management
- Excellent Recruiting, Training, Diversity, Written/ Oral Communication, & Win-win Negotiation

EXPERIENCE

Executive Director, Bay Area Manufacturing Association, Wesley Chapel, FL, 2019 to Present. Direct diverse daily operations for a local chapter of a nationwide partnership dedicated to supporting small- to medium-sized manufacturers. Develop and implement strategic plans and effective programs to meet member expectations, boost manufacturer competitiveness and growth, and grow the organization's capabilities, resources, and offerings to make BAMA the top regional manufacturer resource.

- Collaborate with Economic Development Councils in 3 counties
- Coordinate programs for 120 manufacturing companies, 30 business partners, & 16 education partners

Leadership and Member Services Coordination

Plan, schedule, and lead Board of Directors meetings. Review financial reports, status, and strategies. Explore funding opportunities. Update by-laws. Tour member company plants. Research member needs to align with informational programming. Schedule training events. Facilitate monthly newsletter spotlight feature questionnaire distribution and win-win partnerships within the organization.

- Meet with 4-member executive team to serve over 150 companies and 860 individual members

Webinars, Outreach, and Member Training

Plan, execute, host, & moderate in-person/ online educational/ informational programs. Poll members for current issues. Plan content. Find, engage, & schedule subject matter experts. Market webinars. Establish platform/ question protocols. Invite attendees. Work with venues. Set up, run, & troubleshoot AV systems. Field questions. Track attendees. Send out post presentation follow-ups.

- Plan, organize, market, promote, and host outreach events for over 400 attendees
- Schedule and run 35 live training events per year with up to 200 people in attendance
- Coordinate and present 12 "content-intense" Lunch-and-Learns and over 200 webinars a year

Marketing and Social Media Management

Create brand style guide. Research market. Write content. Design/ build website & SEO keyword search. Research, interview, and engage marketing company to design digital marketing/ testimonial flyers. Prepare custom event flyers. Respond to emails, Twitter, YouTube, Facebook, LinkedIn comments and queries. Publish member "news" and job postings on website. Order and distribute promotional items.

Membership Growth Management

Drive membership growth/ retention strategies. Research Conex supplier database. Identify potential members. Attend evening roundtables/ networking events of other organizations. Design prospective member marketing packet. Tour prospective member facilities with partner FloridaMakes to identify plant improvement opportunities. Close for memberships. Track recruitment process in CRM for follow-up and future event planning. Collaborate with treasurer to send out invoices and collect dues.

- Grew individual membership by 300% and corporate membership by 200% in 4 years
- Maintain requisite membership balance of 70% manufacturers and 30% associates

continued . . .

EXPERIENCE *(continued)*

Marketing & Sales Manager, Seaway Plastics Engineering, Port Richey, FL, 2017 to 2019. Developed strategic marketing, business development, and promotional event plans for a plastics injection molding company. Created brand style guide, directed company re-branding intuitive; & updated website design, print collateral, and trade-show presentation. Established social media presence on Facebook, LinkedIn, Twitter, and YouTube. Ordered/ distributed promotional items. Customized new SUGAR CRM system.

- Hosted 4 employee appreciation events annually with 160 people in attendance
- Set up food, venue, activities, and post-event dinner for annual training for 50 sales reps

Events/Group Cruise Planner/Marketing Manager, Eventful Voyages/Encore Creations, Orlando, FL, 2014 to 2020. Oversaw registration, food, environment, safety, and technical equipment operation for a regional personal event and group travel planner. Developed and implemented comprehensive Facebook/ email marketing plans. Worked local events, tracked attendance, & served as site director.

Cruise Program Director

Prospected for cruise clients. Planned, and executed corporate/ social/ destination events for a diverse client base. Developed theme, options, marketing material, and pricing. Negotiated with cruise lines. Closed sales. Planned on-board events. Coordinated event and cruise line event schedules. Printed client-specific program options. Sent out email blast with packing tips & timelines, & additional options.

- Coordinated bon voyage venues for up to 50 participants with budgets up to \$100,000
- Organized corporate events with up to 300 in attendance and budgets up to \$10,000

Marketing Manager, American Water Chemicals. Plant City, FL, 2014 to 2015. Developed strategic training, marketing, and promotional event plans for a company providing water pretreatment equipment. Created brand style guide. Led company/ product rebranding, created intuitive website, and designed email marketing program/ promotional materials. Scheduled/ set up training/ promotional event venues.

- Invited customers in for training and tracked attendance for up to 50 event attendees

Digital Marketing Coordinator, Aquatech International Corporation, Canonsburg, PA, 2011 to 2014. Developed strategic training, digital marketing, & marketing event plans for a global leader in innovative water purification technology. Trained employees from the shop level to the C-suite.

- Presented 5 communications skills training sessions with up to 30 in attendance per event

EDUCATION, TRAINING, AND CERTIFICATIONS

Bachelor of Arts in Communications, University of Pittsburgh, Johnstown, PA, 1991

Dean's List; General Manager for WUPJ Radio; Forensics' Judge; Circulation Manager for campus newspaper; News Writer intern at KQV Radio; Production Assistant Intern for Channel 8

Dale Carnegie multigenerational communication skills, Pittsburgh, PA 2011

Lean Six Sigma Certification, Seaway Plastics Engineering Port Richey, FL, 2018

Advanced Facilitator Training, Edward Lowe Foundation, Cassopolis., MI, 2022

Small Business Executive Program, Jim Moran Institute, Florida State University, Tampa, FL, 2022

COMPUTER SKILLS

Adobe Illustrator/ InDesign/ Photoshop; Microsoft Access/ Excel/ Outlook/ PowerPoint/ Word; Facebook, Instagram, LinkedIn, Twitter, You Tube; Constant Contact, Mail Chimp, Zoom; Google Analytics; Google Ads, Google Analytics, HTML, Wild Apricot, Wordpress; Expense Anywhere, Salesforce CRM, SharePoint; Sugar CRM; Ring Central

AFFILIATIONS

Bay Area Manufacturers Association

FloridaMakes Network Advocacy Council

FloridaMakes Advanced Manufacturing

Workforce Leadership Council

SPC Engineering Technology Advisory Board

FEATURED IN

Kelley, McKenna, "This Woman's Work,"
Tampa Bay Magazines, July 15, 2021,
<https://tampamagazines.com/this-womans-work/>, Retrieved 03/29/20

Beth Galic

☎ 412.996.3357

✉ bethgalic@gmail.com LinkedIn www.linkedin.com/in/bethgalic

COMMUNITY SERVICE ADDENDUM



Volunteer, Metropolitan Ministries, 2016 to Present. Prepare and serve meals for at-risk and homeless guests of a 6-county poverty alleviation non-profit. Distribute holiday turkeys. Staff Metro Market and holiday shop. Provide interior maintenance and exterior ground maintenance and landscaping services.



Member, Board of Directors, Bay Area Manufacturers Association (BAMA), Tampa, FL, 2017 to 2019. Created/ reviewed mission/ vision statements and ensured alignment with organizational goals for a regional branch of an economic empowerment non-profit for small- to medium-sized manufacturers. Monitored program/ service effectiveness/mission consistency. Provided financial oversight. Recruited new board members. Evaluated board performance. Served on the programs committee. Scheduled tours of local sites including: the Port of Tampa Bay, Tampa International Airport, MacDill Air Force Base.

Governance

Set broad policies and strategic objectives and provided operational oversight. Assured bylaw compliance. and accounted to stakeholders for organizational performance. Monitored funds, approved annual budgets, and ensured adequate financial resource availability. Set staff salaries, compensation, and benefits. Selected, appointed, and supported Executive Director & reviewed performance. Marketed/ promoted organization.



Guardian ad Litem, Guardian ad Litem Foundation of Tampa Bay, Inc., Tampa, FL, 2016 to 2018. Represented best interests of abused, abandoned, and neglected children in court proceedings. Met with children to ensure they were in safe and nurturing environments. Donated toys, books, and special holiday meals to provide physical, educational, mental, emotional, social, and affirmational support.



Exchange Student Host, [Edu-Culture Immersion](http://www.educultureimmersion.com), Tampa, FL, 2016. Provided a home and served as an English-language Immersion Host Family for a European teen for 2 months. Took student to see such Tampa Bay area sights as Busch Gardens, the beach, roller skating, Rowdies Soccer games, and dinners and get-togethers to enhance English language exposure and learning opportunities.



Cheerleading Coach, Bethel Park High School, Bethel Park, PA, 2012 to 2013. Leveraged high school and university choreography and cheerleading experience to coach student athletes in cheerleading techniques. Prepared young athletes for games, special events, and/or competitions. Assessed skills, assigned team positions, and scheduled practice sessions. Communicated rules, regulations, participation requirements, safety instructions, behavioral standards, related disciplinary measures, and team-building expectations. Supervised effective warm-ups, technique development, proper equipment usage/ care, and progressive skill-building practice sessions. Attended tryouts, practices, games, competitions, and cheer camp.

- Coached and instructed up 30 cheerleaders
- Coordinated end-of-year Cheer Awards Banquet for up to 200 attendees

Administration

Maintained current CPR and first aid certifications, eligibility forms, emergency data cards, insurance records, progress notes, and equipment inventory files. Followed injury response protocols. Consulted with the Athletic Director and parents/guardians regarding student performance. Modeled Good Sport Conduct toward cheerleaders, officials, and spectators.

continued . . .

COMMUNITY SERVICE ADDENDUM (continued)



3rd Grade Vice President, South Park PTO, South Park, PA, 2010 to 2011. Coordinated, scheduled, directed, & oversaw activities and events for 3rd grade class at South Park Elementary Center to optimize student educational experience. Served as an ambassador for the PTO and the school district. Participated in Executive Board discussions and decision-making on behalf of the PTO. Teamed with Grade President to address Executive Board-delegated requests. Attended School Committee meetings. Purchased necessary supplies.



Chairperson for DASH Program, South Park PTO, South Park, PA, 2009 to 2010. Planned, organized, and administered multiple events each month to enrich educational experiences and provided recreation and growth opportunities for elementary students.



Library Aide and Teacher Aide, South Park Elementary Center, South Park, PA, 2009 to 2012 Teamed with teachers to facilitate curriculum planning, design, and implementation and streamline lesson plan preparation. Oversaw classroom behavior in absence of lead teacher. Coached and motivated students to encourage participation, task completion, and social skills development. Ensured classroom cleanliness, sanitation, and organization. Posted bulletins. Provided student guidance in the use of on-line reference databases. Located and checked out books and materials. Supervised students using the library outside of class hours.



Girl Scout Leader, Girl Scouts of the USA, South Park, PA, 2006 to 2013. Modeled leadership and coached and mentored girls participating in a long-standing young women's development organization. Encouraged activity/program participation, goal-setting, positive physical/ mental/ emotional health, and initiative. Established parental/ service team communication system to optimize info dissemination and expedite trip/activity permission slip collection and tracking. Attended local leader meetings. Submitted/ updated girl/ adult registrations and requisite paperwork in a timely manner. Complied with established policies/ procedures while providing a safe, healthy, and growth-oriented environment.

- Planned activities, events, & outings for a troop of 15 girls from 5 to 8 years old
- Worked with Leadership team of 10 to promote the Girl Scout Experience
- Maintained income/ expenditure records & bank account with 2 signer security protocol

Beth Galic

Executive Director



Beth Galic is an accomplished professional currently serving as the Executive Director of the Bay Area Manufacturers Association (BAMA). Beth is a multifaceted professional who has made significant contributions both in the manufacturing industry, specifically in water treatment, chemical, and injection molding sectors. Her work with the Bay Area Manufacturers Association (BAMA) has been instrumental in promoting collaboration and growth among manufacturers in the region. Beth has played a pivotal role in facilitating networking opportunities, organizing industry events, and providing valuable resources to support the success of local manufacturers. Her expertise in marketing has been an asset in raising awareness about the association's initiatives and fostering strong relationships with key stakeholders. Her ability to inspire and motivate others has resulted in the growth of the association, improved market positioning, and increased member satisfaction.

Beth has been actively involved with FloridaMakes; a state-wide organization dedicated to strengthening the competitiveness of Florida's manufacturing industry. As a strategic marketing consultant, she has worked closely with FloridaMakes and the Manufacturing Extension Partnership (MEP) to develop comprehensive marketing strategies and campaigns that drive engagement and support the growth of manufacturers across the state. Beth's deep understanding of the manufacturing sector combined with her marketing expertise has enabled her to effectively communicate the value and impact of FloridaMakes' programs and services, ultimately enhancing the organization's visibility and impact.

Her journey with BAMA began as a member of the Board of Directors for two years, during which she actively contributed to the organization's success. Beth played a vital role on the Programming Committee, utilizing her skills to execute a diverse range of events, including educational tours, fundraisers, and social gatherings.

Outside of her professional endeavors, Beth Galic is a passionate advocate for children. Recognizing the power of marketing platforms, she utilizes her expertise to raise awareness about critical issues impacting children and to drive positive change in policies and practices. Beth engages in public advocacy and community outreach, leveraging her influence to educate the public, policymakers, and stakeholders about the significance of prioritizing the needs and rights of children.

Beth holds a Bachelor of Arts degree from the University of Pittsburgh. Her diverse educational background and professional certifications further complement her role as an exceptional leader and advocate for both the manufacturing industry and the well-being of children.



PASCO EDC
NORTH TAMPA BAY, FLORIDA

June 21, 2023

Dear Nomination Committee,

I am pleased to nominate Beth Galic for consideration as a member of the Career Source Pasco Hernando Board of Directors. Her experience working with local manufacturers through her role as Executive Director at the Bay Area Manufacturers Association has equipped her with a deep understanding of the challenges faced by companies looking for a skilled workforce and individuals seeking to enhance their careers and the vital role Career Source Pasco Hernando plays in bridging that gap.

Ms. Galic is a great advocate for our local business community and the workforce it employs. She has spearheaded numerous collaborative workforce development initiatives to benefit the local manufacturing community and I am confident that her professional nature, local expertise, and trusted voice will be valuable assets to the board.

Beth's contact details:

Beth Galic
Executive Director
Bay Area Manufacturers Association
1936 Bruce B. Downs Blvd., Suite 428
Wesley Chapel, FL 33543
Beth@bama-fl.org
727-536-5809

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

I appreciate our partnership and your support.

Sincerely,

Bill Cronin

*President/CEO
Pasco Economic Development Council*

PASCO COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Advisory Board/Committee/Commission you are applying for:

Pasco Hernando Workforce Board of Directors.

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

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

Name **Beth Galic**

Address **30747 Burleigh Drive**

City **Wesley Chapel**

State **FL**

Zip **33543**

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

1

Are you a Year Round Resident? Yes ☒ No ☐

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

If no, please indicate city: **Wesley Chapel**

Home Phone **412-996-3357**

Work Phone **727-536-5809**

Cell Phone **412-996-3357**

Email **beth@bama-fl.org**

Employer **Bay Area Manufacturers Association**

Address **1936 Bruce B. Downs Blvd., Suite 428, Wesley Chapel, FL 33543**

Occupation (if retired, please indicate) **Executive Director**

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

NA

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

African American ☐

Asian American ☐

American Woman ☒

Hispanic American ☐

Native American ☐

Other

For Office Use Only

Received: _____ Entered: _____

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

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

Letter Sent: _____

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

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

Academic - Degrees, Diplomas

Bachelor of Arts in Communications, University of Pittsburgh, Johnstown, PA, 1991
Dean's List; General Manager for WUPJ Radio; Forensics' Judge; Circulation Manager for campus newspaper; News Writer intern at KQV Radio; Production Assistant Intern for Channel 8

Professional - Certification

Lean Six Sigma Certification, Seaway Plastics Engineering Port Richey, FL, 2018

Knowledge - Training, interest or experience

Dale Carnegie multigenerational communication skills, Pittsburgh, PA 2011
Advanced Facilitator Training, Edward Lowe Foundation, Cassopolis, MI, 2022
Small Business Executive Program, Jim Moran Institute, Florida State University, Tampa, FL, 2022

Community Involvement - List organizations/positions

FloridaMakes Network Advocacy Council Member
FloridaMakes Advanced Manufacturing Member
Workforce Leadership Council Member
SPC Engineering Technology Advisory Board Member

Organizations - Memberships

Mosi Museum
Tampa Bay Cycling

IMPORTANT INFORMATION

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

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

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

Electronic Signature

Type Name

Beth Galic

Date

7/10/23

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

Revised 5/9/2018

Email Form

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 6/30/2023
(In Whole Numbers)

	<u>Beginning Year Balance</u>	<u>Current Year Balance</u>	<u>YTD Change</u>	<u>YTD % Change</u>
Assets				
Current Assets				
Cash - Operating	720,357	140,248	(580,109)	(81)
Global Cash Card	0	60,000	60,000	100
Cash - Corporate Unrestricted	53,610	58,267	4,657	9
Cash - Money Market	52,860	52,865	5	0
Cash - Payroll	4,872	1,065	(3,807)	(78)
BB&T Banking Solutions	805,878	756,685	(49,193)	(6)
Prepaid Expenses	60,467	69,452	8,985	15
Deposits	46,369	72,137	25,768	56
Grants Receivable	445,286	1,346,178	900,892	202
Employee Benefit Receivables	770	896	126	16
Total Current Assets	2,190,469	2,557,792	367,323	17
Long-term Assets				
Fixed Assets - Computer Equipment	286,407	286,407	0	0
Fixed Assets - Furniture & Fixtures	7,742	4,842	(2,900)	(37)
Fixed Assets - Office Equipment	103,134	103,134	0	0
Fixed Assets - Vehicles	294,932	294,932	0	0
Fixed Assets - Software	62,900	62,900	0	0
Accumulated Depreciation	(735,081)	(746,351)	(11,270)	2
Total Long-term Assets	20,034	5,864	(14,170)	(71)
Total Assets	2,210,503	2,563,656	353,153	16
Liabilities				
Short-term Liabilities				
Sales Tax Payable	0	0	0	0
Accounts Payable - Vendors	123,048	364,745	241,697	196
Accrued Expenses	106,138	100,904	(5,234)	(5)
Contracts Payable	327,193	238,200	(88,993)	(27)
Benefits Payable	2,758	64	(2,694)	(98)
Payroll Taxes Payable	0	0	0	0
Workers Comp Liability	(3,070)	3,793	6,863	(224)
Accrued Wages	48,701	68,860	20,159	41
Accrued Leave	54,004	218,304	164,300	304
Non -Current Accrued Compensated Balances	306,019	153,811	(152,208)	(50)
Accrued Payroll Taxes	31,798	28,435	(3,363)	(11)
Accrued Pension	17,662	17,431	(231)	(1)
Deferred Grant Revenue	133,427	147,032	13,604	10
Total Short-term Liabilities	1,147,678	1,341,578	193,900	17
Total Liabilities	1,147,678	1,341,578	193,900	17
Net Assets				
Total Net Assets	1,062,825	1,222,078	159,253	15
Total Liabilities and Net Assets	2,210,503	2,563,656	353,153	15.98

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In Report
From 7/1/2022 Through 6/30/2023
(In Whole Numbers)

	Original	Current Year Actual	Burn Rate Remaining - Original
Operating Revenue			
Grant Revenue	11,640,390.00	9,153,113.00	(21)%
Pasco County BCC	1,409,364.00	622,261.00	(56)%
Ticket to Work	45,000.00	40,752.00	(9)%
Tobacco Free America	55,000.00	6,910.00	(87)%
Interest Income	0.00	1,359.00	0 %
Other Income	50,000.00	0.00	(100)%
Total Operating Revenue	<u>13,199,754.00</u>	<u>9,824,394.00</u>	<u>(26)%</u>
 Total Revenue	 <u>13,199,754.00</u>	 <u>9,824,394.00</u>	 <u>(26)%</u>
Expenditures			
Personnel Expenses	5,528,362.00	4,444,546.00	20 %
Allocation Costs	0.00	(18.00)	0 %
Insurance	105,000.00	43,080.00	59 %
One Stop Operator	21,000.00	20,798.00	1 %
Program Expenses	5,012,900.00	3,996,486.00	20 %
Professional Fees	273,622.00	297,367.00	(9)%
Supplies	122,250.00	118,602.00	3 %
Telephone	109,241.00	86,073.00	21 %
Postage & Shipping	8,600.00	2,816.00	67 %
Occupancy	519,800.00	321,837.00	38 %
Maintenance & Repairs	47,950.00	80,001.00	(67)%
Equipment Rental	38,550.00	37,426.00	3 %
Travel & Training	48,050.00	52,577.00	(9)%
Dues & Subscriptions	1,100.00	1,037.00	6 %
Depreciation	0.00	11,270.00	0 %
Outreach	25,500.00	42,987.00	(69)%
Equipment < \$5,000 capital threshold	19,500.00	89,010.00	(356)%
Capital Expenditures	<u>22,150.00</u>	<u>19,247.00</u>	<u>13 %</u>
Total Expenditures	<u>11,903,575.00</u>	<u>9,665,141.00</u>	<u>19 %</u>
 Net Revenue Over Expenditures	 <u>1,296,179.00</u>	 <u>159,253.00</u>	 <u>(88)%</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 6/30/2023
(In Whole Numbers)

	Apprenticeship	Corporate	PCBCC	Indirect Pool	NCPEP	Other Pooled Costs	RESEA	SNAP	VETS	Wagner Peyser	WIOA AD
Revenue											
Grant Revenue.	15,353.00	0.00	0.00	0.00	1,714,085.00	0.00	408,739.00	167,659.00	207,307.00	802,749.00	1,516,692.00
Other Revenue	0.00	47,662.00	623,619.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	15,353.00	47,662.00	623,619.00	0.00	1,714,085.00	0.00	408,739.00	167,659.00	207,307.00	802,749.00	1,516,692.00
Expenditures											
Personnel	8,150.00	3,886.00	304,364.00	774,116.00	18,095.00	1,897,140.00	154,780.00	64,794.00	14,993.00	40,025.00	352,897.00
Program Expenses	0.00	13,169.00	28,072.00	0.00	1,679,421.00	0.00	0.00	0.00	0.00	0.00	856,247.00
Professional Services	5.00	4,537.00	1,254.00	59,440.00	588.00	203,655.00	885.00	361.00	247.00	1,355.00	1,983.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	20,798.00	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	1,261.00	0.00	15,441.00	0.00	11,592.00	83.00	83.00	6,151.00	15,094.00	2,538.00
Leases	0.00	0.00	0.00	5,881.00	0.00	272,564.00	0.00	0.00	0.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	668.00	0.00	41,832.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	4.00	35.00	798.00	17,968.00	10.00	65,764.00	1,180.00	84.00	29.00	15.00	5,875.00
Communications	0.00	0.00	404.00	4,626.00	0.00	72,832.00	0.00	0.00	5,337.00	0.00	1,646.00
Repairs and Maintenance	0.00	0.00	0.00	1,411.00	0.00	76,982.00	0.00	0.00	175.00	115.00	0.00
Office Expenses	0.00	1,030.00	194.00	466.00	0.00	7,112.00	253.00	6.00	0.00	0.00	0.00
Outreach	0.00	38,202.00	0.00	579.00	0.00	4,086.00	0.00	0.00	121.00	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	2,504.00	1,194.00	73,886.00	(885,455.00)	5,559.00	0.00	63,442.00	26,378.00	91,019.00	70,226.00	108,093.00
Program Costs Pool	3,617.00	1,725.00	25,335.00	0.00	8,030.00	(1,293,438.00)	101,727.00	38,252.00	59,964.00	143,187.00	68,427.00
Business Services Pool	0.00	0.00	18,671.00	0.00	0.00	(673,154.00)	63,686.00	25,803.00	0.00	0.00	72,139.00
One Stop Cost Pool	1,073.00	512.00	3,166.00	0.00	2,382.00	(863,199.00)	22,703.00	10,882.00	25,211.00	532,931.00	45,323.00
Total Expenditures	15,353.00	65,549.00	457,160.00	0.00	1,714,085.00	0.00	408,739.00	167,659.00	207,306.00	802,949.00	1,516,692.00

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2022 Through 6/30/2023

(In Whole Numbers)

				WIOA Supplment & Incentives	WIOA Youth	Welfare Transition	TAA
	Apprenticeship	WIOA DW	WIOA NEG				
Revenue							
Grant Revenue.	15,353.00	1,089,641.00	43,677.00	132,513.00	1,040,708.00	2,012,345.00	1,644.00
Other Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Revenue	<u>15,353.00</u>	<u>1,089,641.00</u>	<u>43,677.00</u>	<u>132,513.00</u>	<u>1,040,708.00</u>	<u>2,012,345.00</u>	<u>1,644.00</u>
Expenditures							
Personnel	8,150.00	159,456.00	21,278.00	77,333.00	53,211.00	500,027.00	0.00
Program Expenses	0.00	356,735.00	5,604.00	0.00	880,855.00	176,234.00	148.00
Professional Services	5.00	3,151.00	128.00	258.00	2,715.00	16,806.00	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	83.00	0.00	0.00	250.00	0.00
Leases	0.00	0.00	0.00	0.00	35,961.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	0.00	2,357.00	0.00	0.00
Software License renewals	4.00	6,790.00	45.00	51.00	240.00	14,333.00	58.00
Communications	0.00	0.00	0.00	0.00	1,228.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	0.00	1,318.00	0.00	0.00
Office Expenses	0.00	0.00	0.00	0.00	13.00	101.00	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	2,504.00	122,787.00	6,537.00	21,616.00	18,185.00	282,153.00	503.00
Program Costs Pool	3,617.00	251,156.00	9,442.00	23,993.00	24,601.00	524,605.00	730.00
Business Services Pool	0.00	138,138.00	0.00	0.00	12,536.00	342,181.00	0.00
One Stop Cost Pool	<u>1,073.00</u>	<u>49,904.00</u>	<u>560.00</u>	<u>9,262.00</u>	<u>5,458.00</u>	<u>153,626.00</u>	<u>206.00</u>
Total Expenditures	<u>15,353.00</u>	<u>1,089,641.00</u>	<u>43,677.00</u>	<u>132,513.00</u>	<u>1,040,708.00</u>	<u>2,012,345.00</u>	<u>1,644.00</u>

INFORMATION ITEM 2
Board Composition

The following item is presented as information for the Committee.

No action is required.

Board Composition

WORKFORCE		11			NOTES
A. Labor/Apprenticeships (Must be 20% or greater)		5	23%	County	
1	Representative of labor organization	Tate Foster	Required	H	
2	Representative of labor organization	Lee Middleton	Required	P	
3	Representative of joint labor-management organization	Keven Barber	Required	P	
4	Representative of community-based organization	Mark Barry	Optional	H	
5	Organization that serves veterans		Optional		
6	Organizations supporting individuals with disabilities	Stephanie Pontlitz	Optional	P	Pending approval.
7	Organization assisting youth		Optional		
8	Union affiliated registered apprenticeship program		Optional		
9	Non-union affiliated registered apprenticeship program		Optional		
B. Education		4			
1	Representative of adult education and literacy activities	Sophia Watson	Required	H	
2	Representative of adult education and literacy activities	Lori Romano	Optional	P	
3	Representative of higher education	Timothy Beard	Required	P	
4	Representative of private education	Tom Mudano	Required	P	Pending approval.
5	Representative of local educational agencies or CBO		Optional		
C. Governmental/Economic/Community Development		2			
1	Representative of economic and community development	Turner Arbour	Required	P	
2	Representative of Vocational Rehabilitation	John Howell	Required	P	
3	Representative of transportation, housing, and public assist		Optional		
4	Representative of philanthropic organizations		Optional		
D. Other Entity Representation		0			
1	Other representatives as determined by CLEO		Optional		
BUSINESS					
E. Business (Must be 51% or greater)		11	50%		
1	Representative of small business	Joelle Neri	Required	P	
2	Representative of small business	Dana Cutlip	Required	H	
3	Representative of other business	Mark Earl	Optional	H	
4	Representative of other business	Lex Smith	Optional	H	
5	Representative of other business	Paul Micklow	Optional	P	
6	Representative of other business	Lindsey Hack	Optional	H	
7	Representative of other business	Christina Grey	Optional	H	Pending approval.
8	Representative of other business	Nils Lenz	Optional	P	
9	Representative of other business	Charles Gibbons	Optional	P	
10	Representative of other business	Hope Kennedy	Optional	P	
11	Representative of other business	Beth Galic	Optional	P	Pending approval.
	Representation Count:	22		36%	Hernando
	Current Board Member Count:	22		64%	Pasco