

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

Audit Finance Committee Meeting Agenda

August 14, 2025 – 9:00 a.m.

Join the meeting via Microsoft Teams

Committee Members

Mark Earl, Tom Mudano, Joelle Neri, Lori Romano

Call to order..... Mark Earl, 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 11, 2025, Audit Finance Committee Meeting (Mark Earl)..... Page 2
2. Transfer of WIOA Funds (Theresa Miner)..... Page 4
3. Budget Approval 2025-2026(Theresa Miner)..... Page 6

Information Items

1. Financial Reports (Theresa Miner) Page 21

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 11, 2025, Audit Finance Committee Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of February 11, 2025, Audit Finance Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

Audit Finance Committee Meeting Minutes - DRAFT

February 11, 2025 – 1.00 p.m.

Committee Members

Present: Mark Earl, Tom Mudano, Joelle Neri, Lori Romano

Quorum Present: Yes

Others Present:

PHWB Staff – Nicole Beverley, Theresa Miner, Ania Williams

Proceedings:

Meeting called to order at 1:01 p.m. by Mark Earl

Public Comments

No public comments were received.

Action Item 1 – Minutes from August 15 2024, Audit Finance Committee Meeting

Mark Earl asked the committee members to review the minutes from the August 15, 2024, Audit Finance Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Joelle Neri to approve the minutes.

MOTION was seconded by Tom Mudano. MOTION carried 4-0.

Discussion Item 1 – Overall Review and Training of Funding and Reporting

Theresa Miner reviewed the PowerPoint presentation providing an review of funding and reporting for the committee members.

Discussion Item 2 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period 7/01/2024 through 12/31/2024.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2

Transfer of WIOA Dislocated Workers funding to WIOA Adult funds

The Department of Commerce, Administrative policy # 118 requires board approval to transfer funds between Dislocated Workers and Adult funding streams. Transferring these funds are to utilize 2024 funding, which will expire on June 30, 2026, and 2025 funding which will expire June 30, 2027, from Dislocated Workers to Adult. We will be able to serve additional adults by allowing this transfer and should not affect our ability to continue to serve dislocated workers.

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FOR CONSIDERATION

To approve the transfer of WIOA Dislocated Workers fund to WIOA Adult funds to allow PHWB, Inc. to serve additional adults for the period ending June 30, 2026.

Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs

From 07/01/2025 through 06/30/2026

LWDB Number and Name (Requestor): LWDB 16 - Pasco Hernando Workforce Board, Inc.

Name / Title of Requestor Representative: Theresa H. Miner, Brenda Gause/ CFO and COO Workforce

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2024-2025	WIOA Dislocated Worker	1,055,236.00	0.00	0	633,141.60	60%
2025-2026	WIOA Dislocated Worker	861,983.00	0.00	0	344,793.20	40%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

We historically need more AD funding according to customer demand. With the anticipated growth to our region, we also anticipate needing additional funding to assist those who do not qualify for unemployment.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

CSPH conducts in-house recruitments, hosts job fairs with partner agencies, information on CSPH website, through our social media sites, sharing of information among partner agencies and our One Stop Partner meetings, partnering with Pasco Economic Development Council, Business Services outreach as well as having staff present to customers of local libraries, housing authority, working with DV shelters and mental counseling shelters, to name a few.

Labor market conditions contributing to the need for the transfer:

According to the latest release for LMI, Florida's seasonally adjusted unemployment rate was 3.7 percent in May 2025, unchanged from the April 2025 rate, and up 0.4 percentage point from a year ago. There were 414,000 jobless Floridians out of a labor force of 11,200,000. The U.S. seasonally adjusted unemployment rate was 4.2 percent in May. The unemployment rate for Pasco County is 3.8% which is a .4% increase from May 2024. Hernando County has an unemployment rate of 4.1% which is also a .4% increase from May 2024. This information also factors into our low Unemployment rate and demonstrates that the DW population, at least for the time being, remains low and in less need of using DW funding.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

According to current preliminary budget, we will have allocated \$342,500 to AD ITAs and \$450,000 to DW ITAs. That equates to 43% AD and 57% DW. Our current enrolled AD caseload (231) and DW (110) is 68% Adults and 32% DW customers. The positive exits show 60% AD and 40% DW. These numbers clearly show that our AD population is in greater need at this point. If numbers continue remaining as is, we will run out of Adult funding and need to transfer from DW.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date

ACTION ITEM 3
Approval of 2025–2026 Annual Budget

In accordance with the Grantee/Subgrantee Agreement issued by the Florida Department of Commerce, the CareerSource Pasco Hernando Board of Directors and the Local Elected Officials must jointly approve the organization's annual operating budget. The finalized budget must be submitted by October 1 of each year to remain in compliance with state and federal requirements.

FOR CONSIDERATION

Recommend the approval of the budget for the 2025–2026 fiscal year, with the ability to incorporate any requested adjustments, and authorization to proceed with submission to the Pasco Hernando Workforce Development Consortium.



CareerSource
PASCO | HERNANDO

ANNUAL BUDGET

2025 - 2026

CareerSource Pasco Hernando

• Dade City • Brooksville • New Port Richey

VISIT: ***www.careersourcepascohernando.com***

CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

CareerSource Pasco -Hernando
Budget for Program Year 2025 – 2026

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Budget Narrative

The Board Leadership team have prepared the budget for CareerSource Pasco-Hernando. This narrative will be divided into sections describing our various programs, as follows:

Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income people in danger of entering welfare dependency. The goal of this program is to assist these people in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015, supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Three funding sources fall under WIOA – Adult, Dislocated Worker, and Youth. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internship, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs and their related staff costs.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out-of-school youth 16-24 years of age. FL Commerce received a waiver from USDOL for a 50% minimum for out of school youth. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Pasco-Hernando has a full-service One stop center in Brooksville, Dade City and New Port Richey. Other locations staffed to serve are in Marchman Tech school. This location will provide a broad range of services to the citizens and businesses in Pasco and Hernando Counties.

Rapid Response

Funding to provide support for staff engaged in rapid response activities which emphasize layoff aversion activities with local employers.

Hope Florida – A Pathway to Prosperity

These funds offer a comprehensive approach to addressing poverty and promoting economic mobility in Florida. An initiative with the Florida Department of Children and Families will guide Floridians on an individualized path to economic self-sufficiency. Services to help Hope Florida participants find jobs, enroll in training and launch new career pathways.

Apprenticeship Navigator

Provides funds for a dedicated staff engaged in leading and supporting regional efforts to develop, expand, and support registered apprenticeship and pre-apprenticeship programs. As of the date this is being published, we have not received nor been notified that we will receive additional funding for this program.

Reemployment Services and Eligibility Assessment (RESEA)

A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting in shorter claims durations and fewer erroneous payments.

FL Commerce – Joint Managed Programs

Programs under FL Commerce – Joint Managed Programs are for services delivered by FL Commerce state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for FL Commerce Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.
2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

Non-Custodial Parent Employment Program (NCPEP)

This grant will provide funding to assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. CSPH contracts with Gulf Coast Jewish Community Jewish Family and Community Services provide career services, job placement, training and support with a goal to obtain and retain self-sufficient employment.

Supplemental Nutrition Assistance Program – Employment and Training (SNAP)

SNAP recipients without dependents receive assistance from CareerSource Pasco-Hernando with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016, the State of Florida returned to mandatory participation for SNAP recipients. CSPH anticipates receiving additional funds for this program year to continue serving these clients in the same capacity as in the past.

Other

Other Funding consists of Ticket to Work

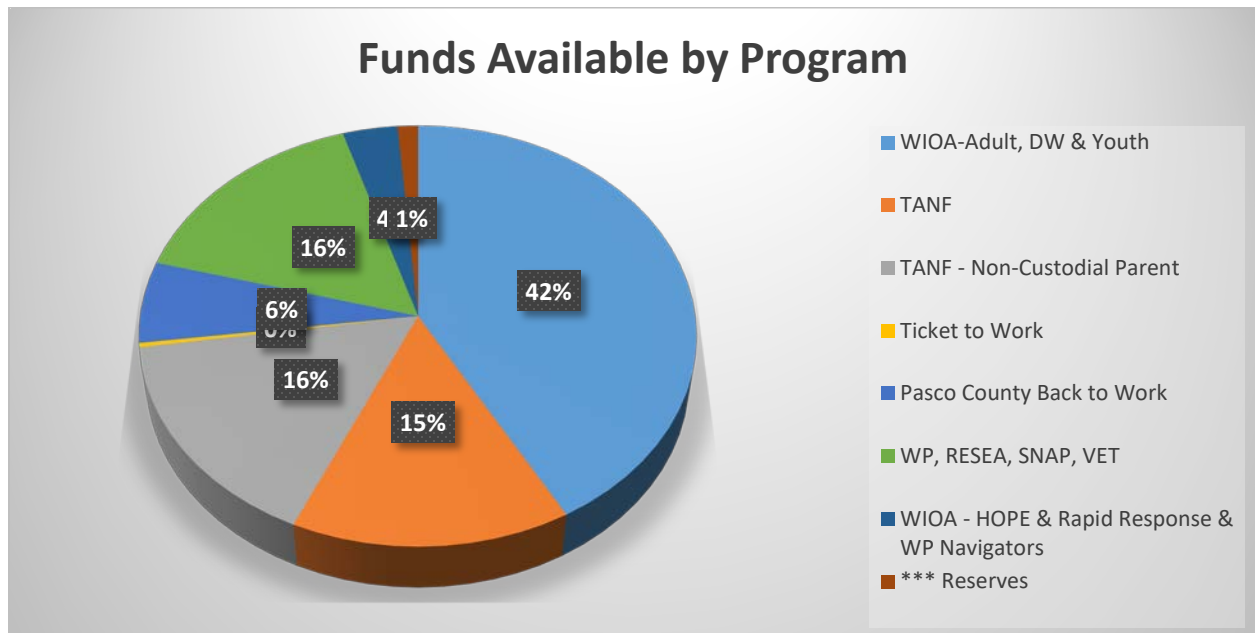
Pasco County Back to Work

Pasco County Grant, back to work that allows us to work with Pasco County customers who would not otherwise be eligible to receive benefits. This program is geared towards the homeless, veterans, youth, substance abuse and barriers to employment, as well as and employment needs geared towards employers in Pasco County.

CareerSource Pasco-Hernando Program Year 2025-2026

Chart of Funds Available by Program

CareerSource Pasco Hernando					
Funds Available by Program					
Program Year 2025-2026					
Program	Funds Available by Program	% of Total	WIOA Allocation Breakdown	Funds Available	% of Total
WIOA-Adult, DW & Youth	4,688,917	41.87%	Adult/DW	3,280,871	69.97%
TANF	1,662,789	14.85%	Youth	1,408,046	30.03%
TANF - Non-Custodial Parent	1,785,088	15.94%	TOTAL	4,688,917	100.00%
Ticket to Work	35,000	0.31%			
Pasco County Back to Work	700,000	6.25%			
WP, RESEA, SNAP, VET	1,792,046	16.00%			
WIOA - HOPE & Rapid Response	389,815	3.48%			
*** Reserves	145,382	1.30%			
TOTAL	11,199,036	100.00%			



CareerSource Pasco-Hernando Program Year 2025-2026

CareerSource Pasco Hernando			
Summary of Funds Available - All Programs			
Program Year 2025-2026			
July 1 - June 30			
Budeted Expenditures			
Funding Streams	Funding Available PY 25-26	Reserve for PY 26-27	Funding Budgeted for PY 25-26
Temporary Assistance for Needy Families (TANF)	1,558,256	160,031	1,398,225
Temporary Assistance for Needy Families (TANF) Carry fwd	104,533		104,533
Temporary Assistance for Needy Families (TANF) Non Custodial Parent Program	1,416,000		1,416,000
TOTAL TANF	3,078,789	160,031	2,918,758
WIOA Adult & Dislocated Worker	2,425,480	208,052	2,217,428
WIOA Adult & Dislocated Worker Carry Fwd	855,391		855,391
TOTAL WIOA AD & DW	3,280,871	208,052	3,072,819
WIOA - Youth	1,095,073	147,853	947,220
WIOA - Youth Carry Fwd	312,973		312,973
TOTAL WIOA YOUTH	1,408,046	147,853	1,260,193
WIOA Rapid Response -	160,000		160,000
WIOA HOPE	80,000		80,000
WP Hope Navigator Carry Fwd	844		844
WP Hope Navigator	78,971		78,971
TOTAL WP HOPE NAVIGATOR	79,815	-	79,815
WP Apprenticeship Navigator - unsure if being funded	70,000	1,831	68,169
Wagner Peyser Carry Fwd	159,250		159,250
Wagner Peyser	692,248	171,678	520,570
TOTAL WAGNER PEYSER	851,498	171,678	679,820
Veteran Programs (DVOP & LVER)	244,449	12,406	232,043
Re-employment Services Eligibility Assessment (RESEA)	531,575	17,539	514,036
Supplemental Nutrition Assist Prog E&T (SNAP)	164,524	3,794	160,730
State Funding - Non-Custodial Parent Program	369,088		369,088
Ticket to Work;	35,000		35,000
From Reserves	145,382		145,382
Pasco County Back to Work Program	700,000	109,995	590,005
TOTAL Budgeted Expenditures:	11,199,036	833,179	10,365,857

CareerSource Pasco-Hernando Program Year 2025-2026

Budget Comparison – All Programs – PY 2025-2026 & PY 2024-2025

CareerSource Pasco Hernando					
Budget Comparison & Information					
Program Year 2025-2026 to 2024-2025					
		Note Reference	PY 25-26 Budget	PY 24-25 Budget	Expenditures PY 24-25
Funding Available Less Reserves					
Personnel Costs					
Salaries & Fringe Benefits	**	1	5,134,799	5,374,951	4,876,566
Staff Training & Education		2	8,500	11,000	3,097
Total Personnel Costs			5,143,299	5,385,951	4,879,663
Facility Costs		3	351,320	465,863	495,257
Office Furniture & Equipment		4	52,512	34,000	30,178
Operating Costs - Career Centers & Admin					
Accounting/Audit		5	111,932	109,373	98,064
Communications		6	73,166	88,240	73,250
Contracted Services		7	236,550	201,000	231,129
General Insurance		8	66,000	66,000	44,201
Legal		9	30,000	30,000	23,116
MOS		10	10,000	10,000	13,312
Office Costs & Expenditures		11	75,130	54,920	50,091
Software & Licenses		12	148,950	234,000	176,576
Travel & Meetings		13	54,960	46,030	22,637
TOTAL Operating Costs			806,688	839,563	732,376
Program Services					
Special Scholarships and Training Opps	***	14	100,000	209,000	166,147
ITA's		14	875,000	690,000	877,457
IWT's		14	250,000	150,000	37,745
OJT's		14	180,000	105,000	61,868
Work Experience		14	95,405		
Support		14	180,000	215,000	141,564
One Stop Operator		15	45,000	30,000	32,846
Outreach services		16	70,000	50,000	56,977
Subrecipients		17	2,216,635	2,655,720	2,425,699
Total Program Services			4,012,040	4,104,720	3,800,303
TOTALS:			10,365,860	10,830,097	9,937,777

Notes to Comparative Budget Statement
Explaining Budget Line Items and Variances between Budget Years
For Program Years 2025-2026 & PY 2024-2025

- Note 1 Salaries – Includes positions for Career Services and Board Administration with no salary increases.
- Budgeted Staff: 58 Full time employees; 3 part time employees
- State Merit Staff: 10
- State merit positions are not included in CSPH budgeted salary/fringe benefit line item. They are paid by the State of Florida as employees of Florida Commerce. We provide supervision and oversight in our career centers for these employees.*
- Customers anticipated to serve:
- Job seekers 10,000 from a pool of 76,000
Employers 2,300 from a pool of 22,000
- Fringe Benefits - Includes mandatory taxes: social security, Medicare, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSPH for a base health plan. Buy-up options will be available with employee contributions. Life, and long-term disability benefits for employees are paid by CSPH. The average fringe benefit rate for PY 25-26 is about 26.32% although we haven't received our renewal for Group benefits yet.
- Note 2 Staff Training & Education – Training for staff to include on-site training, opportunities offered by Florida Commerce, and outside sources to be determined.
- Note 3 Facility costs are derived from rent, utilities, and moving expenses for comprehensive one stop career centers, as well as building maintenance.
- Note 4 Equipment & Furniture - This line item is budgeted for replacement of equipment/furniture needs.
- Note 5 Accounting/Audit – This line item includes costs for our independent CPA audit and IRS 990 return, as well as financial and programmatic

CareerSource Pasco-Hernando Program Year 2025-2026

contracted monitoring of subrecipients. This line item also includes bank fees.

Note 6 Communications – This line item includes IT services, Cells phones and desk phones for our centers and staff.

Note 7 Contracted Services – This line item includes includes our IT contract, as well as background checks for subrecipients.

Note 8 General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.

Note 9 Legal – Includes costs for one stop operator and legal services.

Note 10 MOS – This line item is the repairs and maintenance of our Mobile One Stop

Note 11 Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies, equipment leases and postage.

Note 12 Software & Licenses – This includes software and licenses for maintenance of our IT system, as well as the accounting software licenses and customer software.

Note 13 Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal allowances.

CareerSource Pasco-Hernando Program Year 2025-2026

Note 14 Program Services – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT), customized worker training (IWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocations (pg. 9) in the packet.

Adult & Dislocated Worker Funds are required to expend 50% on ITAs and related expenses. We expect to meet that requirement.

The Youth budget will meet the minimum 50% requirement for out-of-school youth activities. The training budget for youth also includes an amount for paid internships and on-the-job training to exceed the 20% WIOA youth work experience requirement.

Client Support – Support services are on an individual basis and need. Possible costs may include auto repair, childcare, housing, insurance and transportation costs and if allowable, incentives.

Note 15 One Stop Operator – This cost is required by Department of Commerce

Note 16 Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSPH. This line item includes \$22,000 in outreach services partnering with the Pasco County Economic Development Council.

Note 17 Subrecipients – This line item is the contracted amount we have with Gulf Coast Jewish Family Services for the Non-Custodial Parent program and other contractors for youth for youth services, still being negotiated.

CareerSource Pasco-Hernando Program Year 2025-2026

Budget By Allocation

CareerSource Pasco Hernando Budget by Allocation Program Year 2025-2026 July 1 to June 30														
	TOTAL	TOTAL WIOA AD & DW	TOTAL WIOA YOUTH	WIOA Rapid Response**	Supplemental Nutrition Assist Prog E&T (SNAP)	TOTAL WP HOPE NAVIGATOR	TOTAL TANF	Re-employment Services Eligibility Assessment (RESEA)	Veteran Programs (DVOP & LVER)	TOTAL WAGNER PEYSER	WP Apprenticeship Navigator **	State Funding - Non-Custodial Parent Program	Pasco County Back to Work Program	Ticket to Work;
Funding Available PY 24-25	11,053,654	3,360,871	1,408,046	160,000	164,524	79,815	3,078,789	531,575	244,449	851,498	70,000	369,088	700,000	35,000
Reserve for PY 25-26	833,178	208,052	147,852	-	3,794	-	160,031	17,539	12,406	171,678	1,831	-	109,995	-
Funding Available Less Current year Reserves	10,220,476	3,152,819	1,260,194	160,000	160,730	79,815	2,918,758	514,036	232,043	679,820	68,169	369,088	590,005	35,000
From prior period Reserves	145,382													145,382
TOTAL FUNDS AVAILABLE LESS RESERVES	10,365,858	3,152,819	1,260,194	160,000	160,730	79,815	2,918,758	514,036	232,043	679,820	68,169	369,088	590,005	180,382
Personnel Costs														
Salaries & Fringe Benefits	5,134,799	1,553,203	525,697	131,373	135,732	66,432	1,191,458	425,143	191,890	411,015	45,664	-	441,872	15,319
Staff Training & Education	8,500	2,313	1,111	598	225	260	1,972	478	247	455	49	-	757	34
Total Personnel Costs	5,143,299	1,555,516	526,809	131,971	135,957	66,692	1,193,431	425,621	192,137	411,470	45,712	-	442,630	15,353
Facility Costs	351,320	52,488	21,459	5,207	1,195	1,583	40,807	14,561	6,572	191,798	(9)	-	15,134	525
Office Furniture & Equipment	52,512	15,880	5,375	1,343	1,388	679	12,182	4,347	1,962	9,355		-		
Operating Costs - Career Centers & Admin														
Accounting/Audit	111,932	17,826	24,033	1,508	1,558	762	48,674	4,879	2,202	4,717	524	-	5,071	176
Communications	73,166	22,132	7,491	1,872	1,934	947	16,977	6,058	2,734	5,857	651	-	6,296	218
Contracted Services	236,550	71,553	24,218	6,052	6,253	3,060	54,888	19,586	8,840	18,935	2,104	-	20,356	706
General Insurance	66,000	19,964	6,757	1,689	1,745	854	15,314	5,465	2,466	5,283	587	-	5,680	197
Legal	30,000	9,075	3,071	768	793	388	6,961	2,484	1,121	2,401	267	-	2,582	89
MOS	10,000	3,025	1,024	256	264	129	2,320	828	374	800	89	-	861	30
Office Costs & Expenditures	75,130	22,726	7,692	1,922	1,986	972	17,433	6,221	2,808	6,014	668	-	6,465	224
Software & Licenses	148,950	45,055	15,249	3,811	3,937	1,927	34,562	12,333	5,566	11,923	1,325	-	12,818	444
Travel & Meetings	54,960	14,447	12,090	1,222	1,262	618	11,082	3,954	1,785	3,823	425	-	4,110	142
	-													
TOTAL Operating Costs	806,688	225,802	101,625	19,099	19,733	9,658	208,212	61,807	27,897	59,753	6,638	-	64,239	2,227
Program Services														
Special Scholarships and Training Opps	100,000													100,000
ITA's	875,000	875,000												
Work Experience	95,405		95,405											
IWT's	250,000	250,000												
OJT's	180,000	150,000											30,000	
One Stop Operator	45,000	13,612	4,607	1,151	1,190	582	10,442	3,726	1,682	3,602	400	-	3,872	134
Outreach services	70,000	14,519	4,914	1,228	1,269	621	11,138	3,974	1,794	3,842	427	-	4,131	22,143
Subrecipients	2,216,635		500,000				1,292,547				15,000	369,088		40,000
Support	180,000						150,000						30,000	
Total Program Services	4,012,040	1,303,131	604,926	2,379	2,458	1,203	1,464,126	7,700	3,475	7,444	15,827	369,088	68,003	162,277
TOTALS:	10,365,860	3,152,819	1,260,194	160,000	160,730	79,815	2,918,758	514,036	232,043	679,820	68,169	369,088	590,005	180,382
Variance	(1)	(0)	0	(0)	(0)	(0)	(0)	0	(0)	(0)	0	-	(0)	(0)

CareerSource Pasco-Hernando Program Year 2025-2026

CareerSource Pasco Hernando			
Administration Costs			
Program Year 2025-2026			
July 1 to June 30			
	TOTAL	Program	Admin
Funding Available Less Reserves			
Personnel Costs			
Salaries & Fringe Benefits	5,134,799	4,576,558	558,242
Staff Training & Education	8,500	4,000	4,500
Total Personnel Costs	5,143,299	4,580,558	562,742
Facility Costs	351,320	344,438	6,883
Office Furniture & Equipment	52,512	42,512	10,000
Operating Costs - Career Centers & Admin			
Accounting/Audit	111,932	64,432	47,500
Communications	73,166	69,561	3,605
Contracted Services	236,550	221,000	15,550
General Insurance	66,000	36,000	30,000
Legal	30,000	28,725	1,275
MOS	10,000	3,285	6,715
Office Costs & Expenditures	75,130	75,130	-
Software & Licenses	148,950	120,175	28,775
Travel & Meetings	54,960	42,655	12,305
TOTAL Operating Costs	806,688	660,963	145,725
Program Services			
Special Scholarships and Training Opps	100,000	100,000	
ITA's	875,000	875,000	
IWT's	250,000	250,000	
OJT's	180,000	180,000	
Work Experience	95,405	95,405	
Support	180,000	180,000	
One Stop Operator	45,000	45,000	
Outreach services	70,000	70,000	
Subrecipients	2,216,635	2,216,635	
Total Program Services	4,012,040	4,012,040	
TOTALS:	10,365,860	9,640,510	725,349
	-		
Admin%			7.00%

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 14, 2025, has been approved by the Consortium Agreement for Region 16 on August 26, 2025.

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

Theresa H. Miner, CFO, 352-593-2235; tminer@careersourcepascohernando.com

Jerome Salatino,
President and CEO

Charles Gibbons,
Pasco-Hernando Workforce Board, Chair

Kathryn Starkey
Pasco Hernando Workforce Development Consortium, Chair

info@careersourcepascohernando.com

PO Box 6589, Spring Hill FL 34611

p: 352.593-2222 | f: 352.593-2200

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 Activities -
Unposted Transactions Included
From 7/1/2024 Through 06/30/2025
(In Whole Numbers)

	Apprenticeship	Back to Work	Corporate	DVOP	HOPE-Navigator	HOPE WIOA	Hurricane Helene	LVER	NCOPEP	Opiod Funding	Pooled Costs	RESEA	Rapid Response	Sector BasedTraining	SNAP	WIOA Adult	WIOA DW	WIOA Youth	Wagner Peyser	WTP
Revenue																				
Grant Revenue:	61,295.00	0.00		87,330.00	138,413.00	104,687.00	120,070.00	85,596.00	1,746,912.00	923.00	0.00	452,961.00	144,222.00	100,000.00	87,303.00	1,168,488.00	1,360,983.00	937,354.00	718,834.00	1,857,552.00
Other Revenue:	0.00	772,551.00	26,228.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	61,295.00	772,551.00	26,228.00	87,330.00	138,413.00	104,687.00	120,070.00	85,596.00	1,746,912.00	923.00	0.00	452,961.00	144,222.00	100,000.00	87,303.00	1,168,488.00	1,360,983.00	937,354.00	718,834.00	1,857,552.00
Expenditures																				
Personnel	28,264.00	296,912.00	5,798.00	3,415.00	81,055.00	20,054.00	7,838.00	3,157.00	9,165.00	158.00	3,117,243.00	146,629.00	49,916.00	3,106.00	26,895.00	322,089.00	182,809.00	51,831.00	0.00	520,232.00
Staff Development / Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,859.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	495,257.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment & Furniture	0.00	1,178.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting / Audit	111.00	1,445.00	793.00	21.00	207.00	63.00	0.00	20.00	29,884.00	1.00	44,454.00	832.00	182.00	0.00	122.00	1,430.00	621.00	15,225.00	186.00	2,473.00
Communications	232.00	618.00	0.00	1,962.00	48.00	1.00	2.00	1,831.00	0.00	(4.00)	66,001.00	3.00	386.00	0.00	0.00	930.00	789.00	375.00	18.00	57.00
Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230,679.00	0.00	450.00	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	0.00	0.00	0.00	44,201.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,116.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mobile One Stop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,312.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Expenses	0.00	0.00	2,987.00	170.00	0.00	0.00	0.00	141.00	0.00	0.00	37,825.00	1,247.00	0.00	0.00	0.00	3,554.00	0.00	106.00	102.00	3,959.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,846.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	105.00	9,311.00	17.00	1,565.00	211.00	18.00	0.00	832.00	77.00	0.00	105,495.00	1,294.00	317.00	0.00	87.00	27,957.00	6,470.00	231.00	0.00	22,591.00
Travel & Meeting	0.00	1,063.00	185.00	3,043.00	27.00	0.00	0.00	3,549.00	65.00	0.00	14,490.00	0.00	76.00	65.00	0.00	273.00	0.00	22.00	0.00	796.00
Program Expenses	0.00	26,902.00	37,594.00	0.00	0.00	39,511.00	96,100.00	0.00	1,687,207.00	562.00	0.00	0.00	0.00	89,749.00	0.00	396,193.00	476,767.00	753,551.00	0.00	106,343.00
Outreach	0.00	0.00	53,478.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	11,897.00	124,975.00	2,440.00	53,640.00	27,662.00	12,616.00	4,377.00	52,253.00	5,766.00	60.00	(1,238,012.00)	89,222.00	28,206.00	1,954.00	16,920.00	144,478.00	169,878.00	32,607.00	130,727.00	325,029.00
Program Costs Pool	13,583.00	142,691.00	2,786.00	23,516.00	13,590.00	14,404.00	5,490.00	23,793.00	6,583.00	81.00	(1,410,045.00)	102,427.00	24,718.00	2,231.00	19,318.00	39,073.00	327,330.00	37,229.00	223,110.00	391,399.00
Business Services Pool	0.00	0.00	0.00	0.00	0.00	10,335.00	3,918.00	0.00	4,723.00	0.00	(685,113.00)	74,115.00	25,724.00	1,601.00	13,860.00	165,988.00	94,210.00	26,711.00	0.00	263,930.00
One Stop Cost Pool	7,102.00	52,225.00	1,457.00	0.00	15,620.00	7,685.00	2,345.00	0.00	3,442.00	67.00	(926,308.00)	37,193.00	14,247.00	1,295.00	10,101.00	66,523.00	102,109.00	19,465.00	364,690.00	220,742.00
Total Expenditures	61,295.00	657,321.00	107,535.00	87,330.00	138,413.00	104,687.00	120,070.00	85,596.00	1,746,912.00	923.00	0.00	452,961.00	144,222.00	100,000.00	87,303.00	1,168,488.00	1,360,983.00	937,354.00	718,834.00	1,857,552.00

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In
Report
From 7/1/2024 Through 06/30/2025
(In Whole Numbers)

Burn Rate 75%

	Current Period Budget - Original	Current Year Actual	
Operating Revenue			
Grant Revenue	9,780,095.00	9,074,652.00	
Pasco County BCC	700,000.00	859,713.00	
Ticket to Work	40,000.00	23,163.00	**
Tobacco Free America	10,000.00	4,519.00	**
Interest Income	0.00	9,655.00	
Total Operating Revenue	10,530,095.00	9,971,702.00	
 Total Revenue	 10,530,095.00	 9,971,702.00	
 Expenditures			
Personnel Expenses	5,374,951.00	4,876,566.00	91%
Staff Training & Education	11,000.00	3,097.00	28%
Facilities	465,863.00	495,257.00	106%
Office Furniture & Equipment	34,000.00	30,178.00	89%
Accounting / Audit	109,370.00	98,064.00	90%
Communications	88,241.00	73,250.00	83%
Contracted Services	201,000.00	231,129.00	115%
General Insurance	66,000.00	44,201.00	67%
Legal	30,000.00	23,116.00	77%
Mobile One Stop	10,000.00	13,312.00	133%
Office Expenses and Supplies	54,920.00	50,091.00	91%
Software & Licenses	234,000.00	176,576.00	75%
Travel & Meetings	46,030.00	22,637.00	49%
Program Expenses	4,024,720.00	3,710,480.00	92%
One Stop Operator	30,000.00	32,846.00	109%
Outreach	50,000.00	56,977.00	114%
Total Expenditures	10,830,095.00	9,937,777.00	92%
 Net Revenue Over Expenditures	 (300,000.00)	 33,925.00	

** Corporate will use funds reserve if needed	300,000.00
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Pasco Hernando WFB 16
Statement of Financial Position - Unposted Transactions Included In Report
As of 06/30/2025
(In Whole Numbers)

	Beginning Year Balance	Current Year Balance	YTD Change
Assets			
Cash - Operating	178,505.00	256,336.00	77,831.00
Global Cash Card	51,483.00	564.00	(50,919.00)
Cash - Corporate Unrestricted	19,451.00	9,469.00	(9,982.00)
Cash - Money Market	52,870.00	50,691.00	(2,180.00)
Cash - Payroll	5,659.00	3,244.00	(2,415.00)
Truist Banking Solutions	1,011,521.00	1,030,360.00	18,839.00
Prepaid Expenses	175.00	6,515.00	6,340.00
Deposits	75,926.00	44,321.00	(31,605.00)
Accounts Receivable	12,600.00	4,749.00	(7,851.00)
Grants Receivable	735,160.00	1,042,875.00	307,715.00
Employee Benefit Receivables	4,921.00	201.00	(4,720.00)
Right to Use Asset	1,674,647.00	1,674,647.00	0.00
Total Current Assets	3,822,919.00	4,123,973.00	301,053.00
Long-term Assets			
Fixed Assets - Computer Equipment	286,407.00	286,407.00	0.00
Fixed Assets - Furniture & Fixtures	7,742.00	7,742.00	0.00
Fixed Assets - Office Equipment	67,012.00	67,012.00	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	(721,498.00)	(721,498.00)	0.00
Total Long-term Assets	19,645.00	19,645.00	0.00
Total Assets	3,842,564.00	4,143,617.00	301,053.00
Liabilities			
Short-term Liabilities			
Sales Tax Payable	0.00	0.00	0.00
Accounts Payable - Vendors	37,810.00	153,600.00	115,790.00
Accrued Expenses	60,292.00	45,662.00	(14,630.00)
Contracts Payable	334,091.00	289,514.00	(44,577.00)
Benefits Payable	1,454.00	(59.00)	(1,513.00)
Payroll Taxes Payable	0.00	0.00	0.00
Workers Comp Liability	14,354.00	26,161.00	11,807.00
ST Lease Liability	539,396.00	539,396.00	0.00
Accrued Wages	66,970.00	83,821.00	16,851.00
Accrued Leave	70,035.00	90,078.00	20,042.00
Accrued Payroll Taxes	34,597.00	43,255.00	8,658.00
Accrued Pension	16,751.00	18,047.00	1,296.00
Deferred Grant Revenue	70,679.00	204,816.00	134,137.00
Total Short-term Liabilities	1,246,429.00	1,494,290.00	247,861.00
Long-term Liabilities			
Non -Current Accrued Compensated Balances	316,298.00	316,298.00	0.00
LT Lease Liability	1,147,320.00	1,147,320.00	0.00
Total Long-term Liabilities	1,463,618.00	1,463,618.00	0.00
Total Liabilities	2,710,047.00	2,957,908.00	247,861.00
Net Assets			
	1,132,517.00	1,185,710.00	53,192.00
Total Net Assets	1,132,517.00	1,185,710.00	53,192.00
Total Liabilities and Net Assets	3,842,564.00	4,143,617.00	301,053.00

CASH BY FUNDING SOURCE
As of 06/30/2025

<u>Fund Code</u>	<u>Fund Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
005	WIOA Adult - 24-25	178,960.28	
023	Rapid Response WIOA NFA 43925	1,063.31	
063	WIOA DW NFA 42854	8,348.48	
064	WIOA Dislocated Worker - 24-25		408,932.44
074	WIOA Youth NFA 43779	145,446.16	
087	Apprenticeship Navigator NFA 44171		5,772.96
088	Wagner Peyser NFA 44022		31,955.41
094	WTP 43865		270,065.04
104	SNAP NFA		6,821.09
154	LVER NFA #		1,717.21
164	DVOP NFA #		9,377.61
171	WIOA NFA 43058		24,251.06
172	Hope Navigator NFA # 44148	2,218.37	
700	Corporate/Unrestricted	744,826.13	
702	HELENE	460.33	
712	NCPEP NFA #'s 43855, 44761,44738	242,532.63	
804	RESEA NFA 44470		32,367.64
845	Back to Work	112,336.86	
850	Accrued Leave	458,779.92	
900	Board Governance/Admin Indirect Cost Pool	61,534.16	
901	Program Cost Pool	11,026.62	
902	Business Services Cost Pool		25,479.77
903	One Stop Cost Pool	199,871.49	
Report Total		2,167,404.74	816,740.23

Report Difference 1,350,664.51

<u>GL Code</u>	<u>GL Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1000	Cash - Operating	256,336.45	
1001	Global Cash Card	563.87	
1005	Cash - Corporate Unrestricted	9,469.07	
1010	Cash - Money Market	50,690.64	
1015	Cash - Payroll	3,244.31	
1020	Truist Banking Solutions	1,030,360.17	
Report Total		1,350,664.51	0.00

Report Difference 1,350,664.51