

*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 14, 2025 – 10:00 a.m.

Join the meeting via Microsoft Teams

### **Committee Members**

Mark Earl, Charles Gibbons, Joelle Neri, Paul Micklow

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 24 2025, Executive Committee Meeting (Charles Gibbons)..... Page 2
2. Amended Employee Handbook (Theresa Miner)..... Page 5
3. Amended Education and Industry Consortium Policy (Jerome Salatino)..... Page 6
4. Board Candidate – Timothy Hellmers (Jerome Salatino)..... Page 18
5. Board Candidate – Stefanie Pontlitz (Jerome Salatino)..... Page 29
6. Budget Approval 2025-2026 (Theresa Miner) ..... Page 44
7. Funds Transfer (Theresa Miner) ..... Page 59
8. Amendment No. 14 to the NCPEP Sub-Recipient Agreement (Theresa Miner)..... Page 61

### **Information Items**

1. Financial Reports (Theresa Miner)..... Page 66

### **Discussion Items**

1. Apprenticeship Strategy and Committee Formation (Jerome Salatino)..... Page 71
2. Creation of Special Projects Fund Using Corporate Resources (Jerome Salatino)..... Page 72

### **Chair Comments**

### **CEO Comments**

Adjournment

[info@careersourcepascohernando.com](mailto:info@careersourcepascohernando.com)  
P.O. Box 6589 | Spring Hill, FL 34611  
p: 352-593-2222 | f: 352-593-2200



**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 April 24, 2025, Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**FOR CONSIDERATION**

Approval of April 24, 2024, Executive Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

## **Executive Committee Meeting Minutes - DRAFT**

April 24, 2025 – 9:00 a.m.

### **Committee Members**

**Present:** Mark Earl, Charles Gibbons, Joelle Neri, Paul Micklow

**Absent:**

**Quorum Present:** Yes

### **Others Present:**

PHWB Staff – Nicole Beverley, Brenda Gause, Theresa Miner, Kenneth Russ,  
Jerome Salatino, Jessica Weightman

Hogan Law Firm: Jennifer C. Rey

### **Proceedings:**

Meeting called to order at 9:00 a.m. by Chair, Charles Gibbons

### **Public Comments**

No public comments were received.

### **Action Item 1 – Minutes from March 25, 2025, Executive Committee Meeting**

Charles Gibbons asked the Committee members to review the minutes from the March 25, 2025, Executive Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Mark Earl to approve the minutes.

MOTION was seconded by Paul Micklow. MOTION carried 4-0.

### **Action Item 2 – WIOA Youth Services**

On January 21, 2025, CSPH issued a Request for Proposal (RFP) seeking qualified providers to deliver youth services aimed at supporting Out-of-School Youth through career technical education, apprenticeships, STEAM initiatives (Science, Technology, Engineering, Arts, and Mathematics), and internships/work experiences. These services are intended to be demand-driven, accessible, convenient, and promote consumer choice.

Three proposals were received by the deadline from the following organizations: AmSkills, Eckerd Connects, and Hope Services. All proposals would allow CSPH to meet state-mandated performance requirements and provide strong opportunities for youth engagement across Pasco and Hernando Counties.

Contracts are proposed to begin July 1, 2025, through June 30, 2026, with the option to renew for two additional one-year periods, contingent upon performance and funding availability.

Committee members discussed the strengths of each proposal, geographic service coverage, and organizational capacity. It was noted during the discussion that Cindy Bray with Hope Services recently was approved to be a Pasco-Hernando Workforce Board Member by the Pasco Hernando Workforce Development Consortium.

MOTION was made by Mark Earl to approve staff to begin negotiations and, if successful, enter into agreement with AmSkills, Eckerd Connect and Hope Services.

MOTION was seconded by Paul Micklow. MOTION carried 4-0.

### **Action Item 3 – Extension of WIOA Youth Services**

Committee members reviewed and discussed concerns that have been raised regarding the current provider, Eckerd Connects, related to performance deficiencies negatively impacting Metric 3 (Employment and Training Outcomes), as shown through comparative Letter Grade and MMR (Monthly Management Report) data provided to the Board. Performance in these areas impacts CSPH's overall state-assigned Letter Grade and accountability measures.

Committee members discussed the impact of current performance metrics and the importance of ensuring program accountability.

MOTION was made by Mark Earl to approve a short-term extension of the current contract with Eckerd Connects through Q1 (July – September 2025), with the understanding that staff will enter into contract negotiations for the remainder of the program year or terminate the contract if performance does not improve.

MOTION was seconded by Paul Micklow. MOTION carried 4-0.

### **Action Item 4 – 24-25 New Training Provider Addition – Coding Clarified**

Committee members reviewed the request to approve and add Coding Clarified Academy as a new training provider for the 2024-2025 program year, offering the Professional Medical Coding curriculum.

MOTION was made by Mark Earl to approve Coding Clarified Academy as a new training provider for the 2024-2025, offering Professional Medical Coding.

MOTION was seconded by Paul Micklow. MOTION carried 4-0.

### **Information Item 1 – Financial Reports**

Theresa Miner reviewed the Financial Reports for the period 07/01/2025 through 02/28/2025.

With no further business to discuss, the meeting adjourned.

## **ACTION ITEM 2**

### **Amended Employee Handbook**

The CSPH Handbook has been revised to reflect updated in federal and state laws, to clarify existing policies, and to improve the overall usability and consistency of the document. The updated version is titled “Employee Handbook – July 1, 2025” and will replace the previous version dated October 2022.

Summary of Key Changes:

- **Expanded Policy Language and Clarifications:** Most sections have been expanded with more detailed language, examples, and clearer expectations.
- **New and Notably Revised Sections Include:**
  - Addition of Pregnant Workers Fairness Act (PWFA) protections and related accommodation policies.
  - Detailed processes for requesting religious accommodations.
  - Clearer and more robust anti-discrimination and harassment policies, with expanded examples and definitions.
  - Pay Transparency policies aligned with federal guidelines for federal contractors.
  - Clarified procedures for employment of relatives and romantic relationships.
  - Expanded Leave Policies, including clearer PTO, FMLA, Bereavement, and Civil Air Patrol leave descriptions.
  - Addition of Remote Work (Telework) language under accommodations.
  - Introduction of a Conflict Resolution and Complaint Procedure, emphasizing open-door communication.
  - Updated sections on Use of Company Technology, Social Media, and Cybersecurity.
  - Revised Code of Ethics and Core Values, aligned with Board governance and nonprofit best practices.
  - Inclusion of language reflecting recent state-specific legal requirements (e.g., COVID-19 recovery and vaccination non-discrimination).

The updated handbook ensures compliance with current legal standards and promotes a safe, inclusive, and transparent work environment for all employees.

### **FOR CONSIDERATION**

Staff recommend approving the updated CareerSource Pasco Hernando Employee Handbook effective July 1, 2025.

### **ACTION ITEM 3**

#### **Amended Education and Industry Consortium Policy**

In accordance with Section 445.007(15), Florida Statutes, CareerSource Pasco Hernando (CSPH) is required to appoint and maintain an Education and Industry Consortium composed of leaders from both educational institutions and local industry. The Consortium serves as an independent advisory group to provide input on labor market needs and educational programming alignment.

The current policy was approved in December 2023. Following the first several quarters of implementation and further statewide clarification, revisions were necessary to enhance clarity, structure, and compliance with state expectations.

#### **Summary of Key Revisions:**

- **Name Alignment & Branding Updates:** Updated references throughout the policy from “Pasco-Hernando Workforce Board, Inc.” to “CareerSource Pasco Hernando” for consistency.
- **Clarification of Independence:** Enhanced language clarifying that Consortium members do not have authority over CSPH staff or board actions and serve solely in an advisory capacity.
- **Membership Requirements:**
  - Reaffirmed that CSPH Board members cannot serve on the Consortium.
  - Removed previous limit of “no more than fifteen (15) members” for added flexibility.
  - Refined the roles of educational and industry representatives to align with local and state policy emphasis.
- **Designee Attendance Clarified:**
  - Reinforced that executive-level designees may attend meetings when members are unavailable.
  - Added that such designees must be approved per PHWB policies.
- **Meeting Governance:**
  - Provided more detailed language allowing the Consortium to internally govern itself, while retaining CSPH authority to set policy and agenda if needed.
  - Expanded on the CSPH role in publishing and maintaining public-facing materials (e.g., rosters, reports, meeting schedules).

- **Quarterly Reports Enhancements:**
  - Reiterated that all reports must be published on the CSPH website.
  - Clarified the required components of quarterly reports, including:
    - Attendance record
    - Local labor market analysis
    - Updates on priority sectors
    - Talent pipeline data

### **FOR CONSIDERATION**

Staff recommend approval of the revised Education and Industry Consortium Policy as presented, with an effective date of September 1, 2025.

**Pasco Hernando Workforce Board, Inc.  
a/k/a Career Source Pasco Hernando  
Education and Industry Consortium**

**1.0 Overview**

**Section 445.007(15), Florida Statutes**, requires each local workforce development board to create an education and industry consortium composed of representatives from education entities and businesses in the designated workforce service delivery area. This policy requires the CareerSource Pasco Hernando ("PHWB") to appoint an education and industry consortium (the "Consortium") composed of local leaders who provide independent information from stakeholders in the service delivery area. CareerSource Pasco Hernando shall consider information from the education and industry consortium in creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers in the service delivery area. The goal of this policy is to align educational programming with industry needs at the local level. Additionally, the educational and industry consortium as established by CareerSource Pasco Hernando will be an independent advisory group. Any members of the consortium will have no direct or implied authority over CareerSource Pasco Hernando, their membership, or its employees.

**2.0 Policy**

**2.1 Required Membership**

PHWB establishes the Consortium which shall be comprised of representatives of educational entities and businesses in the designated service delivery area. The PHWB Board of Directors Chair (the "Chair") shall appoint the Consortium's members. A member of PHWB's Board of Directors is not permitted to serve as a member of the Consortium. The members of each respective category must meet the following requirements. When the Chair has appointed a member to the Consortium, PHWB shall issue a Welcome Letter informing the appointee of the appointment and the Welcome Letter in the manner attached hereto as **Exhibit A**. The membership of the education and industry consortium must meet the following requirements:

**A. Industry Representative Requirements**

- Chief Executive Officers or presidents or other executive-level staff from the top and private employers in the local area.
- Industry representatives should reflect the priority industries in the local area.

**B. Education Representative Requirements**

- Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and private education entities in: K-12 education, District Technical Colleges, State Colleges, Universities, and Other degree or credential granting institutions in the local area.

**2.2 Term**

The Consortium's members shall be appointed for two (2) year terms beginning on January 1 of the year of appointment, and any vacancy on the Consortium must be



filled for the remainder of the unexpired term in the same manner as the original appointment.

### **2.3 Designee Attendance**

If a member of the education and industry consortium is unable to attend a meeting, a designee from the member's executive team may attend. Such designated member shall be approved by the education and industry consortium per PHWB's policies.

### **2.4 Meetings**

All meetings of the Consortium must meet on at least a quarterly basis. The Consortium shall have the power to internally govern itself, however, the PHWB Board reserve the right to set a policy on meeting governance and agenda. PHWB shall provide administrative support to the Consortium as needed and will be specifically responsible for the following:

- Maintaining a roster of Consortium Members and posting the current roster on the PHWB's website.
- Posting scheduled consortium meetings on the PHWB website.
- Posting the quarterly reports from each meeting on the PHWB website.
- All notices of the Consortium shall be posted in the same manner as notices for PHWB meeting notices.

It is not necessary for the Consortium meetings to be separately conducted from existing, similar meetings in the designated local delivery area. The Consortium meetings' discussions need only focus on the labor needs including:

- Industry representatives sharing their specific talent development needs or observations on talent in the local area.
- Education representatives sharing what specific education offerings are available in the designated local delivery area.

### **2.5 Quarterly Reports**

The Consortium for PHWB shall provide reports to the Board of Directors of PHWB on a quarterly basis related to the educational programs provided and the industry needs in the designated local delivery area. PHWB shall use such quarterly reports to consider and determine effective ways to grow, retain, and attract potential talent to the designated local delivery area for PHWB. The Consortium's quarterly reports shall be published on PHWB's website and the links to the Consortium's roster and reports shall be included in the PHWB's Workforce Innovation and Opportunity Act local plan. The Consortium's quarterly reports shall be comprised of the following:

- A record of the Consortium's members in attendance at the Consortium's quarterly basis;
- A summary analysis of the local labor market based on industry representative needs and education offerings;
- Information on priority industry sectors and occupations for the local area;
- Information on the status of existing talent pipelines for in-demand occupations and the need to expand or leverage existing and/or new resources.

The Consortium’s roster shall be in the format attached hereto as **Exhibit B** and the format for the Consortium’s quarterly report shall be in the form attached hereto as **Exhibit C**.

Approved:	
Date First Adopted:	
Date Last Revised:	
Next Review Date:	

DRAFT

EXHIBIT "A" – WELCOME LETTER

[DATE]

[APPOINTEE'S NAME]  
[POSITION}  
[ORGANIZATION]  
[ADDRESS]

Dear [APPOINTEE'S NAME]

Thank you for volunteering to serve on CareerSource Pasco Hernando's Education and Industry Consortium (the "Consortium").

Section 445.007, Florida Statutes, requires CareerSource Pasco Hernando to establish the Consortium to be composed of representatives from education entities and businesses in the designed and workforce service delivery area for Hernando and Pasco counties. The Consortium is required to meet quarterly and provide reports to the Board of Directors for CareerSource Pasco Hernando which include community-based information related to education programs and industry needs. The Consortium's reports inform CareerSource Pasco Hernando's board and staff on programs, services, and partnerships in the service delivery area.

The relationship between industry and education is vital to the state and local workforce development system. I am confident your representation on this Consortium will enhance communication and help ensure that the Board of Directors for CareerSource Pasco Hernando has access to independent and actionable information to enhance workforce opportunities for businesses and job seekers in our local area.

Information about the role of education and industry consortiums is available in the statewide strategic policy: <https://careersourceflorida.com/wp-content/uploads/2023/09/Education-and-Industry-Consortiums-Strategic-Policy.pdf>.

Your appointment to the Consortium is effective [INSERT DATE] and concludes on [INSERT DATE]. Thank you again for offering your time, talent, and energy to this important initiative. If you have any questions, please do not hesitate to contact [INSERT NAME} at [INSERT CONTACT INFORMATION].

Sincerely,

[INSERT NAME]  
Chair of the Board of Directors of  
CareerSource Pasco Hernando

cc: Jerome Salatino, President/ CEO of CareerSource Pasco Hernando  
Senior staff for Consortium

## EXHIBIT "B" – Consortium Roster

### GENERAL INFORMATION

Section 445.007, Florida Statutes, requires each local workforce development board to create an education and industry consortium composed of representatives of educational entities and businesses in the designated workforce service delivery area.

The Chair of the local workforce development board shall appoint the consortium members. A member of a local workforce development board shall not serve as a member of the consortium. Consortium members shall be appointed for two (2) year terms beginning on January 1 of the year of the appointment, and any vacancy of the consortium must be filled for the remainder of the unexpired term in the same manner as the original appointment.

The membership of the education and industry consortium must meet the following requirements:

#### Industry Representative Requirements :

- Chief Executive Officers or presidents or other executive-level staff from the top public and private employers in the local area.
- Industry Representatives should reflect the priority industries in the local area.

#### Educational Representative Requirements:

- Superintendents, presidents, or other leadership staff from education institutions in the local area that represent both public and educational entities in:
- K-12 education;
- District technical colleges;
- State colleges;
- Universities; and
- Other degree or credential granting institutions in the local area.

If a member of the education and industry consortium is unable to attend a meeting, a designee from the member's executive team may attend.

**CONSORTIUM ROSTER**

Name	Title	Organizational Name	Industry (For Business Partners Only)	Phone Number	Email Address	Term Start Date	Term End Date	Consortium Seat Filled


Chair of Consortium: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Report Prepared by: \_\_\_\_\_

Board Contact: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

Exhibit "C" – Quarterly Report

CareerSource Pasco Hernando  
Education and Industry Consortium Quarterly Report

A. GENERAL INFORMATION

Report Quarter: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_  
Report prepared by: \_\_\_\_\_  
Local Workforce Board Contact: \_\_\_\_\_ Date: \_\_\_\_\_

B. ATTENDANCE

Name	Organization	Industry or Education	Contact Information

### C. Summary Report

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

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



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

DRAFT

**ACTION ITEM 4**  
**Non-Board Candidate – Timothy Hellmers**

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

Candidate: Timothy Hellmers Mr. Hellmers represents the Department of Veteran's Affairs that provides healthcare services in our region to veterans and has been nominated by the James A. Haley VA Hospital. Information on Mr. Hellmers is included and presented for review.

To ensure a turnover balance on the board, and to establish consistent terms of office, staff recommend adding Mr. Hellmers to Class 3 of staggered terms. The proposed term end date for Mr. Hellmers is June 30, 2031.

Mr. Hellmers nomination as a board candidate was presented to PHWB's Nominating Committee on July 17, 2025.

**FOR CONSIDERATION**

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



## APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

Please provide full and complete information. Send the completed form and attachments to Nicole Beverley at [nbeverley@careersourcepascohernando.com](mailto:nbeverley@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:		First Name:		M.I.:									
Street Address:													
City:			State:		Zip:								
County of Residence:			Home Phone:										
Personal Email:			Cell Phone:										
Employer or Organization that will be represented:													
Job Title or Position:			Est. Annual Revenue:										
Street Address:													
City:			State:		Zip:								
County of Business:			Work Phone:										
Work Email:			Other Phone:										
Assistant Name:			Assistant Title:										
Assistant Email:			Assistant Phone:										
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Preferred Method of Contact:	Home Phone	Cell Phone	Personal Email										
	Work Phone	Work Email	Other: _____										
<b>Please choose the industry sector that best fits your business/organization:</b>													
Accounting/Finance Agriculture Arts and Culture Bio Tech Communications Construction Education		Government Healthcare Hospitality/Tourism Insurance Manufacturing Social Services		Real Estate Retail Utilities Union Wholesale 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.

<b>Gender:</b> Male Female	<b>Race/Ethnicity:</b> White (not Hispanic) Black/African American (not Hispanic) White and Hispanic Black and Hispanic Other	<b>Other:</b> Disabled Individual Older Individual Veteran
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# Hellmers, Timothy L.

timothyhellmers@gmail.com • 1245 Whisper Run Ct. Lutz, FL • (352) 428-5270

## Objective

Dynamic Healthcare Leader with a robust background in Mental Health Care, Healthcare Administration, and Quality Management. Known for fostering transparent communication among interdisciplinary teams, achieving high compliance and quality standards. Proven track record in enhancing patient-focused care through effective management of office operations and administrative functions, including performance improvement and budget management. Resourceful problem solver adept at identifying needs and implementing innovative solutions to drive productivity and efficiency across diverse organizational levels. Military experience, former member of the United States Air Force.

## Education and Certifications Timeline

- American College of Healthcare Executives (ACHE) Member  
Focusing on Fellowship Completion (est. 2025)
- Competency Development for Leadership Certificate  
Received 2020
- Florida International University  
Health Services Administration, Master's Degree – Fall 2019
- University of South Florida  
Sociology Degree, Bachelor's Degree – Fall 2017
- Green Belt Certification  
Received 2016

## Professional Experience

James A Haley Veterans Hospital | 13000 Bruce B. Downs Blvd.

Executive Assistant to Chief of Staff/Chief Medical Officer (Health System Specialist) 05/2023 – Present

- Primary duty as the Health Systems Specialist is working alongside Chief of Staff (COS)/Chief Medical Officer (CMO) in daily operations for oversight of 4000+ clinicians.
- Key leader for the planning, developing, coordinating, directing, and evaluating for outpatient, inpatient, and residential services of James A. Haley Veterans' Hospital

(JAHVH) its Community Based Outpatient Clinics (CBOCs), and the Homeless/SUDS Domiciliary (DOM).

- Development of new health system processes and procedures. Analyzed workflow trends to determine optimal utilization of the health system resources.
- Managed changes in integrated health care delivery systems and technological innovations while keeping focus on quality of care.
- Evaluates conformity of all healthcare program documents with overarching philosophies of the Veterans Health Administration. Explained and developed policies, procedures and services to patients.
- Examined and resolved problems concerning access, performance, or functionality within the healthcare system infrastructure.
- Developed business plans aimed at enhancing staffing efficiencies and improving reporting frameworks.
- Spearheaded a post-discharge engagement initiative that successfully advanced JAHVA from the bottom 6 nationally to surpass the 90th percentile.
- Reduced the wait time for new outpatient mental health patients from more than 20 days to an average of 9.6 days.
- Conducted audits and evaluations, including those by the Joint Commission, Medical Inspector, and Inspector General.
- Oversee strategic planning initiatives throughout the James A. Haley healthcare system.

James A Haley Veterans Hospital | 13000 Bruce B. Downs Blvd.

Administrative Chief (Supervisory Program Specialist) 05/2020 – 05/2023

- Primary duty as the Administrative Chief for Mental Health and Behavioral Sciences Service is working alongside Mental Health Chief in daily operations for oversight of 380+ clinicians.
- Supervised team of 50 VA administrative employees. Delegated work to staff, setting priorities and goals. Managed Human Resource, Position Management, and Credentialing and Privileging actions.
- Responsible for the direction of a budget (est. \$80,000,000) and financial management program for Mental Health Service employees and work with the Chief Fiscal Officer in the employment of groups of employees, such as General Schedule, Title 38, and Hybrid-Title 38. Involved in all facets of financial management, including budget formulation, justification, assessment, execution, and reporting.
- Communicated regularly with senior leadership regarding updates on projects and programs managed by the department.
- Conducted regular assessments of program effectiveness and efficiency.
- Implemented quality control measures to uphold standards.

James A Haley Veterans Hospital | 13000 Bruce B. Downs Blvd.

Program Specialist/Health Systems Specialist 10/2016 – 05/2020

- Accreditation Manager for the Service. Joint Commission and CARF accreditation.
- Identified potential areas of risk associated with noncompliance with applicable laws or regulations.

- Developed training materials to educate faculty and staff on the importance of accreditation standards.
- Conducted periodic reviews of program operations to ensure compliance with accreditation requirements.
- Facilitated cross-functional teams to design and implement process improvements.
- Trained and mentored project leaders and discipline managers to drive culture change toward total quality mindset across production continuum.
- Conducted data analysis to identify areas of opportunity for improved efficiency and effectiveness.
- Rectified CPT and various data entry errors identified during report generation for precise workload tracking and documentation. Worked with the Business Office to ensure 3rd party billing is received and everything is appropriate and accurate.

### Other Professional Experience

- National Official for Veteran's Games – Dept. of VA (2015 – current)
- Equal Employment Opportunity Assistant – James a Haley VA (2015 – 2016)
- Logistician – Target (2014 – 2015)
- Service Advisor – Jim Browne Auto (2012 – 2014)
- Special Vehicle Mechanic – US Air Force (2008 – 2012)

### Skills

- |                                       |   |
|---------------------------------------|---|
| • Healthcare management               | • Team leadership   |
| • Organizational leadership           | • Medical coding and Productivity   |
| • Strategic Planning                  | • Program / Policy/ Documentation Development & Design  |
| • Goal Setting & Attainment           | • Staff Selection, Recruitment, Hiring, Scheduling, Mentoring, Counseling, & Disciplinary Actions |
| • Patient Experience                  | • Fiscal Accountability   |
| • Healthcare accreditation & quality  | • Community Outreach  |
| • Workflow and data analysis          |   |
| • Performance and process improvement |   |
| • Staffing optimization               |   |

### References

- Christopher Blasy, D.O. FAAFP, Chief of Staff, (813)972-7537 or [Christopher.Blasy@va.gov](mailto:Christopher.Blasy@va.gov)
- Glenn Catalano, M.D., Chief of Mental Health, (813)631-7111 or [Glenn.Catalano@va.gov](mailto:Glenn.Catalano@va.gov)
- Colleen Jakey, M.D., Chief of Staff (former), (813)817-6766 or [Colleen.Jakey@va.gov](mailto:Colleen.Jakey@va.gov)
- Chad Adams, FACHE, Deputy Executive Health System Director, (352)339-3335
- Daniel Ducker, Tennessee Valley VA Executive Director, (615)873-6970 or [Daniel.Ducker@va.gov](mailto:Daniel.Ducker@va.gov)
- Michael Benning, Equal Employment Opportunity (retired), (813)380-7757

## Biography



### Timothy L. Hellmers

Timothy L. Hellmers is a dynamic healthcare leader with extensive experience in mental health care, healthcare administration, and quality management. Known for fostering transparent communication and achieving high compliance and quality standards, Timothy excels in managing office operations and enhancing patient-focused care.

Born in New Port Richey, FL and raised in Brooksville, FL. Timothy graduated high school at Hernando Christian Academy in Brooksville, FL and played basketball and baseball. With a Master's Degree in Health Services Administration from Florida International University and a Bachelor's Degree in Sociology from the University of South Florida, Timothy is also a member of the American College of Healthcare Executives (ACHE) and holds various certifications, including Competency Development for Leadership and Lean Six Sigma Green Belt Certification.

Currently, Timothy serves as the Health System Specialist at James A. Haley Veterans Hospital, where he assists the Chief of Staff/Chief Medical Officer in overseeing operations for over 4000 clinicians. His previous roles at the same institution include Administrative Chief and Program Specialist, where he managed budget, accreditation, and operational efficiency improvements.

Timothy's career began in the United States Air Force as a Special Vehicle Mechanic, which instilled in him a disciplined approach to problem-solving. He remains actively involved in community service as a National Official for Veteran's Games.

Timothy's skills span healthcare management, strategic planning, performance improvement, and community outreach, making him a valuable asset in advancing the quality and efficiency of healthcare delivery.





**DEPARTMENT OF VETERANS AFFAIRS**  
**James A. Haley Veterans' Hospital**  
**13000 Bruce B. Downs Boulevard**  
**Tampa, FL 33612**

June 17, 2025

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

Dear Mr. Salatino,

I am writing to highly recommend and nominate Timothy Hellmers as a representative of the business sector in the Pasco Hernando Region.

As the Health Systems Specialist at the James A. Haley VA Hospital, Tim has demonstrated an exceptional commitment to enhancing healthcare delivery through innovative solutions and strategic leadership. His extensive experience in numerous projects aimed at improving patient care and operational efficiency highlights his suitability for this role. Tim's analytical skills, paired with his deep understanding of healthcare systems, have consistently led to the successful implementation of critical initiatives. From optimizing workflow processes within clinical services to spearheading interdisciplinary collaborations across our enterprise, Tim's contributions have been invaluable to our department. These attributes will significantly enhance the overall composition of the Board of Directors at CareerSource Pasco Hernando.

One of Tim's standout qualities is his proactive approach to leadership. He has a natural ability to inspire and motivate team members, fostering a collaborative environment that encourages innovation and continuous improvement. His adaptability and keen problem-solving skills enable him to navigate complex challenges with ease, making him an asset to any healthcare organization.

In conclusion, Tim Hellmers exemplifies the qualities of a forward-thinking healthcare leader. His participation on the board will not only benefit his professional growth but also contribute to the advancement of our organization and the broader healthcare community. I wholeheartedly support his application and urge you to consider him for this opportunity.

The James A. Haley VA Healthcare System has been serving the area for many years as a federal government organization operating as a not-for-profit. Please accept this nomination for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Blasy', with a stylized flourish at the end.

Christopher D Blasy, DO, FAAFP  
Chief of Staff  
James A. Haley VA Hospital

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

Please type or print clearly

Name of Board/Committee Pasco-Hernando Workforce Board of Directors

Check one: ☒ **Full Member Position**  
☐ **Alternate Member Position**

Name Timothy Luke Hellmers

(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 1245 Wisper Run Ct

City Lutz Zip 33558

Telephone (352)428-5270 (home) \_\_\_\_\_ (business) \_\_\_\_\_

E-mail address timothy.hellmers@gmail.com

Are you a resident of Hernando County? No, Pasco

Voter Registration Number 125164085

Education Masters of Health Service Administration, Florida International University;  
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)  
Bachelor of Arts in Sociology, University of South Florida;

American College of Healthcare Executives (ACHE) Member;

Employment History Department of Veterans Affairs, James A Haley VA from 2015-current;

(Attach a resume if available)  
Target 2014-2015; Service Advisor at Jim Browne Auto 2012-2014; US Air Force 2008-2012

Licenses or Certificates Held VA Competency Development for Leadership Certificate

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 1<sup>st</sup>/ 2<sup>nd</sup> 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** I am deeply committed to serving on the board to enhance veterans' health and well-being, address healthcare and homelessness. Leverage my passion and experience to make a tangible impact in our community. Advocating where needed.

**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. Jake Gaustad, 9118 E Sweetwater Dr. Inverness, FL 34450. (352)584-1878
2. Adam Calvert, 407 Druid Hills Rd. Temple Terrace, FL 33617. (850)217-3687
3. Melanie Mumley, . (813)928-2599

**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** TIMOTHY HELLMERS Digitally signed by TIMOTHY HELLMERS  
Date: 2025.06.17 10:56:16 -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.**

**ACTION ITEM 5**  
**Non-Board Candidate – Stefanie Pontlitz**

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

Candidate: Stefanie Pontlitz

Mrs. Pontlitz represents the accounting/finance industry sector in our region to and has been nominated by the Pasco EDC. Information on Mrs. Pontlitz is included and presented for review.

To ensure a turnover balance on the board, and to establish consistent terms of office, staff recommend adding Mrs. Pontlitz to Class 2 of staggered terms. The proposed term end date for Mrs. Pontlitz is April 11, 2030.

Mrs. Pontlitz nomination as a board candidate was presented to PHWB's Nominating Committee on July 17, 2025.

**FOR CONSIDERATION**

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

## APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

Please provide full and complete information. Send the completed form and attachments to Nicole Beverley at [nbeverley@careersourcepascohernando.com](mailto:nbeverley@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: <a href="mailto:sfpontlitz@gmail.com">sfpontlitz@gmail.com</a>	Cell Phone: 727-514-5133	
Employer or Organization that will be represented: Pontlitz Asset Advisors		
Job Title or Position: COO	Est. Annual Revenue: 350,000	
Street Address: 5920 Main Street		
City: New Port Richey	State: FL	Zip: 34652
County of Business: Pasco/Hernando	Work Phone: 877-355-1755	
Work Email: <a href="mailto:sfpontlitz@gmail.com">sfpontlitz@gmail.com</a>	Other Phone:	
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: _____		
<b>Please choose the industry sector that best fits your business/organization:</b>		
<input checked="" 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 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.

<b>Gender:</b> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<b>Race/Ethnicity:</b> <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	<b>Other:</b> <input type="checkbox"/> Disabled Individual <input type="checkbox"/> Older Individual <input type="checkbox"/> Veteran
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**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 Operating Officer, May 2025 to Present**

**Pontlitz Asset Advisors, New Port Richey, FL**

- Direct daily operations across all departments to ensure seamless delivery of financial advisory services and client satisfaction.
- Collaborate with the Chief Wealth Strategist to develop and execute business strategies aligned with firm growth and client retention goals.
- Oversee compliance with SEC, FINRA, and state regulatory requirements, ensuring firm policies and procedures adhered to industry standards.
- Streamline operational processes, implemented scalable systems, and drove efficiencies to support growth and profitability.
- Manage financial forecasting, budgeting, and resource allocation
- Supervise cross-functional teams including client services, marketing, finance, and HR to enhance operational alignment and team performance.
- Identify and deploy new technologies and platforms to improve advisor productivity and client experience.
- Build and maintained vendor and partner relationships to support firm operations and business development initiatives.
- Develop KPIs and dashboards to track operational performance and support data-driven decision-making.
- Oversee risk management protocols and business continuity planning.

**Chief Executive Officer, Executive Director, November 2020 to May 2025**

**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
- Recommend 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 maintain 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 on-going 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 1<sup>st</sup> Lady  
2022-2024 District Governor 1<sup>st</sup> 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 1<sup>st</sup> 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



April 8, 2025

Pasco Hernando CareerSource  
Attn: Board of Directors  
4440 Grand Boulevard  
New Port Richey, FL 34652

Dear Members of the Board of Directors:

It is my pleasure to nominate Stefanie Pontlitz, COO for Pontlitz Asset Advisors, for your consideration to the Pasco-Hernando Workforce Board. Stefanie has recently joined her husband in their family financial practice and will be leaving Lighthouse for the Visually Impaired and Blind in May. Previously, Stefanie held a seat on the Workforce Board as the CEO for Lighthouse since 2023 advocating for residents with disabilities. I believe that Stefanie's experience on the Workforce Board, in our community, as a nonprofit leader, and as a business owner, will provide her valuable insight into the needs of our residents.

Pontlitz Asset Advisors has been in business since 2008. Stefanie received her Series 7 in 2005 working for AG Edwards and Chase Bank as a financial advisor. She worked full time while her husband began their own practice. Giving her heart, time and career to local nonprofits, Stefanie grew her leadership skills and was exposed to various aspects of local needs.

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,



Bill Cronin  
President/CEO

CD: Turner Arbour

## 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 **Stefanie Pontlitz**

Address **11538 Lakeview Dr**

City **New Port Richey**

State **FL**

Zip **34654**

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

**4**

Are you a Year Round Resident? Yes ☒ No ☐

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

If no, please indicate city: **n/a**

Home Phone **727-514-5133**

Work Phone **727-514-5133**

Cell Phone **727-514-5133**

Email **sfpontlitz@gmail.com**

Employer **Pontlitz Asset Advisors**

Address **5920 Main Street, New Port Richey, FL 34652**

Occupation (if retired, please indicate) **Finance**

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

Commission for the Status of Women, appointed 2024

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 Communications, May 2003  
Minors: Business and English  
Florida State University, Tallahassee, FL  
Graduated Cum Laude

### Professional - Certification

Series 7 & 66 Licensed  
SHRM Certified Professional  
Social Enterprise Designation, St. Leo University

### Knowledge - Training, interest or experience

Strong financial experience and knowledge; Worked for various social service agencies and am familiar with the needs and gaps in the community, work with a variety of community organizations and have strong resources and network, experience with Vocational Rehabilitation and workforce development, experience hiring and managing employees in both counties, interest in growing job opportunities for stigmatized and under-served populations

### Community Involvement - List organizations/positions

Rotary District 6950 - Assistant Governor Area 6 (West Pasco)  
Rotary Club of Trinity - Past President, Director of Administration  
Leadership Pasco - Director Emeritus  
Big Blue BBQ - Co-Chair

### Organizations - Memberships

Rotary District 6950  
Rotary Club of Trinity  
Leadership Pasco  
Florida Agencies Serving the Blind

### 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**

Stefanie Pontltiz

**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

Email Form

**ACTION ITEM 6**  
**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](http://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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<b>Budget By Allocation .....</b>	<b>12</b>
<b>Administrative Costs .....</b>	<b>13</b>

## **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

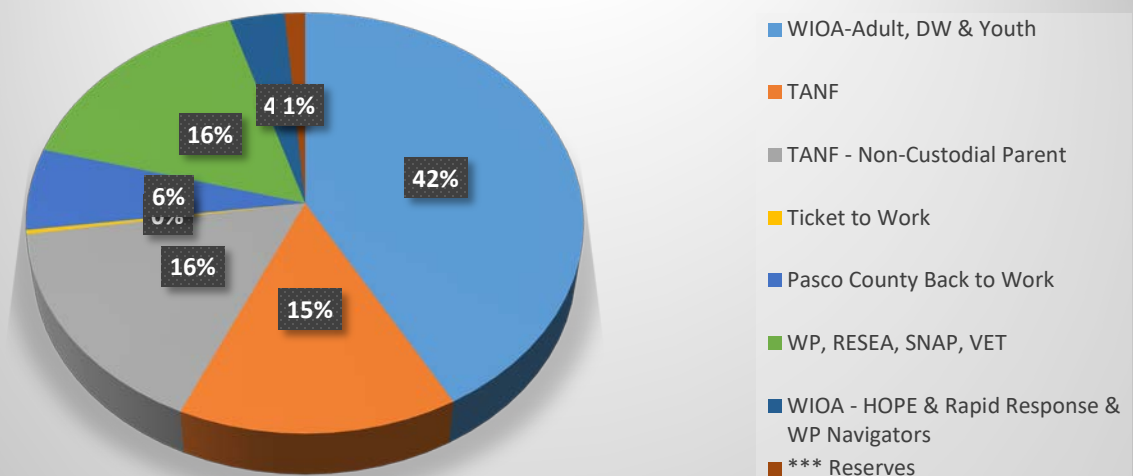
**Pasco County Back to Work**

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.

## 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%			

## Funds Available by Program



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
<b>TOTAL TANF</b>	3,078,789	160,031	<b>2,918,758</b>
WIOA Adult & Dislocated Worker	2,425,480	208,052	2,217,428
WIOA Adult & Dislocated Worker Carry Fwd	855,391		855,391
<b>TOTAL WIOA AD &amp; DW</b>	3,280,871	208,052	<b>3,072,819</b>
WIOA - Youth	1,095,073	147,853	947,220
WIOA - Youth Carry Fwd	312,973		312,973
<b>TOTAL WIOA YOUTH</b>	1,408,046	147,853	<b>1,260,193</b>
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
<b>TOTAL WP HOPE NAVIGATOR</b>	<b>79,815</b>	-	<b>79,815</b>
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
<b>TOTAL WAGNER PEYSER</b>	851,498	171,678	<b>679,820</b>
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
<b>TOTAL Budgeted Expenditures:</b>	11,199,036	833,179	10,365,857

## 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
<b>TOTALS:</b>			<b>10,365,860</b>	<b>10,830,097</b>	<b>9,937,777</b>

**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

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.

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.

## 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
<b>TOTAL FUNDS AVAILABLE LESS RESERVES</b>	<b>10,365,858</b>	<b>3,152,819</b>	<b>1,260,194</b>	<b>160,000</b>	<b>160,730</b>	<b>79,815</b>	<b>2,918,758</b>	<b>514,036</b>	<b>232,043</b>	<b>679,820</b>	<b>68,169</b>	<b>369,088</b>	<b>590,005</b>	<b>180,382</b>
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
<b>Total Personnel Costs</b>	<b>5,143,299</b>	<b>1,555,516</b>	<b>526,809</b>	<b>131,971</b>	<b>135,957</b>	<b>66,692</b>	<b>1,193,431</b>	<b>425,621</b>	<b>192,137</b>	<b>411,470</b>	<b>45,712</b>	<b>-</b>	<b>442,630</b>	<b>15,353</b>
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
	-													
<b>TOTAL Operating Costs</b>	<b>806,688</b>	<b>225,802</b>	<b>101,625</b>	<b>19,099</b>	<b>19,733</b>	<b>9,658</b>	<b>208,212</b>	<b>61,807</b>	<b>27,897</b>	<b>59,753</b>	<b>6,638</b>	<b>-</b>	<b>64,239</b>	<b>2,227</b>
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	
<b>Total Program Services</b>	<b>4,012,040</b>	<b>1,303,131</b>	<b>604,926</b>	<b>2,379</b>	<b>2,458</b>	<b>1,203</b>	<b>1,464,126</b>	<b>7,700</b>	<b>3,475</b>	<b>7,444</b>	<b>15,827</b>	<b>369,088</b>	<b>68,003</b>	<b>162,277</b>
<b>TOTALS:</b>	<b>10,365,860</b>	<b>3,152,819</b>	<b>1,260,194</b>	<b>160,000</b>	<b>160,730</b>	<b>79,815</b>	<b>2,918,758</b>	<b>514,036</b>	<b>232,043</b>	<b>679,820</b>	<b>68,169</b>	<b>369,088</b>	<b>590,005</b>	<b>180,382</b>
<b>Variance</b>	<b>(1)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>



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	
<b>TOTALS:</b>	<b>10,365,860</b>	<b>9,640,510</b>	<b>725,349</b>
	-		
Admin%			7.00%



[careersourcepascohernando.com](http://careersourcepascohernando.com)

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](mailto:tminer@careersourcepascohernando.com)

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Jerome Salatino,  
President and CEO

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Charles Gibbons,  
Pasco-Hernando Workforce Board, Chair

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Kathryn Starkey  
Pasco Hernando Workforce Development Consortium, Chair

[info@careersourcepascohernando.com](mailto:info@careersourcepascohernando.com)

PO Box 6589, Spring Hill FL 34611

p: 352.593-2222 | f: 352.593-2200

## **ACTION ITEM 7**

### **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.

.

## **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 8**  
**Amendment No. 14 to the Non-Custodial Parent Sub-Recipient Agreement**

The Pasco-Hernando Workforce Board (PHWB) entered into an agreement with Gulf Coast Jewish Family and Community Services, Inc. to provide services for the Non-Custodial Parent Employment Program (NCPEP) covering Miami and the Greater Tampa Bay area, including Pasco, Hernando, Hillsborough, and Pinellas counties.

Following the completion of the original budget, the State awarded an **additional \$200,000** in State funds to support the NCPEP program. Amendment No. 14 to the agreement reflects this budget revision, increasing the total contract amount from **\$1,331,000** to **\$1,531,000**.

**FOR CONSIDERATION**

Recommend the approval of Amendment No. 14 to the Non-Custodial Parent Sub-Recipient Agreement with Gulf Coast Jewish Family and Community Services, Inc., increasing the budget by \$200,000 in State funds for the period of July 1, 2025, through June 30, 2026.

	<p>Gulf Cost Jewish Family and Community Services, Inc.  Non-Custodial Parent Sub-Recipient Agreement  Contract Begin Date: 7/1/2025  Contract End Date: 6/30/2026</p>
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Subrecipient Agreement for providing services for the Non-Custodial Parent Program covering Miami and the Greater Tampa Bay, including Pasco, Hernando, Hillsborough and Pinellas counties

Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D – 200.331: Requirements for pass through entities.	
(a) The following sub-award information is provided by CareerSource Pasco Hernando, the Pass-through entity, to Gulf Coast Family and Community Services, Inc., the sub-recipient. If/when any of these data elements changes, the change(s) will be included in any subsequent sub-award modification.	
(1) Federal Award Identification	
<ul style="list-style-type: none"> <li>Sub-Recipient Name (this must match the name associated with the Unique Entity Identifier (UEI))</li> </ul>	Gulf Coast Family and Community Services, Inc.
<ul style="list-style-type: none"> <li>Sub-Recipient UEI</li> </ul>	C8Q3FR2KA2K8
<ul style="list-style-type: none"> <li>Federal Award Identification Number (FAIN)</li> </ul>	G-2401FLTANF; State and other TANF not yet provided
<ul style="list-style-type: none"> <li>Federal Award Date</li> </ul>	7/1/25
<ul style="list-style-type: none"> <li>Sub-Award Period of performance (start/end dates)</li> </ul>	7/1/25 to 6/30/26
<ul style="list-style-type: none"> <li>Amount of Federal Funds obligated by this Action</li> </ul>	\$1,331,000 to include 2 NFA's
<ul style="list-style-type: none"> <li>Amount of State Funds obligated by this Action</li> </ul>	\$200,000
<ul style="list-style-type: none"> <li>Total Amount of Federal Award to CareerSource Pasco Hernando</li> </ul>	\$1,416,000
<ul style="list-style-type: none"> <li>Federal award project description</li> </ul>	Welfare Transition Program
<ul style="list-style-type: none"> <li>Name of Federal Awarding Agency</li> <li>Pass-through entity, and</li> <li>Contact information for awarding official</li> </ul>	US Department of Health and Human Services CareerSource Pasco Hernando Brenda Gause; bgause@careersourcepascohernando.com
<ul style="list-style-type: none"> <li>Assistance Listing Number and Name</li> </ul>	93.558
<ul style="list-style-type: none"> <li>Is this Sub-award for R&amp;D</li> </ul>	No
<ul style="list-style-type: none"> <li>Indirect Cost Rate for the award</li> </ul>	13.70

THIS AMENDMENT # 14 made this 14th day of August, 2025, amends that certain AGREEMENT originally dated July 1, 2019 (the "Agreement") and entered into between the Pasco Hernando Workforce Board. (hereinafter referred to as "PHWB"), and Gulf Coast Jewish Family and Community Services, Inc. (hereinafter referred to as "Service Provider"), a Florida corporation whose address is 14041 Icot Blvd., Clearwater, FL 33760

**WHEREAS**, on the 14<sup>th</sup> day of August, 2025, PHWB and Service Provider entered into an Agreement to provide PHWB with services to non-Custodial parents; and,

**WHEREAS**, PHWB and Service Provider, pursuant to All amendments 1 – 13, of the Agreement, have agreed to amend certain terms of the Agreement.

**NOW THEREFORE**, this Amendment No. 14 shall amend and modify the Agreement as follows:

1. Budget Revision: The budget was revised to reflect and additional State Funding of \$200,000 for a total budget of \$1,531,000
2. Preservation of Original Agreement. Except as otherwise provided herein, all terms and conditions of the original Agreement, as well as all amendments that followed, *not* amended by this Amendment shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals effective on the day and year first above written.

WITNESS:

Service Provider:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

WITNESS:

Pasco Hernando Workforce Board, Inc.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Board Chair

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Print Name



**NCPEP 2025-2026****BUDGET****Gulf Coast Jewish Family and Community Services, Inc.**

Budget Modification # 1 of current year

Line Item		GREATER TAMPA BAY BUDGET	MIAMI BUDGET	TOTAL
<b>Total Salaries and Fringe</b>				
<b>Approved Positions</b>				
GRANT ACCOUNTANT	0.16	\$ 5,992.72	\$ 5,992.72	\$ 11,985.44
QUALITY IMPROVEMENT	0.15	\$ 3,876.00	\$ 3,391.50	\$ 7,267.50
SENIOR DIRECTOR	0.57	\$ 26,100.00	\$ 25,200.00	\$ 51,300.00
PROGRAM DIRECTOR	1.00	\$ 24,800.00	\$ 37,200.00	\$ 62,000.00
SR. PROGRAM ADMINISTRATOR	1.00	\$ 46,800.00	\$ -	\$ 46,800.00
PROGRAM SUPERVISOR/ SR. PROG SU	1.25	\$ 11,700.00	\$ 53,040.00	\$ 64,740.00
CAREER CASE MANAGER / SR CCM	12.75	\$ 290,940.00	\$ 260,000.00	\$ 550,940.00
INCENTIVES		\$ 25,000.00	\$ 17,748.00	\$ 42,748.00
ADMINISTRATIVE ASSISTANT	1.75	\$ 23,400.00	\$ 36,400.00	\$ 59,800.00
SALARIES		\$ 458,608.72	\$ 438,972.22	\$ 897,580.94
TAX		\$ 37,425.05	\$ 35,855.99	\$ 73,281.04
FRINGE		\$ 54,776.03	\$ 32,642.07	\$ 87,418.10
OTHER:				
<b>TOTAL SALARIES and FRINGE</b>	<b>18.63</b>	<b>\$ 550,810.00</b>	<b>\$ 507,470.00</b>	<b>\$ 1,058,280.00</b>
<b>OPERATING COSTS</b>				
MILEAGE/PARKING		\$ 9,000.00	\$ 4,000.00	\$ 13,000.00
TRAVEL/TRAINING		\$ 9,600.00	\$ 9,600.00	\$ 19,200.00
SUPPLIES		\$ 7,000.00	\$ 5,000.00	\$ 12,000.00
PRINTING		\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
POSTAGE		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
TELEPHONE/INTERNET		\$ 9,600.00	\$ 4,964.00	\$ 14,564.00
UTILITIES		\$ 20.00	\$ 6,300.00	\$ 6,320.00
MAINTENANCE		\$ 1,490.00	\$ 3,060.00	\$ 4,550.00
EQUIP RENTAL		\$ 926.00	\$ 3,500.00	\$ 4,426.00
FACILITY RENT/LEASE		\$ 32,940.00	\$ 67,315.00	\$ 100,255.00
CONTRACTUAL SERVICES		\$ 3,828.00	\$ 3,052.00	\$ 6,880.00
COMPUTER LICENSING/SUPPLIES		\$ 6,621.00	\$ 5,180.00	\$ 11,801.00
ADVERTISING		\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
INSURANCE		\$ 10,702.00	\$ 9,890.00	\$ 20,592.00
OTHER: EMPLOYEE TESTING		\$ 960.00	\$ 400.00	\$ 1,360.00
<b>TOTAL OPERATING</b>		<b>\$ 105,687.00</b>	<b>\$ 135,261.00</b>	<b>\$ 240,948.00</b>
<b>SUPPORTIVE SERVICES</b>				
OTHER: CLIENT NEEDS		\$ 35,118.00	\$ 33,000.00	\$ 68,118.00
<b>TOTAL SUPPORT SERVICES</b>		<b>\$ 35,118.00</b>	<b>\$ 33,000.00</b>	<b>\$ 68,118.00</b>
<b>INDIRECT COST</b>		<b>\$ 85,301.00</b>	<b>\$ 78,353.00</b>	<b>\$ 163,654.00</b>
<b>TOTAL BUDGET</b>		<b>\$ 776,916.00</b>	<b>\$ 754,084.00</b>	<b>\$ 1,531,000.00</b>

**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	NOPEP	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			
<b>Personnel Expenses</b>	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
<b>Assets</b>			
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
<b>Long-term Assets</b>			
Fixed Assets - Computer Equipment	286,407.00	286,407.00	0.00
Fixed Assets - Furniture & Fixtures	7,742.00	7,742.00	0.00
Fixed Assets - Office Equipment	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
<b>Liabilities</b>			
<b>Short-term Liabilities</b>			
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
<b>Long-term Liabilities</b>			
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
<b>Net Assets</b>			
	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**

Fund Code	Fund Title	Debit Balance	Credit Balance
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**

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GL Code	GL Title	Debit Balance	Credit Balance
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**

## **DISCUSSION ITEM 1**

### **Apprenticeship Strategy and Committee Formation**

In alignment with workforce development priorities and to better support emerging and expanding apprenticeship opportunities in the Pasco-Hernando region, staff recommends the creation of an Apprenticeship Committee. This committee would provide oversight, strategic guidance, and employer engagement around registered apprenticeship programs and work-based learning models.

- **Action Needed:**

- The Apprenticeship Committee determines the scope and goals of the committee.
- Identify potential members, including employers, training providers, and workforce board representatives.

## **DISCUSSION ITEM 2**

### **Creation of Special Projects Fund Using Corporate Resources**

Several unmet or underfunded needs within the Pasco-Hernando region have been identified as critical to improving workforce participation and supporting economic mobility. These include services or programs that fall outside the scope of existing federal or state funding streams. To address these gaps with agility and responsiveness, staff recommends the establishment of a “Special Projects” initiative, supported by corporate (non-restricted) funds. This initiative would allow for the development and implementation of pilot programs, short-term interventions, and other targeted solutions designed to address pressing community needs and workforce challenges.

- **Action Needed:**

- Creation of an additional Special Project and define eligible uses, approval process, and oversight responsibilities.
- Establish criteria for project selection and outcome evaluation.