

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

Board Meeting Agenda

October 17 2025 – 9.00 a.m.

Hampton Inn

11780 State Road 54, Odessa, FL 33556

or Join via Microsoft Teams

Call to order Charles Gibbons, Chair

Public Comments

No requests from the public were received during the allotted time period published in the Public Notice on the CareerSource Pasco Hernando website.

Consent Agenda

There are no items for the Consent Agenda.

Action Items

1. Minutes from September 18, 2025, Board Meeting (Charles Gibbons)Page 2
2. Greater Pasco Chamber Sponsorship (Jerome Salatino) Page 9
3. Staff Incentive (Jerome Salatino) Page 10

Information Items

1. Veterans' Services 1st Place Award (Jerome Salatino) Page 11
2. Financial Reports (Theresa Miner) Page 13
3. Letter Grades (Jerome Salatino) Page 19
4. Performance Review (Jerome Salatino) Page 21

Board Chair Comments

CEO Comments

Adjournment

ACTION ITEM 1
Approval of Minutes

In accordance with Article X, Section 1 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the September 18, 2025, Board Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of September 18, 2025, Board Meeting Minutes, to include any modifications or changes noted by the Board.

Pasco-Hernando Workforce Board, Inc.
Board Meeting Agenda - DRAFT
September 18, 2025 – 3:00PM

Meeting Location: Hampton Inn
11780 State Road 54,
Odessa, FL 33556
OR ***Virtually via Microsoft Teams***

Board Members Attending: Turner Arbour, Keven Barber, Cindy Bray, Dana Cutlip, Cami Leech Florio, Beth Galic, Charles Gibbons, Lindsey Hack, Timothy Hellmers, John Howell, Hope Kennedy, Nils Lenz, Paul Micklow, Lee Middleton, Tom Mudano, Joelle Neri, Stefanie Pontlitz, Lori Romano, Gary Steele

Board Members Absent: Mark Earl, Robert Fuerst

Staff Attending: Brenda Gause, Theresa Miner, Jerome Salatino, Kenneth Russ, and Ania Williams

Others Attending: The Hogan Law Firm - Jarrod Prater, Florida Commerce – Tameka Austin, Gulf Coast Jewish Family and Community Services – Shirelle Simmons, Non-Board Member – Aaron Deberry

Quorum Present? Yes

Call to Order: The meeting was called to order at 3:00 p.m. by Chair, Charles Gibbons.

Public Comments

No public comments were received.

Consent Agenda

There were no items on the Consent Agenda.

Opening Remarks

The Board was advised of the appointments effective August 26, 2025. Ms. Stefanie Pontlitz, representing the Business Sector, and Mr. Timothy Hellmers, representing the Labor/Apprenticeship Sector, were introduced as new and returning Board members. Additionally, Mr. Aaron Deberry was introduced as a newly appointed non-Board member, effective August 26, 2025.

Action Item 1 – Minutes from June 5, 2025, Board Meeting

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



The Board reviewed the minutes from the June 5, 2025, Board meeting. All Directors were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Lindsey Hack to approve the June 5, 2025, Board meeting minutes.

MOTION was seconded by John Howell. Motion carried 19-0.

Action Item 2 – Internship Funding for Pasco EDC

The Board reviewed a request to approve an annual allocation to support internship and training opportunities in partnership with the Pasco EDC for the remainder of Program Year (PY) 2025–2026 and for PY 2026–2027. The allocation encompasses internships, on-the-job training, and related opportunities, contingent upon the availability of funding to ensure flexibility in serving WIOA-eligible participants.

Because Turner Arbour represents Pasco EDC on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Turner Arbour declared conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lori Romano to approve the annual allocation not to exceed \$10,000 for internship and training opportunities in partnership with Pasco EDC for the remainder of PY 2025-2026 and PY 2026-2027, contingent upon funding availability.

MOTION was seconded by Joelle Neri. Motion carried 18-0.

Action Item 3 – AmSkills, Inc. Sponsorships

The Board reviewed a request to approve a cumulative cap of up to \$10,000 for the remainder of Program Year (PY) 2025–2026, contingent upon funding availability. This allocation is intended to maintain flexibility in supporting regional workforce, community, and industry-partner events that align with the mission of the Pasco-Hernando Workforce Board (PHWB), with particular emphasis on advancing initiatives in targeted manufacturing and industry sectors.

Because Tom Mudano represents AmSkills, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Tom Mudano declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Beth Galic to approve AmSkills, Inc. sponsorships up to a cumulative cap of \$10,000 for the remainder of PY 2025-2026, contingent upon funding availability.

MOTION was seconded by Lindsey Hack. Motion carried 17-0.

Action Item 4 – Hope Services Sponsorships

The Board reviewed a request to approve a cumulative cap of up to \$10,000 for the remainder of Program Year (PY) 2025–2026, contingent upon funding availability. This allocation is intended to maintain flexibility in supporting regional workforce, community, and industry-partner events that align with the mission of the Pasco-Hernando Workforce Board (PHWB), with particular emphasis on targeting efforts to support persons with disabilities and hardest-to-serve individuals.

Because Cindy Bray represents Hope Services, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Cindy Bray declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

John Howell declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Joelle Neri to approve Hope Services sponsorships up to a cumulative cap of \$10,000 for the remainder of PY 2025-2026, contingent upon funding availability.

MOTION was seconded by Tom Mudano. Motion carried 17-0.

Action Item 5 – Bay Area Manufacturers Association Sponsorship

The Board reviewed a request to approve funding for the Bay Area Manufacturers Association (BAMA) in an amount not to exceed \$10,000 over a two-year period to support sponsorship of business events and expanded business outreach within the Pasco-Hernando region. BAMA's corporate sponsorship program serves as a key initiative in fostering relationships between businesses and organizations in the manufacturing sector and aligns with CareerSource Pasco Hernando's efforts to strengthen industry partnerships.

Because Beth Galic represents Bay Area Manufacturers Association on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Beth Galic declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

Tom Mudano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lindsey Hack to approve to fund the Bay Area Manufacturers Association for sponsorships of business events and provide additional business outreach for the region in the amount of up to \$10,000 each year for two years through 2027.

MOTION was seconded by Stefanie Pontlitz. Motion carried 17-0.

Action Item 6 – North Tampa Bay Chamber Sponsorship

The Board reviewed a request to approve funding for the North Tampa Bay Chamber in an amount not to exceed \$10,000 over a two-year period to support sponsorship of expanded business outreach within the Pasco-Hernando region.

Because Hope Kennedy represents North Tampa Bay Chamber on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Hope Kennedy declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lori Romano to approve to fund the North Tampa Bay Chamber for sponsorships of business events and provide additional business outreach for the region in the amount of up to \$10,000 each year for two years through 2027.

MOTION was seconded by Lindsey Hack. Motion carried 18-0.

Action Item 7 – Renewal of Extended Training Providers PY 2025-2026

The Board reviewed a request to approve three schools/institutions—Pasco-Hernando State College, Rasmussen University, and Ultimate Medical Academy—to continue as providers for Program Year (PY) 2025–2026. These institutions had previously been granted temporary extensions at the June 5, 2025, Board meeting to allow additional time to complete and submit the required documentation.

MOTION was made by John Howell to approve Pasco-Hernando State College, Rasmussen, and Ultimate Medical Academy as providers for the 2025-2026 program year.

MOTION was seconded by Lindsey Hack. Motion carried 19-0.

Action Item 8 – Regional Apprenticeship Coordination

The Board reviewed a request to authorize staff to begin negotiations and enter into an agreement with an organization selected through the Request for Proposal (RFP) process to lead regional efforts in developing, expanding, and supporting registered apprenticeship and pre-apprenticeship programs in Pasco and Hernando counties. Three organizations—Pasco County Schools, STEMA, and T. Clark—submitted proposals in response to the RFP. The selected organization will serve as the employer of record.

Proposals were reviewed and scored based on organizational experience and capacity, plan development and implementation ability, and budget/cost considerations. Final scores were as follows: Pasco County Schools – 278 points; STEMA – 263 points; and T. Clark – 256 points.

Because Lori Romano represents Pasco County Schools on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Paul Micklow to approve staff to begin negotiations and enter into an agreement with Pasco County Schools for regional apprenticeship coordination- for the current program year an allocation that totals \$70,000 for this initiative.

MOTION was seconded by Beth Galic. Motion carried 18-0.

Action Item 9 – Approval of CSPH New Policies and Revisions

The Board reviewed a request to approve five CareerSource Pasco Hernando (CSPH) Administrative Policies that were revised and created to ensure alignment with state requirements.

These policies were adapted directly from CareerSource Florida's approved versions, with CSPH branding and local information incorporated. The policies presented for approval included:

- Revisions to the Availability of Services to Floridians Workforce Policy
- Emergency Response and Disaster Recovery Workforce Policy
- Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Eligibility Policy
- Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Components and Case Management Workforce Policy
- WIOA Youth Supportive Services Matrix and Supportive Service, Participant Incentives, & Operational Skills Training Procedure – WIOA Youth

MOTION was made by Joelle Neri to approve the CareerSource Pasco Hernando Administrative Policies brought forth for review and recommended approval.

MOTION was seconded by Hope Kennedy. Motion carried 19-0.

Action Item 10 – WIOA Youth Training Services

The Board reviewed a request to authorize staff to begin negotiations and enter into an agreement with multiple organizations as WIOA Youth Training, Certification, Placement, and Retention Services vendors that were selected through the Request for Quotation (RFQ) process to seek quotes from vendors for WIOA Youth Training, Certification, Placement and Retention Services with a focus on but not limited to the seven targeted industry sectors. Two organizations—AmSkills, Inc. and Hope Services, Inc.—submitted proposals in response to the RFQ. CareerSource Pasco Hernando will determine participant eligibility and job placement.

Responses were reviewed and scored based on experience & years providing service, plan to provide services, cost, and presence in Pasco and Hernando counties. Final scores were as follows: AmSkills, Inc. – 356 points; and Hope Services, Inc. – 367 points.

Because Cindy Bray represents Hope Services, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Because Tom Mudano represents AmSkills, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Dr. Lori Romano, Tom Mudano, and Cindy Bray declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Paul Micklow to approve staff to negotiate and enter into agreements with AmSkills, Inc. and Hope Services, Inc. as WIOA Youth Training, Certification, Placement, and Retention Services vendors with each agreement shall not exceed \$300,000, depending on funding availability, for any given program year.

MOTION was seconded by Cami Leech Florio. Motion carried 16-0.

Action Item 11 – Umbrella MOU Addendum – Division of Vocational Rehabilitation

The Board reviewed the request to approve the Umbrella Addendum between Pasco-Hernando Workforce Board and Division of Vocational Rehabilitation. Upon approval, this MOU/IFA will be presented to the Pasco Hernando Workforce Development Consortium for final review and presentation. The addendum is a replacement of the prior addendum, not a nullification of the Umbrella MOU.

Because John Howell represents Division of Vocational Rehabilitation on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

John Howell declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Lindsey Hack to approve to the Umbrella MOU Addendum between Pasco-Hernando Workforce Board and Division of Vocational Rehabilitation Addendum for review and presentation by the Pasco Hernando Workforce Development Consortium.

MOTION was seconded by Stefanie Pontlitz. Motion carried 18-0.

Information Item 1 – Minutes from August 14, 2025, Executive Committee Meeting

Charles Gibbons reviewed the Executive Committee Minutes from August 14, 2025.

Information Item 2 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period of 07/01/2025 through 07/31/2025.

Information Item 3 – Letter Grade Report

Jerome Salatino reviewed the letter grade report for the period of 07/01/2025 through 03/30/2025.

Information Item 4 – Special Projects Update

Jerome Salatino provided an update on the Career Explorations & Outreach, and Corporate Special Projects.

Information Item 5 – Task Force Creations

Jerome Salatino provided an update on the establishment of the Apprenticeship Committee and the Special Projects Fund Task Force, both of which were approved at the Executive Committee meeting held on August 14, 2025. Tom Mudano and Lindsey Hack expressed interest in joining the Special Projects Task Force.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2
Greater Pasco Chamber Sponsorship

The Greater Pasco Chamber of Commerce provides partnership opportunities that strengthen relationships with local businesses and organizations throughout the region. Participating as a Visionary Partner will support CareerSource Pasco Hernando's continued efforts to expand business outreach, strengthen community connections, and promote workforce development initiatives across Pasco and Hernando counties.

As a Visionary Partner, CareerSource Pasco Hernando will receive enhanced visibility and recognition through the Greater Pasco Chamber's marketing, media, and event channels. Benefits include prominent placement on the Chamber's website and materials, multiple media and social spotlights, recognition at major events, opportunities for speaking and networking with business leaders, and select sponsorship and marketing support to strengthen community outreach and engagement.

In support of business outreach to local businesses in our region, it is asked that Pasco-Hernando Workforce Board fund the Greater Pasco Chamber membership in the amount of \$3,500. Formula funds will be used where permitted.

FOR CONSIDERATION

Approval to fund the Greater Pasco Chamber membership for business outreach for the region in the amount of up to \$5,000 each year for two years through 2027.

ACTION ITEM 3

Staff Incentive

CareerSource Pasco Hernando (CSPH) maintains a Board-approved policy allowing staff incentives based on performance, achievement of organizational goals, and available funding. CSPH has shown measurable improvement in performance outcomes, increasing from a letter grade of B (score of 85.62) to B+ (score of 88.45) as issued by FloridaCommerce under the REACH Act. This achievement reflects staff dedication and excellence in service delivery and compliance.

Letter grades are calculated using an efficiency ratio that measures employment, earnings, credentials, and measurable skills gains relative to state performance standards. The higher letter grade reflects improved customer outcomes and effective use of resources across all workforce programs.

Approval is requested to authorize the issuance of up to a three percent (3%) staff incentive, consistent with policy and contingent upon the lifting of federal funding restrictions and confirmation of available funds.

This action recognizes staff contributions toward the agency's improved letter grade and supports continued performance growth and employee retention.

The total fiscal impact will be calculated based on available funds and final determination by the President/CEO once funding restrictions are lifted.

FOR CONSIDERATION

Approval to authorize the issuance of up to a three percent (3%) staff incentive, consistent with policy and contingent upon the lifting of federal funding restrictions and confirmation of available funds.

INFORMATION ITEM 1
Veterans' Services 1st Place Award

The following item is presented as information for the Board.

No action is required.

Veterans' Services 1st Place Award!



CareerSource Pasco Hernando's Veterans' Team received 1st place for the category for medium size region for the Local Workforce Development Board's Veterans Performance Incentive Awards. The 1st place award provides Region 16 (CareerSource Pasco Hernando) \$25,000 in performance incentives.

By demonstrating the delivery of exemplary services to veterans that go beyond the requirements of the grant during the program year 2024|2025, CareerSource Pasco Heranndo's veterans' team efforts collectively resulted in over 3,100 individualized career services delivered to more than 180 veterans in case management leading to 90 successful employment outcomes during the program year.

The team is comprised of Disabled Veterans' Outreach Program (DVOP) Specialists Joe Mascaro, Julie Hayes, and Bernie Struys, along with the Local Veterans' Employment Representatives (LVERs) Pedro Verge, James Rumley and Jose Infante. Together, this team has demonstrated exceptional performance, innovation, and measurable outcomes in serving veterans.

Beyond the numbers, their holistic and mission-driven approach has restored dignity, built confidence, and fostered community reintegration for hundreds of veterans across Pasco and Hernando counties.



L-R: Pedro Verge (LVER), Jose Infante (LVER), Glenn Swanson (AJC), Julie Hayes (DVOP), Joe Mascaro (DVOP), Jame Rumley (LVER), Bernard Struys (DVOP)

This distinguished team exemplifies the highest standards of service to those who have served our nation.

Their combined dedication and compassion have transformed the lives of veterans across Pasco and Hernando counties while strengthening the web of partnerships that ensure no veteran is left behind. This award recognizes a team whose impact has been both measurable in outcomes and immeasurable in the restored dignity and renewed hope of the veterans they serve.

The mission of CareerSource Pasco Hernando is clear: connect job seekers to meaningful employment and equip them with tools for long-term success. The CareerSource Pasco Hernando Veterans Team works tirelessly to ensure every veteran has the opportunity to succeed.

Their motto is simple:

"We are employed by Florida Commerce and CareerSource, but we work for the veteran."

INFORMATION ITEM 2
Financial Reports

The following item is presented as information for the Board.

No action is required.

Pasco Hernando WFB 16

Statement of Activities -

As of 08/31/2025

From 7/1/2025 Through 08/31/2025

(In Whole Numbers)

	Apprenticeship	Back to Work	Corporate	DVOP	HOPE-Navigator	HOPE WIOA	LVER	NCPEP	Other	Pooled Costs	RESEA
Revenue											
Grant Revenue.	5,336	0	0	288	844	0	788	126,275	0	1,642	39,879
Other Revenue	0	1,111	0	0	0	0	0	0	0	0	0
Total Revenue	<u>5,336</u>	<u>1,111</u>	<u>0</u>	<u>288</u>	<u>844</u>	<u>0</u>	<u>788</u>	<u>126,275</u>	<u>0</u>	<u>1,642</u>	<u>39,879</u>
Expenditures											
Personnel	15,231	47,316	710	413	384	5,858	414	-11,383	0	477,341	23,548
Staff Development / Training	0	0	0	0	0	0	0	0	0	7	0
Facilities	0	0	0	0	0	0	0	0	0	65,478	0
Equipment & Furniture	0	0	0	0	0	0	0	0	0	0	0
Accounting / Audit	31	158	730	2	16	15	2	12,329	0	1,731	104
Communications	17	51	0	310	0	0	400	0	0	11,164	0
Contracted Services	0	0	0	0	0	0	0	0	0	37,290	0
Insurance	0	0	251	0	0	0	0	0	0	46,561	0
Legal	0	0	0	0	0	0	0	0	0	1,100	0
Office Expenses	0	0	1,675	0	0	0	29	0	0	5,122	152
One Stop Operator	0	0	0	0	0	0	0	0	0	3,294	0
Software License renewals	0	1,093	0	0	0	0	0	0	0	11,754	0
Travel & Meeting	0	0	0	0	0	0	0	0	0	1,905	0
Program Expenses	0	6,930	4,099	0	0	0	0	291,808	0	0	0
Outreach	0	0	7,663	0	0	0	0	0	0	0	0
Indirect Costs	6,397	19,806	297	9,300	132	3,848	10,628	1,264	0	-182,683	15,469
Program Costs Pool	7,951	24,580	369	6,196	150	4,776	6,596	1,535	0	-210,160	19,197
Business Services Pool	0	0	0	0	0	3,356	0	1,087	0	-105,058	13,489

Pasco Hernando WFB 16

Statement of Activities -

As of 08/31/2025

From 7/1/2025 Through 08/31/2025

(In Whole Numbers)

	Apprenticeship	Rapid Response	SNAP	WIOA Adult	WIOA DW	WIOA Youth	Wagner Peyser
Revenue							
Grant Revenue.	5,336	0	12,733	183,784	46,736	58,578	-34
Other Revenue	0	0	0	0	0	0	0
Total Revenue	<u>5,336</u>	<u>0</u>	<u>12,733</u>	<u>183,784</u>	<u>46,736</u>	<u>58,578</u>	<u>-34</u>
Expenditures							
Personnel	15,231	2,419	8,781	44,012	6,318	24,638	0
Staff Development / Training	0	0	0	0	0	0	0
Facilities	0	0	0	0	0	0	0
Equipment & Furniture	0	0	0	0	0	0	0
Accounting / Audit	31	7	37	118	41	7,467	0
Communications	17	0	0	43	39	103	0
Contracted Services	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	451	0
Legal	0	0	0	0	0	0	0
Office Expenses	0	0	0	0	0	13	0
One Stop Operator	0	0	0	0	0	0	0
Software License renewals	0	0	0	4,044	1,069	0	0
Travel & Meeting	0	0	0	0	0	0	0
Program Expenses	0	0	0	42,610	13,864	0	0
Outreach	0	0	0	0	0	0	0
Indirect Costs	6,397	1,589	3,926	28,911	4,150	16,184	19,766
Program Costs Pool	7,951	1,972	2,992	35,879	5,150	20,085	36,468
Business Services Pool	0	1,386	2,531	25,212	3,619	14,113	0

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In
Report
As of 08/31/2025
(In Whole Numbers)

Burn Rate 16.67%

	Current Period Budget - Revised	Current Year Actual	
Operating Revenue			
Grant Revenue	9,595,471.00	546,106.00	
Pasco County BCC	590,005.00	0.00	
Ticket to Work	35,000.00	0.00	**
Interest Income	0.00	1,111.00	
Other Income	0.00	0.00	
Total Operating Revenue	10,220,476.00	547,217.00	
Total Revenue	10,220,476.00	547,217.00	
Expenditures			
Allocation Costs		(0)	
Personnel Expenses	5,134,800.00	724,127	14%
Staff Training & Education	8,500.00	1,452	17%
Facilities	351,320.00	65,478	19%
Office Furniture & Equipment	52,512.00	0	0%
Accounting / Audit	111,932.00	22,968	21%
Communications	73,166.00	12,127	17%
Contracted Services	236,550.00	37,290	16%
General Insurance	66,000.00	47,614	72%
Legal	30,000.00	1,100	4%
Mobile One Stop	10,000.00	0	0%
Office Expenses and Supplies	75,130.00	7,060	9%
Software & Licenses	148,950.00	20,414	14%
Travel & Meetings	54,960.00	460	1%
Program Expenses	3,897,040.00	389,220	10%
One Stop Operator	45,000.00	3,294	7%
Outreach	70,000.00	7,663	11%
Total Expenditures	10,365,860.00	1,340,267.00	13%
Net Revenue Over Expenditures	(145,384.00)	(793,050.00)	

Pasco Hernando WFB 16
Statement of Financial Position - Unposted Transactions Included In Report
As of 08/31/2025
(In Whole Numbers)

	Beginning Year Balance	Current Year Balance	YTD Change
Assets			
Current Assets			
Cash - Operating	256,336	99,742	-156,594
Global Cash Card	564	12,471	11,907
Cash - Corporate Unrestricted	9,469	9,414	-55
Cash - Money Market	50,691	50,692	1
Cash - Payroll	3,244	7,243	3,999
Truist Banking Solutions	1,030,360	725,473	-304,887
Prepaid Expenses	6,515	6,515	0
Deposits	44,321	44,321	0
Accounts Receivable	4,749	12,884	8,135
Grants Receivable	1,037,283	0	-1,037,283
Employee Benefit Receivables	201	134	-67
Right to Use Asset	1,674,647	1,674,647	0
Total Current Assets	<u>4,118,381</u>	<u>2,643,537</u>	<u>-1,474,844</u>
Long-term Assets			
Fixed Assets - Computer Equipment	286,407	286,407	0
Fixed Assets - Furniture & Fixtures	7,742	7,742	0
Fixed Assets - Office Equipment	67,012	67,012	0
Fixed Assets - Vehicles	317,082	317,082	0
Fixed Assets - Software	62,900	62,900	0
Accumulated Depreciation	-730,668	-730,668	0
Total Long-term Assets	<u>10,475</u>	<u>10,475</u>	<u>0</u>
Total Assets	<u>4,128,856</u>	<u>2,654,012</u>	<u>-1,474,844</u>
Liabilities			
Short-term Liabilities			
Sales Tax Payable	0	0	0
Accounts Payable - Vendors	171,233	104,046	-67,188
Accrued Expenses	45,662	24,319	-21,343
Contracts Payable	309,101	149,098	-160,003
Benefits Payable	-59	4,175	4,234
Payroll Taxes Payable	0	0	0
Workers Comp Liability	26,161	5,426	-20,735
ST Lease Liability	539,396	539,396	0
Accrued Wages	83,821	0	-83,821
Accrued Leave	90,078	-55,163	-145,240
Accrued Payroll Taxes	43,255	25,869	-17,386
Accrued Pension	18,047	9,277	-8,770
Deferred Grant Revenue	162,003	460	-161,543
Total Short-term Liabilities	<u>1,488,698</u>	<u>806,904</u>	<u>-681,794</u>
Long-term Liabilities			
Non -Current Accrued Compensated Balances	316,298	316,298	0
LT Lease Liability	1,147,320	1,147,320	0
Total Long-term Liabilities	<u>1,463,618</u>	<u>1,463,618</u>	<u>0</u>
Total Liabilities	<u>2,952,316</u>	<u>2,270,522</u>	<u>-681,794</u>
Net Assets			
	1,176,540	383,490	-793,051
Total Net Assets	<u>1,176,540</u>	<u>383,490</u>	<u>-793,051</u>
Total Liabilities and Net Assets	<u>4,128,856</u>	<u>2,654,012</u>	<u>-1,474,844</u>

CASH BY FUNDING SOURCE

As of 08/31/2025

As of 08/31	Fund Code	Fund Title	Debit Balance	Credit Balance
	08700	Apprenticeship Navigator NFA 44171	5,336.08	
	43779	WIOA Youth NFA 43779	97,846.39	
	43947	WIOA Dislocated Worker -43947	10,008.87	
	44022	Wagner Peyser NFA 44022		(125,437.72)
	44074	WIOA Adult NFA 44074		(740.44)
	44470	RESEA NFA 44470		(41,170.24)
	44725	SNAP NFA 44725		(5,536.61)
	44771	WTP 44771		(42,876.66)
	44831	LVER NFA # 44831		(23,029.67)
	44858	DVOP NFA # 44858		(20,359.54)
	45479	NCPEP NFA 45479, 45507		(50,663.17)
	45490	WTP NFA 45490		(146,347.91)
	45539	Rapid Response NFA 45539		(8,262.26)
	45608	WIOA HOPE/Sector Strategies -		(20,037.76)
	45629	WP Navigators NFA		(33,178.33)
	70000	Corporate/Unrestricted	730,956.61	
	70200	HELENE	460.33	
	71200	NCPEP NFA #'s 43855, 44761,44738		(0.01)
	84500	Back to Work	182,023.04	
	85000	Accrued Leave	296,281.94	
	90000	Board Governance/Admin Indirect Cost Pool	27,678.66	
	90100	Program Cost Pool		(29,264.84)
	90200	Business Services Cost Pool		(39,243.02)
	90300	One Stop Cost Pool	140,591.30	
	Report Total		1,491,183.22	586,148.18
	Report Difference		905,035.04	

GL Code	GL Title	Debit Balance	Credit Balance
1000	Cash - Operating	99,742.37	
1001	Global Cash Card	12,471.06	
1005	Cash - Corporate Unrestricted	9,414.07	
1010	Cash - Money Market	50,691.50	
1015	Cash - Payroll	7,243.12	
1020	Truist Banking Solutions	725,472.92	
Report Total		905,035.04	0.00
Report Difference		905,035.04	

INFORMATION ITEM 3
Letter Grades

The following item is presented as information for the Board.

No action is required.

Letter Grades (PY 2024-2025)

Metrics:

- Participants With Increased Earnings
- Reduction in Public Assistance
- Employment and Training Outcomes
- Participants in Work-Related Training
- Continued Repeat Business
- Year-Over-Year Business Penetration
- Completion-to-Funding Ratio
- Serving Individuals on SNAP, TANF, Adult Education, Blind Services, or Vocational Rehabilitation

Local Board	Score	Grade
CareerSource South Florida	103.27	A+
CareerSource Broward	97.32	A+
CareerSource Southwest Florida	96.40	A
CareerSource Research Coast	95.37	A
CareerSource Suncoast	94.43	A
CareerSource Central Florida	93.56	A
CareerSource Okaloosa Walton	93.38	A
CareerSource Tampa Bay	93.33	A
CareerSource Northeast Florida	93.03	A
CareerSource Heartland	91.64	A-
CareerSource Brevard Flagler Volusia	90.91	A-
CareerSource Chipola	90.49	A-
CareerSource North Florida	89.03	B+
CareerSource Pasco Hernando	88.45	B+
CareerSource North Central Florida	87.38	B+
CareerSource Palm Beach County	86.52	B
CareerSource Citrus Levy Marion	86.11	B
CareerSource Capital Region	85.63	B
CareerSource Escarosa	85.38	B
CareerSource Polk	83.44	B
CareerSource Gulf Coast	81.36	B-

INFORMATION ITEM 4
Performance Review

The following item is presented as information for the Board.

No action is required.

CEO PERFORMANCE REVIEWCEO Name: Jerome Salatino Date: 10/12/2025Reviewer Name/Title: Charles Gibbons, Board Chair*All will be rated on a scale of 1-4 with Unacceptable, Needs Improvement, Competent, and Commendable.*

1. **Working with People:** Developing and maintaining relationships that enhance understanding, communication, and teamwork. Tactfully handling sensitive situations. Sharing resources with others.
☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☐ 3 - Competent ☒ 4 - Commendable
2. **Customer Focus:** Identifying internal and external clients – understanding and responding to their needs. Demonstrating diplomacy and patience in dealing with customers.
☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☒ 3 - Competent ☐ 4 - Commendable
3. **Work Motivation:** Demonstrating commitment to achieving results. Originating action rather than simply responding to events. Accepting new assignments and responsibilities willingly.
☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☐ 3 - Competent ☒ 4 - Commendable
4. **Job Knowledge:** Knowing the operations and procedures of the company. Being aware of sources for answers to questions. Understanding and applying technical knowledge related to assignments.
☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☒ 3 - Competent ☐ 4 - Commendable
5. **Oral Communication:** Sharing information with appropriate people. Keeping others informed on a timely basis. Participating and contributing constructively in meetings and other group situations.
☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☐ 3 - Competent ☒ 4 - Commendable
6. **Analysis and Decision Making:** Determining and obtaining the information needed to solve a problem. Applying rules and standards to decisions. Weighing alternatives and selecting the best solution.
☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☐ 3 - Competent ☒ 4 - Commendable

7. **Community Involvement:** Takes an active role in the community. Builds and fosters relationships in the local community to help create an awareness of CSPH. Partners with local businesses and groups, serves on committees, volunteers in the community, etc.

☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☐ 3 - Competent ☒ 4 - Commendable

8. **Performance:** Demonstrated commitment to accomplishing performance goals and accountability measures. Promotes accountable, transparent, and data-driven workforce.

☐ 1 - Unacceptable ☐ 2 – Needs Improvement ☐ 3 - Competent ☒ 4 - Commendable

CEO Comments:

I am very grateful for the time and leadership of the board chair and thankful to have such a great team, dedicated to the organization and the community

Reviewer Comments:

Mr. Salatino did an excellent job last year in leading the CSPH team. Under his guidance and leadership CSPH saw top ratings in the 4 main areas of Adult, Dislocated Worker, Youth and Wagner-peyser. Out of the 18 state measurements, 16 where at met or exceeding baseline. The many Special Projects saw a good return on investment, with Pennies for Pasco seeing of the 369 people a total of 352 retainining employment for at least 90 days. CSPH staff did a great job with apprenticeship programs through Tampa electrical Union as well as Withlacoochee river electric. CSPH also was involved with PHSC for communitcy outreach with a Manufacturing day that gives tours and speaks to manufacturers in both Pasco and Hernando counties. This is not all inclusive but does speak about Mr. Salatino's leadership.

CEO Signature: _____ *Jerome Salatino*

Date: 10 / 16 / 2025

Reviewer Signature: _____ *Charles Gibbons*

Date: 10 / 16 / 2025



Meeting Workforce Needs Accomplishments PY 2024-2025

Performance

The CareerSource Pasco Hernando Board of Directors allocated \$6 million in fiscal year 2024-2025 to assist local Business and residents under the Workforce Innovation and Opportunity Act (WIOA). Various Federal and local Programs were developed and administered by staff with great overall success. Staff were successful in negotiating 18 goals with the State and worked with both counties to receive funding to administer special projects. CSPH continually outperformed the level of funding provided while operating with one of the lowest administrative costs in the State (5%). Lastly, with the guidance of the CSPH Board of Directors staff is very proud to announce a \$4.50 ROI totaling \$27,000,000.00.

The following illustrates the Statewide performance and program outcomes and success. Even with some of the highest state negotiated goals CSPH saw top ratings based on performance to funding in all but one area.

- There were four main categories: Adult, Dislocated Worker (DW) including Welfare transition, Youth and Wagner-Peyser (WP) which also includes Veterans. These measures focus on employment and training.
 - o 16 of 18 State measures were met or exceeded.
 - o WIOA Adult exceeded in all five negotiated areas for all 4 quarters.
 - o WP exceeded in all negotiated areas for all 4 quarters.
 - o Youth slipped in three of four quarters resulting in taking some services in-house.
 - o Wagner Peyser (WP) - Assisted 1,648 individuals in finding employment. CSPH received 3.1% of total state budget and accounted for 7.0% of State's placement performance (this was an increase from 6.5% last year). This measure was 4th highest based on raw numbers. Performance based on budget is 279.1%. To provide an example, two of our largest regions, Miami Dade (placed 6,703 - 208.9% based on budget) and Orlando (placed 2,141 – 66.5% based on budget) and received 12.86% and 14.71% of the total state budget respectively. In addition, Orlando was granted a 45% ITA Waiver.
 - o Combined Adult and DW: CSPH received 4% of State funding and ranked in the top quartile of the MMR on all five measures.
 - o DW received 3.43% of Florida budget and assisted with finding employment for 9.7% of the total state DW Entered Employment Rate
 - o Veterans: CSPH assisted in helping Veterans find employment (181 placed), which totals 279.1% of Performance Based on Budget
 - o Veterans 1st Place for Medium Region - \$24,750 Incentive received and a plaque given at annual Veteran's Summit.
 - o Welfare transition program (WT) ranked in the top quartile for 3 of 4 measures
 - o RESEA Program receives 3.10% of state budget and assisted with placement of 10.6% of state totals.

Special Projects and Generation of Revenue

Workforce Re-Entry Program PY 24-25 Pennies for Pasco

- CareerSource Pasco Hernando, in partnership with Pasco County, administers the Workforce Re-Entry Program, funded through Pennies for Pasco. During the program year October 1, 2024 – September 30, 2025, the initiative provided workforce services to 100 participants, of which 89 individuals successfully retained employment for 30-60–90 days.

Since its inception, CareerSource Pasco Hernando, in partnership with Pasco County, has administered the Workforce Re-Entry Program, funded through Pennies for Pasco. The program has served 615 participants, with 592 individuals successfully retaining employment for 30-60–90 days.

The program is designed to support Pasco County residents who may not qualify for traditional workforce benefits, focusing on individuals experiencing homelessness, veterans, youth, those with substance use challenges, and others facing barriers to employment.

Participants benefit from a comprehensive range of services designed to enhance employability and create transferable skills, including:

- o Soft skills development
- o Resume and career assistance
- o Short-term training programs
- o On-the-job training opportunities

These services are aligned with the strategic workforce priorities of Pasco County and CareerSource Pasco Hernando, fostering sustainable employment outcomes for participants while strengthening the local economy.

Ticket To Work

- The Ticket-to-Work program is a Social Security Administration program for people who receive Social Security Disability Insurance (SSDI) benefits and Supplemental Security Income (SSI) benefits for disability or blindness. The program offers greater choice in getting the services needed to go to work or to earn more money. The goal of the program is to help individuals earn enough money so they will not need Social Security benefits.
- Brought in \$23,163 in unrestricted funding and assisted 5 individuals in finding employment.

Development of Training Programs

Reentry Programs

- Executive PY Summary - Project Restart is a collaborative initiative between the Hernando County Sheriff's Office (HCSO) and CareerSource Pasco Hernando (CSPH), established in April 2017 to reduce recidivism and promote successful reentry for incarcerated individuals. Through this partnership, both agencies work jointly to provide comprehensive pre- and post-release services focused on job readiness, soft skills development, certification attainment, and employment placement. Participants receive training in résumé writing, interviewing, workplace communication, and maturity skills, along with opportunities to earn Florida Ready to Work and GED credentials.

Post-release, the collaboration continues with coordinated assistance in housing, transportation, and job placement to ensure a smooth transition back into the community.

In Program Year 2024–2025, 47 inmates enrolled, 37 earned certifications, and 24 secured employment. Building on this success, HCSO and CSPH are expanding the partnership to include additional short-term training and certification programs aligned with local workforce needs.

Pasco Fire & Corrections

- CareerSource Pasco Hernando partners with Pasco County Fire Rescue and Pasco County Detention to support on-the-job training (OJT) opportunities for individuals entering these critical public service fields. These partnerships connect recent graduates from training programs with real-world, hands-on work experience, ensuring that classroom learning is reinforced through direct application in the workplace. By leveraging federal training funds, CareerSource strengthens the local workforce pipeline while reducing the hiring and training burden for employers.

Since the inception of the partnership in 2023, a total of 21 individuals have been approved for Fire Rescue OJTs, representing a potential reimbursement of \$87,927.78.

Apprenticeship Programs

- CSPH staff continue to work with the Tampa Electrical Union's registered apprenticeship program to ensure interested and eligible individuals are provided an opportunity to earn while they learn a profession. We had 6 individuals enrolled for a total cost of \$10,800.
 - o New students earned a paycheck and can expect an annual increase. Upon completion, apprentices should earn \$29 or more per hour.
- CSPH also worked with Amerikey's apprenticeship program. We had 1 individual enroll at a cost of \$5,032.50.
- We also worked closely with Crisis Centers of Tampa Bay (CCTB)/Ultimate Medical Academy (UMA) for EMT Apprenticeship. We enrolled 5 individuals for a total cost of \$20,000.

New Youth Programs

- In collaboration with two new Youth Vendors, CSPH is looking forward to implementing the following programs for eligible Youth.
 - o Bootcamp (MFG.)
 - o Pre-Apprenticeship (MFG.)
 - o Culinary Arts
 - o Retail
 - o Hospitality
 - o Construction

Community Outreach

- **Manufacturing Day** – CSPH in partnership with PHSC has taken the lead for the past nine years to ensure students interested in manufacturing have an opportunity to tour and speak to manufacturers in both counties. CSPH staff have again taken a lead role in Manufacturing Day 2025 and are currently in the planning phase. Manufacturing Day is typically in October.
 - o CareerSource Pasco Hernando and its partners are proud to have offered more than 3,000 students an opportunity to experience and learn about our local manufacturing community. Virtual presentations, industry tours and hands on learning opportunities, along with local library events and fundraisers to inform the public about manufacturing, and the opportunities manufacturing offers to jobseekers and the local economy, have been hosted throughout the years. The event continues to be successful year after year, due to the combined efforts with Pasco-Hernando State College, the Pasco and Hernando District School Boards, the Pasco and Hernando Economic Development Councils, Bay Area Manufacturers Association (BAMA), Florida Advanced Technological Education Center (FLATE), AmSkills and our local chambers and local manufacturers.

- **Business Services Team and staff** are active participants with various local chambers of commerce as well as local Business groups in Pasco and Hernando counties. In addition, they work closely with Hernando Progress and the Pasco Economic Development Board.
 - o Through these events, CSPH Hernando County has been able to outreach to 647 employers/businesses.
 - o Through these events, CSPH Pasco County has been able to outreach to 1,749 employers/businesses.
- **Business Services and Veteran's programs hosted and/or assisted the community and customers with:**
 - o 3 Local Job fairs which hosted 70 employers and 270 job seekers.
 - o 9 in-house recruitments with 243 job seekers
- **Community Partners**
 - o CSPH host local One Stop Partnership quarterly meetings focused on information sharing and problem solving
 - o CSPH staff participates with the Local College Access Network (LCAN) to promote continued learning and career development
- Other community partner meetings and memberships include: The United Way, You Thrive (formerly Mid Florida Community Service), Hernando County Community Alliance, Pasco County Schools CTE Committee, Wilton Simpson Technical College Advisory Committee, Fred K Marchman SAC Advisory Committee and the Coalition for the Homeless of Pasco.

Customer Satisfaction Surveys

- Of 53 completed surveys, 49 or 93% ranked CSPH at 3 or higher with 83% ranking us at a 5 (highest score possible) and 6% ranking us at a 4. 3 rated customer services with a 4 (6%); 2 rated customer service a 3 (4%); 1 rated customer service a 2 (2%); 3 gave customer service a 1 (lowest) (6%).

Audit and Compliance

MKA CPAs and Advisors performed the annual financial audit and returned an Unqualified Opinion.