

Agenda



Executive Committee Meeting

5/31/2023

3:30 p.m.

Join Zoom Meeting

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I.	Welcome – Scott Watson		
II.	Meeting Minutes Approval		
	• March 2, 2023, Minutes	Action Item I	Page: 1-3
III.	Finance Committee – Nina Self		
	• Budget 22-23 (Unrestricted)	Action Item II ¹	Page: 4
	• Budget 22-23	Action Item III ¹	Page: 5
	• Budget 23-24 (Unrestricted)	Action Item IV ¹	Page: 6
	• Budget 23-24	Action Item V ¹	Page: 7
	• EDC Contracts 23-24	Action Item VI ¹	Pages: 8-12
	• Admin Facility Lease	Action Item VII ¹	Pages: 13-14
IV.	Nominating Committee – Scott Watson		Verbal
V.	Governance Committee – Beth Cicchetti		Verbal
VI.	Strategic Policy and Planning Committee – Tandria Edwards		
	• Training Provider Application Review	Action Item VIII ¹	Pages: 15-17
VII.	23-24 CSCR Board, Committee & Council Meetings, Career Center Hours of Operation, Holiday Schedule and In-Service Days – Scott Watson		
		Action Item IX ¹	Page: 18-20
VIII.	Chief Executive Officer Report – Jim McShane		
	• Affirm CSF addition of Jefferson County to CSCR Region	Action Item X ¹	Verbal
IX.	Service Provider Quarterly Report – John Hershey		Pages: 21-57
X.	OSO Report – Kevin Harrington		Pages: 58-63
XI.	Senior Director ROPC Report – Tandria Edwards		Pages: 64-66

Agenda



Executive Committee Meeting

5/31/2023

3:30 p.m.

XII. Senior Director BES Report – Trish Yahn

Pages: 67-71

XIII. Adjourn

Note: The following items are included in the packet for informational purposes only:

- Revenue & Expense Statement 22-23 (Unrestricted) Information Item I
- Revenue & Expense Statements 22-23 Information Item II

Page: 72

Pages: 73-87

¹After motion and second, and after board member discussion, the public is invited to comment with a 3-minute limit and 12-minute overall limit.

Next Meeting
September 7, 2023

Minutes



Executive Committee Special Meeting

3/2/2023

3:30pm

Attendees: Scott Watson, Beth Cicchetti, Nina Self, Shelly Bell, Princess Ousley and Kevin Vaughn

Staff Present: Jim McShane, Matt Salera, Trish Yahn and Charlotte Brown, John Hershey, Trevor Stout and Kevin Harrington

Guest: Mark Payne, James Moore & Company and Elizabeth Ventura, EDSI

RECORDING: Patricia McCray

I. I. Welcome – Scott Watson

Chair Watson welcomed everyone to the meeting and called the meeting to order at 3:34 pm. He explained that anyone attending from the public could participate; however, public comment is held to a three (3)-minute limit.

II. II. Meeting Minutes Approval – December 2, 2022

Action Item I

Chair Watson drew the Committee's attention to the December 2, 2022, Executive Committee meeting minutes. He asked if anyone had any questions or comments about the minutes, and there were none.

MOTION: Chair Watson entertained a motion to approve the minutes; Kevin made the motion, and Nina seconded it- all in favor, and the motion passes, all approved.

III. Audit Committee – Princess Ousley – 2021-22 Audit Report

Action Item II

Matt turned over the 2021-22 Audit Report discussion to Mark Payne from James Moore & Company. Matt stated that the report had been discussed at the Audit Committee meeting and at the Executive Committee meeting. Mark stated that in their audit of CSCR's financial statements were materially correct. In this year's audit, there's a new lease standard, DSBA 87. There's a review of all past leases that are expenses in CSCR's financial records on page 29, which is the schedule of findings and questions called. No compliance issues or significant deficiencies, and CSCR is a low-risk auditee. Therefore, CSCR got an A plus on its Audit report. It was an excellent audit with absolutely no findings. Mark asked if anyone had questions, and there were none.

2021 IRS Form 990

Action Item III

Overall, CSCR had a great year. Money was made, there were no findings, and you're serving the people in our community. The IRS Form 990 is the same information from the audit and is open to public inspection.

Motion: Chair Watson entertained a motion to approve to accept Action Item II, 2021-22 Audit Report and Action Item III, the 2021 IRS Form 990, and Erin seconded the motion - all in favor, and the motion passes, all approved..

IV. Finance Committee – Nina Self Budget 22-23 (Unrestricted)

Action Item IV

Matt stated the Budget 2022-23 (Unrestricted) funds budget. In the proposed change column, total program funds increased by \$3,250. That increase is related to Talent Innovation Summit sponsorships.

Budget 22-23

Action Item V

This is the federal funds budget. In the proposed change's third column, the total program funds available are down -\$53,512. CSCR received the Wagner Peyser apprenticeship navigator funding for \$62,500. There is an increase to a SNAP allocation of \$10,747 and a decrease in the RES REA program of -\$126,759. The amount for the REA REA program was originally budgeted as a planning allocation. Matt stated that he is removing the planning allocation because we still don't know how much funding will be received. There are funds left over from last year's grant, which was extended through March. That allocation will be eventually received, probably in April. After receiving the funding, the budget will be updated.

In the Direct program cost section, there is an increase to the primary services contract, which is the One-Stop Operator, and with the service providers C2 to fund the Aries Re-entry position. The accounting and auditing budget is up \$3,000, one of the new audit requirements for reporting leases since there was a \$3,000 fee for that. CSCR is proposing \$43,000 of budget increases along with the revenue decrease.

Motion: Chair Watson entertained a motion to accept Action Item IV, Budget 22-23 (Unrestricted) and Action Item V, Budget 22-23. Kevin made the motion, and Erin seconded - all in favor, and the motion passes, all approved.

V. Nominating Committee – Scott Watson

Chair Watson stated that CSCR has a Board member vacancy for Leon County to replace Stephen-Cooper Butler, Walmart. He has the Board members submit recommendations for Leon County small business individuals to Jim as soon as possible.

VI. Governance Committee – Beth Cicchetti

Action Item VI

Beth stated that the Governance Committee discussed the Strategic plan and the Retreat outcomes. Charlotte brought to the Governance Committee's attention a policy that has not been updated since 2014, the Code of Business Conduct and Ethics. Charlotte discussed several pages with the red highlighted edits in the Code of Business Conduct and Ethics. In addition to the whistle-blower protection policy, dual employment was added with clarification. A nepotism policy was added that was not previously in the policy. Also added was accepting gifts from outside parties was added to this policy from our organization's policy and procedures manual. This is no different than what is already in the policy manual. But it is combined here to clarify and then added a section for self-sealing. These sections are referred to in that particular document. CSCR must have policies on these different items. Many of the reasons this is being done is to comply with our subgrantee agreement with the DEO. Charlotte asked if there were any questions.

Beth asked when would the Code of Business Conduct and Ethics be updated.

Charlotte stated it would be updated with the CSCR Board of Directors approval date.

Motion: Chair Watson entertained a motion to accept Action Item VI, The Code of Business Conduct and Ethics Policy. Kevin made the motion, and Erin seconded – all in favor, and the motion passes, all approved.

VII. Strategic Policy and Planning Committee – Tandria Edwards

Training Provider Applications Review

Action Item VII

Nurse Resource Training Center LLC – (1 Training Provider/Training Program application)

The two training provider applications were received for review: the Nurse Resource Training Center LLC, which submitted one training program application for a nursing assistant program. This center has been operating for over a year and is licensed with the commission for independent education. The Florida Board of Nursing also approves the program.

Knowledge Quest Educational Solutions Inc. dba Learning Alliance Corp. (1 Training Provider and 5 Training Program applications)

Broadband Digital Installer, Broadband Fiber Installer, Broadband Wireless Digital Installer, Business Information Systems, and Supply Chain Optimization. For the first program, it is recommended that it be

approved because the occupation is in demand in the area. The second program is recommended to be denied because the occupation is not in demand in the area. The recommendation for the third program is that it be approved because the occupation is in demand in the area. The recommendation is to deny the fourth program because it is not in demand in our region, and the recommendation is to approve the fifth program because the occupation I is in demand in our region.

Motion: Chair Watson entertained a motion to accept Action Item VII, The Training Provider Applications Review. Kevin made the motion to accept the recommendations by staff that only offer credentials and have been deemed in demand only for either of the training provider programs, and Erin seconded – all in favor, and the motion passes, all approved.

VIII. Chief Executive Officer Report – Jim McShane

Jim stated that on February 23, CareerSource Florida provided a presentation by Ernst and Young showing the consolidation of Jefferson County combined with CareerSource Capital Region. This consolidation makes CSCR complete regarding federal reporting by metropolitan statistical area. Jim stated that his report is included in the Executive Committee agenda packet.

IX. Services Provider Quarterly Report – John Hershey

John's report is included in the Executive Committee agenda packet.

X. One-Stop Operator Report – Kevin Harrington

Kevin's report is included in the Executive Committee agenda packet.

XI. Senior Director ROPC Report – Tandria Edwardas

Tandria's report is included in the Executive Committee agenda packet.

XII. Senior Director BES Report – Trish Yahn

Trish's report is included in the Executive Committee agenda packet.

XIII. CEO Employment Agreement for 2024 – Scott Watson

Chair Watson stated that the CEO Employment Agreement for 2024 is a discussion item. There is no longer an extension available. The Executive Committee will have to address the employment agreement for Jim before December 2023. The Executive Committee will schedule a special meeting to discuss that and put it on the calendar for discussion following the next board meeting.

Adjourn

Scott thanked everyone for their attendance and participation. He then adjourned the meeting.

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2022-2023
UNRESTRICTED FUNDS**

	2022-2023 APPROVED BUDGET	YTD CHANGES	PROPOSED CHANGE	PROPOSED ACTUAL
REVENUE				
Anticipated revenue	\$36,000		\$0	\$36,000
Total Revenue	\$36,000	\$0	\$0	\$36,000
DIRECT COSTS:				
Food & Drinks, Special Grants, Events, Misc.	\$29,000			\$29,000
Indirect Costs	\$6,000			\$6,000
Supplies	\$1,000			\$1,000
Total Direct Costs	\$36,000	\$0	\$0	\$36,000
TOTAL PROGRAM FUNDS AVAILABLE	\$170,386	\$23,756	\$7,122	\$201,264
SURPLUS OF TOTAL PROGRAM FUNDS AVAILABLE	\$134,386	\$23,756	\$7,122	\$165,264

*** TOTAL PROGRAM FUNDS AVAILABLE INCREASE: \$7,093.44 TIS Sponsorships. \$28.22 Interest.**

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2022-2023
CONSOLIDATED**

	2022-2023 APPROVED BUDGET	YTD CHANGES	PROPOSED CHANGE	PROPOSED ACTUAL
PROGRAM REVENUE				
Anticipated revenue	\$5,337,767	\$64,000	\$0	\$5,401,767
Total Revenue	\$5,337,767	\$64,000	\$0	\$5,401,767
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees / Training	\$272,500			\$272,500
Books & Supplies	\$18,500			\$18,500
Uniforms	\$10,000			\$10,000
Transportation & Incentives	\$20,000			\$20,000
Testing/Certifications	\$23,500			\$23,500
Primary Services Contract - One-Stop Operations	\$1,900,000	\$40,000		\$1,940,000
Primary Services Contract - Work Experience	\$575,000			\$575,000
One-Stop Operator	\$83,344			\$83,344
Virtual Operations	\$25,000			\$25,000
CareerSource Express	\$12,000			\$12,000
Economic Development/Industry Analysis	\$25,000			\$25,000
Total Program	\$2,964,844	\$40,000	\$0	\$3,004,844
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/Payroll Services	\$1,137,000			\$1,137,000
Accounting & Auditing	\$23,000	\$3,000		\$26,000
Advertising & Marketing	\$30,000			\$30,000
Cell Phones	\$13,000			\$13,000
Conferences & Seminars	\$14,000			\$14,000
Dues & Memberships	\$17,500			\$17,500
Facility Rent	\$522,735			\$522,735
Furniture	\$25,000			\$25,000
Insurance	\$30,000			\$30,000
Legal & Professional Fees	\$20,000			\$20,000
Maintenance Contracts	\$22,000			\$22,000
Postage	\$2,000			\$2,000
Recruiting/Staff Development/Recognition	\$18,000			\$18,000
Rentals	\$3,000			\$3,000
Repairs & Maintenance	\$15,688			\$15,688
Security	\$47,000	\$21,000		\$68,000
Supplies	\$40,000			\$40,000
Systems/Telephone	\$350,000			\$350,000
Travel	\$35,000			\$35,000
Utilities	\$8,000			\$8,000
Total Allocated	\$2,372,923	\$24,000	\$0	\$2,396,923
TOTAL COSTS AND EXPENSES	\$5,337,767	\$64,000	\$0	\$5,401,767
TOTAL PROGRAM FUNDS AVAILABLE	\$5,951,884	\$319,980	\$22,000	\$6,293,864
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	\$614,117	\$255,980	\$22,000	\$892,096

SURPLUS

Workforce Investment Act	1,169,413
Other	(277,316)
Total	\$ 892,096

** Per the recommendation of the Finance Committee, a minimum surplus of \$300,000 will be maintained to ensure that Fiscal Year 2022-23 budget is adequately funded.

* **TOTAL PROGRAM FUNDS AVAILABLE:** Rapid Response: \$22,000.

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2023-2024
UNRESTRICTED FUNDS**

	2022-2023 APPROVED BUDGET	2023-2024 PROPOSED BUDGET	VARIANCE
REVENUE			
Anticipated revenue	\$36,000	\$38,000	\$2,000
Total Revenue	\$36,000	\$38,000	\$2,000
DIRECT COSTS:			
Food & Drinks, Special Grants, Events, Misc.	\$29,000	\$34,000	\$5,000
Indirect Costs	\$6,000	\$3,000	(\$3,000)
Supplies	\$1,000	\$1,000	\$0
Total Direct Costs	\$36,000	\$38,000	\$2,000
TOTAL PROGRAM FUNDS AVAILABLE	\$201,264	\$165,264	(\$36,000)
SURPLUS OF TOTAL PROGRAM FUNDS AVAILABLE	\$165,264	\$127,264	(\$38,000)

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2023-2024
CONSOLIDATED**

	2022-2023 APPROVED BUDGET	2023-2024 PROPOSED BUDGET	VARIANCE
PROGRAM REVENUE			
Anticipated revenue	\$5,401,767	\$5,348,873	(\$52,894)
Total Revenue	\$5,401,767	\$5,348,873	(\$52,894)
DIRECT PROGRAM COSTS:			
Participant Tuition & Fees / Training	\$272,500	\$272,500	\$0
Books & Supplies	\$18,500	\$18,500	\$0
Uniforms	\$10,000	\$10,000	\$0
Transportation & Incentives	\$20,000	\$7,500	(\$12,500)
Testing/Certifications	\$23,500	\$18,000	(\$5,500)
Primary Services Contract - One-Stop Operations	\$1,940,000	\$1,749,000	(\$191,000)
Primary Services Contract - Work Experience	\$575,000	\$625,000	\$50,000
One-Stop Operator	\$83,344	\$86,000	\$2,656
Virtual Operations	\$25,000	\$0	(\$25,000)
CareerSource Express	\$12,000	\$10,000	(\$2,000)
Economic Development/Industry Analysis	\$25,000	\$24,622	(\$378)
Total Program	\$3,004,844	\$2,821,122	(\$183,722)
ALLOCATED COSTS & EXPENSES:			
Salaries & Benefits/Temp Employment/Payroll Serv	\$1,137,000	\$1,257,118	\$120,118
Accounting & Auditing	\$26,000	\$26,500	\$500
Advertising & Marketing	\$30,000	\$30,000	\$0
Cell Phones/Pagers	\$13,000	\$13,000	\$0
Conferences & Seminars	\$14,000	\$16,500	\$2,500
Dues & Memberships	\$17,500	\$17,500	\$0
Facility Rent	\$522,735	\$540,445	\$17,710
Furniture	\$25,000	\$15,000	(\$10,000)
Insurance	\$30,000	\$30,000	\$0
Legal & Professional Fees	\$20,000	\$20,000	\$0
Maintenance Contracts	\$22,000	\$22,000	\$0
Postage	\$2,000	\$2,000	\$0
Recruiting/Staff Development/Recognition	\$18,000	\$18,000	\$0
Rentals	\$3,000	\$3,000	\$0
Repairs & Maintenance	\$15,688	\$15,688	\$0
Security	\$68,000	\$68,000	\$0
Supplies	\$40,000	\$40,000	\$0
Systems/Telephone	\$350,000	\$350,000	\$0
Travel	\$35,000	\$35,000	\$0
Utilities	\$8,000	\$8,000	\$0
Total Allocated	\$2,396,923	\$2,527,751	\$130,828
TOTAL COSTS AND EXPENSES	\$5,401,767	\$5,348,873	(\$52,894)
TOTAL PROGRAM FUNDS AVAILABLE	\$6,293,864	\$5,975,838	(\$318,026)
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	\$892,096	\$ 626,965	(\$265,131)

SURPLUS	
WIOA	\$ 834,574
Other	\$ (207,610)
Total	\$ 626,965



**Memorandum of Agreement
Between
CareerSource Capital Region
And**

The Wakulla County Economic Development Council

This document is designed to identify and support the vital relationship between the Economic Development Council of Wakulla County and CareerSource Capital Region.

The Big Bend Jobs and Education Council, Inc. dba CareerSource Capital Region (CSCR) is the designated Local Workforce Investment Area (LWIA 05) serving Leon, Gadsden, and Wakulla Counties. As a partner with the EDC Wakulla County (EDC), CSCR will continue to supply pertinent labor market information, trends and is the preferred talent supplier for the region. Talent availability is a key component for business decisions to locate, relocate, and expand.

The EDC of Wakulla County is the designated entity that promotes economic development, is empowered to foster major initiatives, promote business attraction, work to retain local business to grow and create new jobs. The EDCs vision is to create a vibrant and sustainable regional economy.

Confidentiality: This relationship recognizes that in the business attraction process, a high level of confidentiality is required. Both parties agree to honor the request for confidentiality of prospects considering the region for expansion.

Data: Both parties understand the need for good quality of data required in the site selection process. As new tools for mapping become available to better target the business community, we can become more strategic in our coordination efforts. As well as starting business intelligence data whenever possible.

EEOC: Both parties agree to provide equal opportunity for employment and advancement opportunities. Employment decisions will be based on merit, qualifications, and abilities. The EDC and CSCR will not discriminate employment opportunities or practices based on race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, political affiliation or belief, or any other characteristic protected by law.

The EDC agrees to the following:

- Include CSCR CEO as a voting member investor of the EDC Board of Directors.
- Include CSCR as a partner in marketing and outreach efforts, including media, webpage, collaborative marketing materials, and events.
- Actively engage CSCR staff in workforce-related activities related to business attraction, expansion, and retention.
- Actively engage communications between CSCR and EDC staff on business expansion and/or downsizing notices.

- Actively market the services that CSCR offers to businesses. Include marketing brochures with outreach folders.
- Recommend Employ Florida (EF) to all business members and non-members as the first choice for Talent needs. www.employflorida.com/
- Refer employers expressing a challenge to finding capable employees to the Business Services Team for support and assistance.
- Encourage all CareerSource Florida and CSCR training programs to upgrade skills of their employees related to new equipment, software, customized training etc. as a business retention opportunity.
- Establish quarterly meetings for an update on the relationship.
- Submit the quarterly activity report using the template provided no later than thirty (30) days after each of the reporting quarters.
- For this investment, CSCR will receive two complimentary registrations to two WCEDC or Chamber events.
- Provide the recommendation letters for the CSCR board to Wakulla County as required by the Workforce Innovation and Opportunity Act of 2014.

CSCR Agrees to the following:

- Provide chamber-marketing materials in the business services folder left on each business call.
- Provide labor market trends and data as requested.
- Include the Wakulla County EDC Executive Director as a member of the CSCR Board of Directors and member of the Strategic Policy and Planning Committee.
- When requested, provide experienced Account Executives or CSCR designated staff to accompany the EDC on calls related to business recruitment, expansion, and retention prospects.
- Support the business roundtables and hiring fairs in the targeted sectors by sending staff to participate.
- Communicate layoffs and other shifts in the employment market that are important to the EDC from a business intelligence point of view.
- Provide an explicit reporting form for the quarterly reports to the WEDC.

Investment: The CSCR Board will make an investment of Seven Thousand Dollars (\$7,000) to cover the EDC dues for membership and related event attendance.

Effective July 1, 2023 and in force to June 30, 2024.

John Shuff, Executive Director
Wakulla County EDC

Jim McShane, MPA, CEO
CareerSource Capital Region



Memorandum of Agreement
Between
CareerSource Capital Region
And
The Gadsden County Development Council

This document is designed to identify and support the vital relationship between the Gadsden County Development Council (GCDC) and CareerSource Capital Region.

The Big Bend Jobs and Education Council, Inc. dba CareerSource Capital Region (CSCR) is the designated Local Workforce Development Board (LWDB 05) serving Leon, Gadsden and Wakulla Counties. As a partner with the Gadsden County Development Council (GCDC), CSCR will continue to supply pertinent labor market information, trends, and is the preferred talent supplier for the region. Talent availability is a key component for business decisions to locate, relocate and expand.

The Gadsden County Development Council (GCDC) is the designated entity that promotes economic development, is empowered to foster major initiatives, promote business attraction, work to retain local business to grow and create new jobs. The GCDCs vision is to create a vibrant and sustainable regional economy.

Confidentiality: This relationship recognizes that in the business attraction process, a high level of confidentiality is required. Both parties agree to honor the request for confidentiality of prospects considering the region for expansion.

Data: Both parties understand the need for good quality of data required in the site selection process. As new tools for mapping become available the data will be shared with the GCDC to better target the business community and become more strategic in our coordination efforts. Business intelligence data will be shared between both parties whenever possible.

EEOC: Both parties agree to provide equal opportunity for employment and advancement opportunities. Employment decisions will be based on merit, qualifications, and abilities. The GCDC and CSCR will not discriminate in providing employment opportunities or practices based on race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, or political affiliation or belief, or any other characteristic protected by law.

The GCDC agrees to the following:

- Include CSCR CEO as a voting member investor of the GCDC Board of Directors.
- Include CSCR as a partner in marketing and outreach efforts including media, webpage, collaborative marketing materials and events.

- Actively engage CSCR staff in workforce related activities related to business attraction, expansion and retention.
- Actively engage communications between CSCR and GCDC staff on business expansion and/or downsizing notices.
- Actively market the solutions that CSCR offers to businesses.
- Recommend Employ Florida (EF) to all business members and non-members as the first choice for Talent needs.
- Refer employers expressing a challenge to finding capable employees to the Business & Employer Solutions Team for support and assistance.
- Work with the Business Solutions staff to develop and expand Employed Worker Training (EWT) and On-the-Job (OJT) Training, Quick Response Training (QRT) and Incumbent Worker Training (IWT) grants to upgrade the skills of their employees as a business retention and expansion opportunities.
- Establish quarterly meetings between the GCDC/CSCR staff, alternating between locations, to ensure open and consistent communication. The goal of this meeting is to share strategies and pertinent information on the local business and employment environment and expectations of the partnership as conditions in the employment world change.
- Submit the quarterly activity report using the template provided by CSCR no later than 30 days after each of the four reporting quarters.
- Schedule the CSCR CEO to speak before the GCDC/ membership at least once a year.
- Participate in activities related to CSCR's Council and Committees addressing the needs of employers.
- Provide recommendation letters for CSCR Board of Directors appointees to the Gadsden County Board of Commissioners as required by the Workforce Innovation and Opportunity Act of 2014.
- Partner in providing a seat on the mutual investment in JOBS EQ™ software for tracking labor market analysis.

CSCR agrees to the following:

- Include GCDC marketing materials when marketing regional business solutions to new or existing businesses, as appropriate.
- Provide labor market trends and data as requested.
- Provide staff to support to GCDC on visits related to business recruitment, expansion and retention prospects, as appropriate.
- Communicate layoffs and other shifts in the employment market that are important to the GCDC from a business intelligence point of view.
- Provide an explicit reporting form for the quarterly reports to the GCDC.
- Work in supporting the GCDC strategic plan.

Investment: The CSCR Board will make an investment of Eleven Thousand Five Hundred dollars and no cents (\$11,500) to cover the GCDC dues for membership and related event attendance costs. Includes additional Chimura software extension for Georgia data.

Effective the First day of July 1, 2023 to June 30, 2024.

Antonio Jefferson
Chairperson
Gadsden County Development Council

Jim McShane
CEO
CareerSource Capital Region

STATE OF FLORIDA
COUNTY OF LEON

**INNOVATION PARK/TALLAHASSEE
SECOND AMENDMENT TO LEASE AGREEMENT**

THE Second Amendment to LEASE AGREEMENT is made on this 23rd day of June, 2023, between the **LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY**, of the County of Leon and State of Florida (hereinafter referred to as “Landlord”) and **Big Bend Jobs and Education Council, Inc. DBA CareerSource Capitol Region, a Florida Not for Profit Corporation** (hereinafter referred to as “Tenant”).

WITNESSETH:

That Landlord, for and in consideration of the rents and other sums to be paid to Landlord by Tenant and the mutual covenants and agreements hereinafter mentioned to be kept and performed by Tenant, has demised and leased to Tenant, for the term and under the conditions hereinafter set out, those certain premises:

Offices comprising **3,608 square feet** in the Morgan Building (“Building”) located at 2035 East Paul Dirac Drive in Innovation Park/Tallahassee, Florida (“Leased Premises”) as further described in Exhibit A attached hereto and incorporated herein.

I. TERM

TO HAVE AND TO HOLD the above-described Leased Premises for a **two-year** additional term to the original lease commencing on the **1st day of October 2023** (“Effective Date”) to and including the **28th day of February 2026**.

II. RENTAL RATE

The Landlord hereby leases to the Tenant and the Tenant hereby leases from the Landlord the above-described Leased Premises for the term set out in this lease, and the Tenant agrees to pay in advance and in full on the first day of each month, without notice or demand, the sum of Four Thousand Eight Hundred Ten Dollars and sixty-six cents (**\$4,810.66**) per month, plus applicable sales tax (if any) for the term described in Article I of this lease. Any and all Common Area Maintenance Fees, janitorial services and utilities (not including telephone and data communications) are included in Tenant’s rental payment. In the event the Effective Date does not fall on the first day of the month, the monthly rental shall be prorated based on the days remaining in that month.

III. RENEWAL

Upon mutual agreement of the parties and provided Tenant is not in default of this Lease Agreement, Tenant may renew this lease for **two additional one-year terms** upon the same terms and conditions except rent which shall be increased by three percent (3%). If Tenant desires to renew this lease under the provisions of this Article, it shall give Landlord written notice thereof at least two (2) months prior to the expiration of the term provided in Article I of this lease or any applicable renewal period.

IV. NOTICES

All rent and other amounts payable, notices, demands, or requests from Tenant to Landlord shall be given Landlord at: **Michael Kramer, 2051 E. Paul Dirac Drive, Suite 100, Tallahassee, Florida 32310, mkramer@inn-park.com**. All notices, demands or requests from Landlord to Tenant shall be given to the Tenant at: **James H. McShane III, 2601 Blair Stone Ave, Building**

c Suite 200, Tallahassee, FL 32301, jim.mcshane@careersourcecapitalregion.com. Each party shall have the right, from time-to-time, to designate a different address by notice given in conformity with this Article. Notice shall be deemed to have been given upon the deposit of same in the United States Mail, postage prepaid, registered or certified, return receipt requested, addressed as herein required or by electronic mail at the addresses identified herein.

IN WITNESS WHEREOF, the parties hereto have set their signatures as of the date first written above.

**BIG BEND JOBS AND EDUCATION COUNCIL, INC.
DBA CAREERSOURCE CAPITAL REGION**

By: _____
James H. McShane III, Chief Executive Officer

**LEON COUNTY RESEARCH AND
DEVELOPMENT AUTHORITY**

By: _____
Michael B. Kramer., Executive Director

Overview

Florida Agricultural & Mechanical University, has submitted 1 Training Provider and 2 Training Program Applications for the following programs: Asana Project Management Certificate and Salesforce Administrator Career Certificate.

Training Provider	Name	Private or Public	Community Based Organization
	Florida Agricultural & Mechanical University	Public	No

A review and analysis was conducted to include occupational outlook, wage information, available talent (long term supply), and program performance. The necessary research was conducted using Employ Florida, Department of Economic Opportunity’s Labor Market Statistics Center and the U.S. Department of Labor’s Career One Stop and O*Net websites.

Training Program Name	Credential Earned	Credit / Clock Hours	Total Cost	ITA System Cap	Tier	FETPIP Data	Program Offered	% Placed (Self-Reported)
Asana Project Management	Certificate	120 Clock Hours (18 Weeks)	\$2,499.00	\$10,000		Y	Online	N/A
Occupation Name	Targeted Occupation	Placement / Entry Wage (RTOL)	Above \$15.39	Mean Wage (RTOL)	Annual Openings (RTOL)	Annual Growth (RTOL)	%	Long Term Supply
Project Management Specialists and Business Operations Specialists, All Other (13-1198 .00)	Y	\$18.30	Y	\$34.48	216	1.47		203

Florida Agricultural & Mechanical University, a public university in Tallahassee, FL, is part of the State University System of Florida and is accredited by the Southern Association of Colleges and Schools Commission on Colleges. All required documents were provided for review.

The Asana Project Management Certificate program, created in partnership with Asana, is an online three-course program that will equip students with hands-on experience in project management and prepare them for the Project Management Institute’s CAPM exam. The Asana Project Management Certificate program is a new program that will be offered in the Fall 2023 term.

The occupation, Project Management Specialists and Business Operations Specialists, All Other, is considered in demand in LWA 5, as it is included on the Regional Targeted Occupations List (RTOL). The program is not Pell-eligible. The program is self-paced and can be completed in 18 weeks and students will earn a Certificate of completion upon completion of the program and will be eligible to sit for the Certified Associate in Project Management (CAPM) exam administered by the Project Management Institute (PMI).

Recommendation

It is recommended that Florida Agricultural & Mechanical University and the Asana Project Management Certificate program be **Approved** for addition to the CareerSource Capital Region Eligible Training Provider List.

Training Program Name	Credential Earned	Credit / Clock Hours	Total Cost	ITA Tier System Cap	FETPIP Data	Program Offered	% Placed (Self-Reported)
Salesforce Administrator Career Certificate	Certificate	120 Clock Hours (18 Weeks)	\$2,499.00	\$10,000	Y	Online	N/A
Occupation Name	Targeted Occupation	Placement / Entry Wage (RTOL)	Above \$15.39	Mean Wage (RTOL)	Annual Openings (RTOL)	Annual Growth (RTOL)	% Long Term Supply
Sales Managers (11-2022.00)	Y	\$26.88	Y	\$61.21	39	3.04	454

The Salesforce Administrator Career Certificate program, created in partnership with Salesforce Trailhead, is an online three-course program that will equip students with hands-on experience in customer relationship management and prepare them for the Salesforce Administrator Credential Exam. Upon completion of the program, students will gain skills such as process automation, Salesforce sales cloud, sales and support processes and customer relationship management.

The occupation, Sales Managers, is considered in demand in LWA 5, as it is included on the Regional Targeted Occupations List (RTOL). The program is not Pell-eligible. The program is self-paced and can be completed in 18 weeks and students will earn a Certificate of completion upon completion of the program.

Area of Concern

- Potential oversupply of trained talent in Region 05

Recommendation

It is recommended that the Salesforce Administrator Career Certificate program be **Approved** for addition to the CareerSource Capital Region Eligible Training Provider List.



CSCR Board, Committee and Council Meetings

Proposed Program Year July 1, 2023- June 30, 2024

New Member Orientation – Local (in addition to THMP online orientation):

The **3rd Thursday** of August and April Orientation for New and a Refresher Offered through THMP for Current Board Members

- Thursday, August 17, 2023
- Thursday, April 18, 2024

Board of Directors Meetings:

The **4th Thursday** of every third month (except for highlighted); 12:00 – 1:30 pm:
(In-person meetings will have lunch served beginning at 11:30am.)

- September 28, 2023
- December 14, 2023
- March 28, 2024
- June 27, 2024

Executive Committee Meetings:

The **1st Thursday** of every third month (except for highlighted); 3:30 – 4:30 pm (or 5:00 pm if needed)

- September 7, 2023
- December 7, 2023
- March 7, 2024
- June 6, 2024

Finance Committee Meetings:

The **4th Thursday** of the month before the Board meeting (except for highlighted); 9:00 – 10:00 am

- August 24, 2023
- November 16, 2023
- February 22, 2024
- May 23, 2024

Governance Committee Meetings:

The **1st Thursday** of the month before the Board meeting; 2:00 – 3:30 pm

- August 3, 2023
- November 2, 2023
- February 1, 2024
- May 2, 2024

Strategic Policy & Planning Committee Meetings:

The **2nd Wednesday** of the month before the Board meeting; 3:30 – 5:00 pm

- August 9, 2023
- November 8, 2023
- February 14, 2024
- May 8, 2024

Nominating Committee Meetings:

The **4th Tuesday** two months before the Board meeting; 3:30 – 4:30 pm

- July 25, 2023
- October 24, 2023
- January 23, 2024
- April 23, 2024

Audit Committee Meetings:

To be scheduled by the CFO as needed.

Career Center Partners Council Meetings:

2nd Friday Quarterly - Sept. and December, March and June - 12pm - 1:30pm

- September 8, 2023
- December 8, 2023
- March 8, 2024
- June 14, 2024

Career Pathways Council Meetings:

2nd Tuesday Quarterly – August, November, February, & May

- August 8, 2023
- November 14, 2023 Joint with BPAC
- February 13, 2024
- May 21, 2024 Joint with BPAC

Business Partner Advisory Council (BPAC) Meetings:

- August 15, 2023
- November 14, 2023 Joint with Career Pathways Council
- February 20, 2024
- May 21, 2024 Joint with Career Pathways Council



Career Center Proposed Hours of Operation and Center Closures 2023-24

Proposed Hours of Operation for Career Centers:

Gadsden County:

Monday through Friday: 8:30am – 4:30pm

Leon County:

Monday through Friday: 8:30am – 4:30pm

Wakulla County:

Monday through Friday: 8:30am – 4:30pm

Proposed In-Service Day Center Closures:

- September 29, 2023
- December 15, 2023
- March 29, 2024
- June 28, 2024

Holiday Closures:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Note: For any holiday listed above that is not designated as a paid holiday by the state of Florida, yet the Career Centers are closed to career seekers, staff employed by the Department of Economic Opportunity (DEO) will be given the option to either utilize paid time off (PTO), work from home, work in their designated Career Center or coordinate with their supervisor(s) to otherwise ensure they have worked sufficient hours within the period to cover the work day for which the Career Center is closed.



April 2023 Provider Monthly Report

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CONTRACT DELIVERABLES

Performance Holdback

Performance Measure	Goal	Q1	Q2	Q3	Apr	May	Jun	PY to Date
Overall Placements	2,500	342	274	232	19			867
Board Quality Assurance	<6%	0%	0%	0%	0%			0%
Adult Entered Employment Rate	85%	75% (2/3)	53% (9/17)	45% (5/11)	100% (2/2)			55% (18/33)
Dislocated Worker Entered Employment Rate	65%	0%	0%	0%	0%			0%
Adult Credential Attainment Rate	85%	60% (3/5)	31% (8/26)	53% (8/15)	100% (2/2)			44% (21/48)
Dislocated Worker Credential Attainment Rate	65%	0%	0%	0%	0%			0%
Adult/DW Training Employment Rate	80%	60% (3/5)	21% (6/28)	40% (6/15)	50% (1/2)			32% (16/50)
WE Employment Rate	50%	58% (7/12)	0%	40% (2/5)	0% (0/0)			53% (9/17)
Youth Placement in Employment or Education	67%	67% (4/6)	57% (4/7)	38% (5/13)	40% (2/5)			48% (15/31)
Youth Credential Rate	77%	0%	43% (3/7)	38% (5/13)	40% (2/5)			40% (10/25)
Welfare Participation Rate	50%	7.8% (14/180)	6.4% (11/173)	5.1% (8/158)	**			6.5% (33/511)
Welfare Entered Employment Outcome Rate	32%	27.3% (15/55)	11.8% (9/76)	26.8% (19/71)	**			21.3% * (43/202)
Adult Wage Rate	80%	66% (2/3)	22% (2/9)	14% (1/7)	0% (0/0)			26% (5/19)

* This data was pulled from the March MMR report - 1st Qtr adjustment *

** This data is delayed by a minimum of one month. **

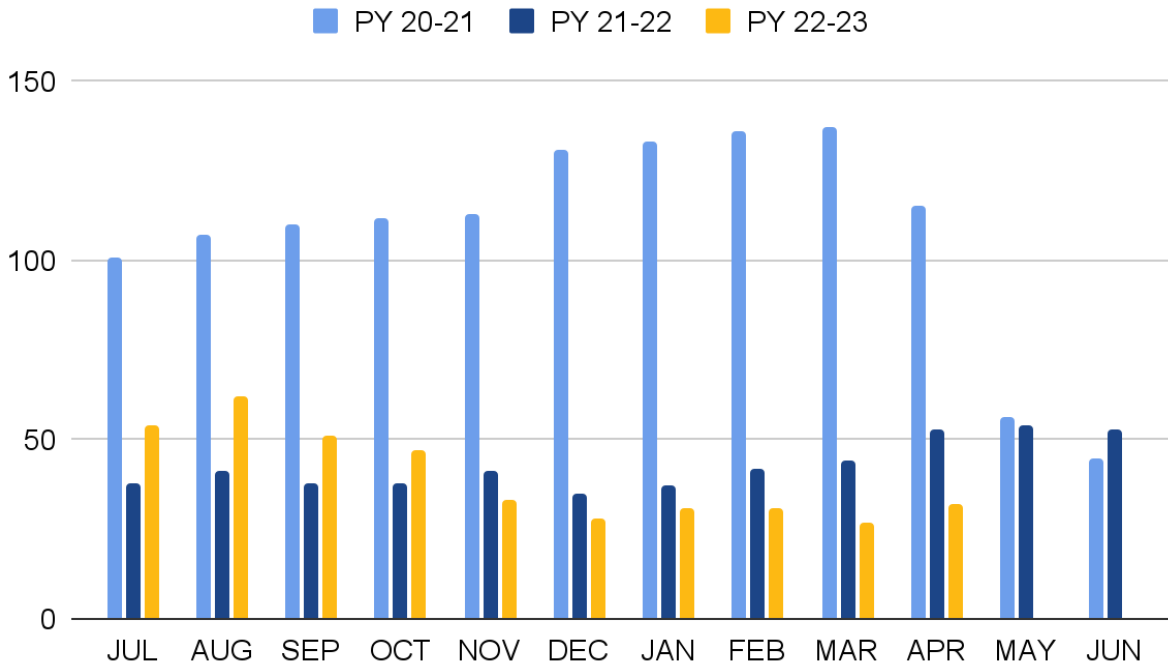
Caseloads

WT Caseloads as of 04/30/2023			
Case Manager	Number of assigned mandatory cases	Number of Transitional Cases	Total Caseload size
Juana Zamudio	8	-	8
Sean Gilliam	5	-	5
440 - Supervisor	6		6
Adriana Williams	3	2	5
Gabrielle Stewart	0	-	0
Chiquetta Johnson	9	-	9
441 Unit Supervisor	22	-	22
Veronica Moore	3	-	3
Genesis Knight	2	-	2
442 Trans & Unit assignment	0	-	0
	58	2	60

WIOA Adult/DW Caseload as of 04/30/2023			
Staff Assigned	Adult	Dislocated Worker	Total
Blackshear, Jecheta*	1	0	1
Woods, Brian	1	0	1
Gilliam, Sean	5	1	6
Knight, Genesis*	12	0	12
Moore, Veronica	11	0	11
Stewart, Gabrielle	1	0	1
Totals	31	1	32
Quarterly Follow Ups	0	0	

*Staff has case co-enrolled in Youth

WIOA Adult/DW Caseloads



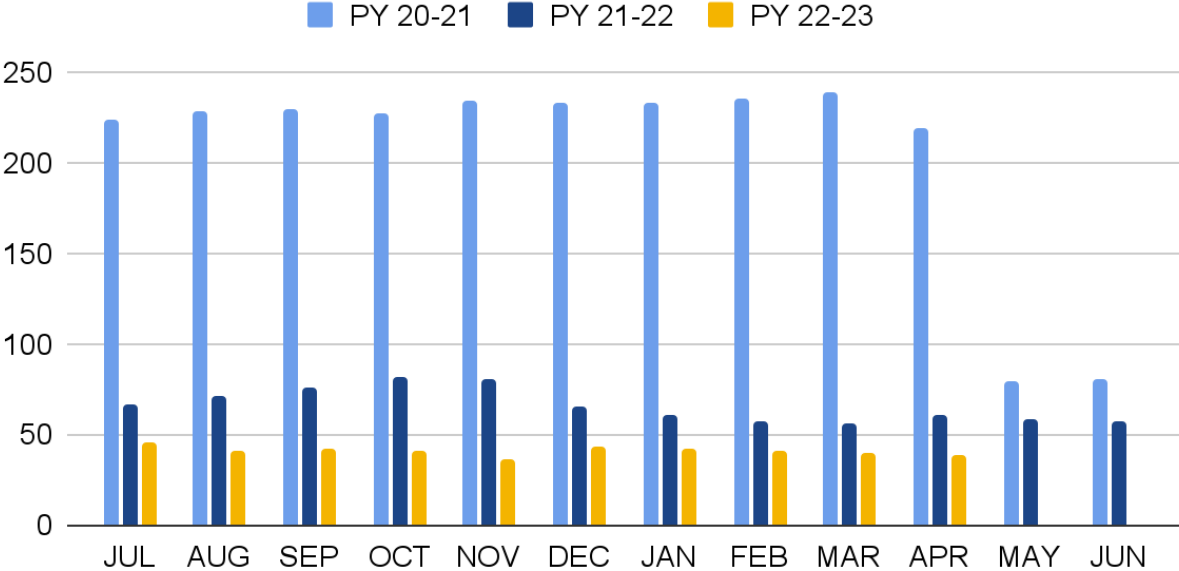
WIOA Adult/DW Caseloads

	PY 19-20	PY 20-21	PY 21-22	PY 22-23
JUL	154	101	38	54
AUG	161	107	41	62
SEP	160	110	38	51
OCT	155	112	38	47
NOV	155	113	41	33
DEC	143	131	35	28
JAN	135	133	37	31
FEB	125	136	42	31
MAR	118	137	44	27
APR	113	115	53	32
MAY	110	56	54	
JUN	98	45	53	

WIOA Youth Caseload as of 04/30/2023			
Staff Assigned			
Jecheta Watson-Blackshear		20	
Emoni Gray		14	
Harris, Nekeshia		2	
Genesis Knight		2	
Total		38	
IS/OS* Ratio	2	36	5% / 95%
Federal Follow Ups	25 ; 12 Successful - 48%		

**IS/OS= In School/Out of School*

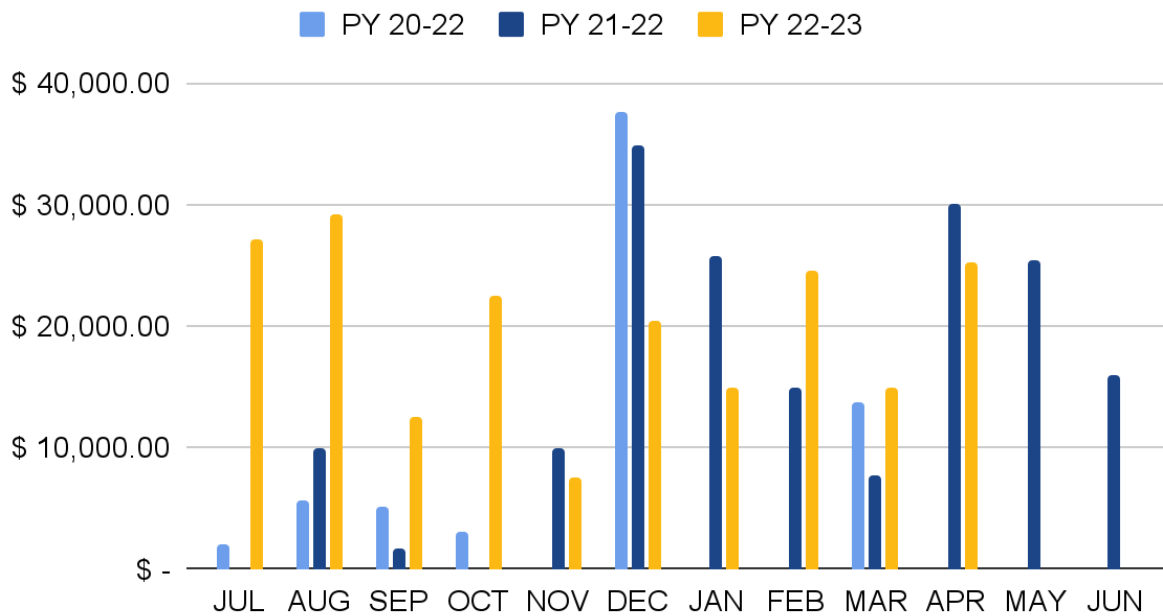
WIOA Youth Caseloads



Individual Training Account (ITA) Snapshot

Monthly Obligations		Goal: \$280,000
Month	Monthly Total	Monthly %
July	26,869.89	115%
August	22,189.71	95%
September	12,600.00	54%
October	22,500.00	96%
November	7,500.00	32%
December	20,511.20	89%
January	15,000.00	64%
February	24,495.00	105%
March	15,000.00	64%
April	25,185.00	108%
May		
June		
YTD	191,850.80	69%

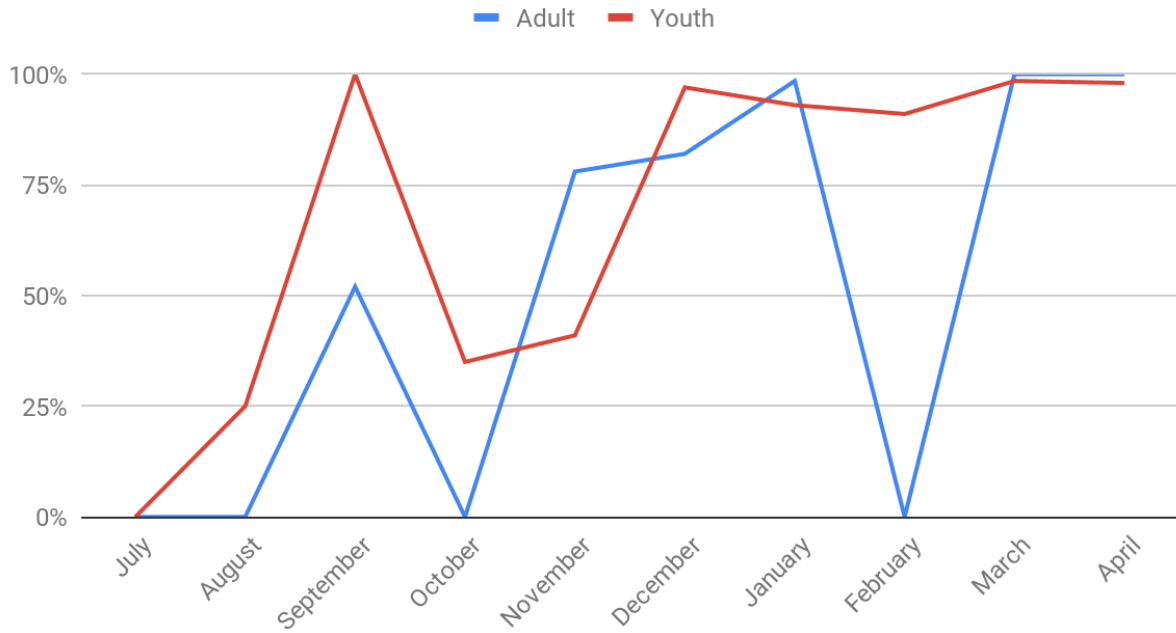
ITA Obligations



QUALITY MONITORING

Summary of Follow-Up Monitoring Results PY 22-23												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Adult/DW	0%	0%	0%	100 %	92.31%	86.81%	98.46%	0	100%	100%		
Youth	0%	0%	0%	100%	93.27%	94.87%	92.31%	92.31%	98.46%	98.46%		
Files Reviewed	0%	0	0%	8	9	10	8	6	10	10		
Total Errors	0%	0	0%	0	8	14	4	3	1	1		

Follow-Up Monitoring Results PY 22-23



Summary of Elements Reviewed PY 22-23												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Elements Reviewed		542	542	583	803	603	4415	751	1,759	1,699		
Errors		7	9	20	29	14	91	21	48	57		

Summary of Files Monitored Reviewed PY 22-23												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PM/QPT	0	15	15	22	16	22	85	18	52	41		
Self-Monitoring	0	0	0	16	21	7	10	16	14	17		
Center Managers/Supervisors	0	0	0	0	2	2	9	2	4	4		
Follow-up Monitoring	0	0	0	8	9	10	8	6	10	10		
Total	0	15	15	46	48	41	112	42	80	72		

PROGRAM REPORTING

Supplemental Nutrition Assistance Program (SNAP)

WIOA Co-Enrollments (SNAP & WT)

Unit	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Totals
514-Gadsden	-	-	-	-	-	-	-	-	-	-			0
601-Leon	-	1	-	-	-	-	-	-	-	-			1
612- Wakulla	-	-	-	-	-	-	-	-	-	-			0
Totals	-	1	0	0	0	0	0	0	0	0			1

Enrollments (ETRs)

Unit	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Totals
514-Gadsden	6	8	3	3	15	35	48	36	29	22			205
601-Leon	8	9	14	11	53	189	276	193	161	140			1054
612- Wakulla	1	3	0	2	3	16	21	10	10	5			71
Totals	15	20	17	16	71	240	345	239	200	167			1330

SNAP Initial Engagement Attendance

Unit	Apr-2023			May-2023			Jun-2023		
	Attended	Scheduled	%	Attended	Scheduled	%	Attended	Scheduled	%
514-Gadsden	3	3	100%						
601-Leon	16	21	76%						
612- Wakulla	2	2	100%						
Totals	21	26	81%						

SNAP ETRS vs Engagement Attendance

Unit	Apr-2023			May-2023			Jun-2023		
	Attended	Monthly ETRs	%	Attended	Monthly ETRs	%	Attended	Monthly ETRs	%
514-Gadsden	3	22	14%						
601-Leon	16	140	11%						
612- Wakulla	2	5	40%						
Averages	21	167	13%						

SNAP Engagement

SNAP Engagement as of 04/30//2023				
Services/Activities	Gadsden	Leon	Wakulla	Totals
Sanctions	25	147	8	180
Placements	0	1	0	1
Food Stamp Reimbursements (FSR)				
Totals	25	148	8	181

SNAP Program Industry Report

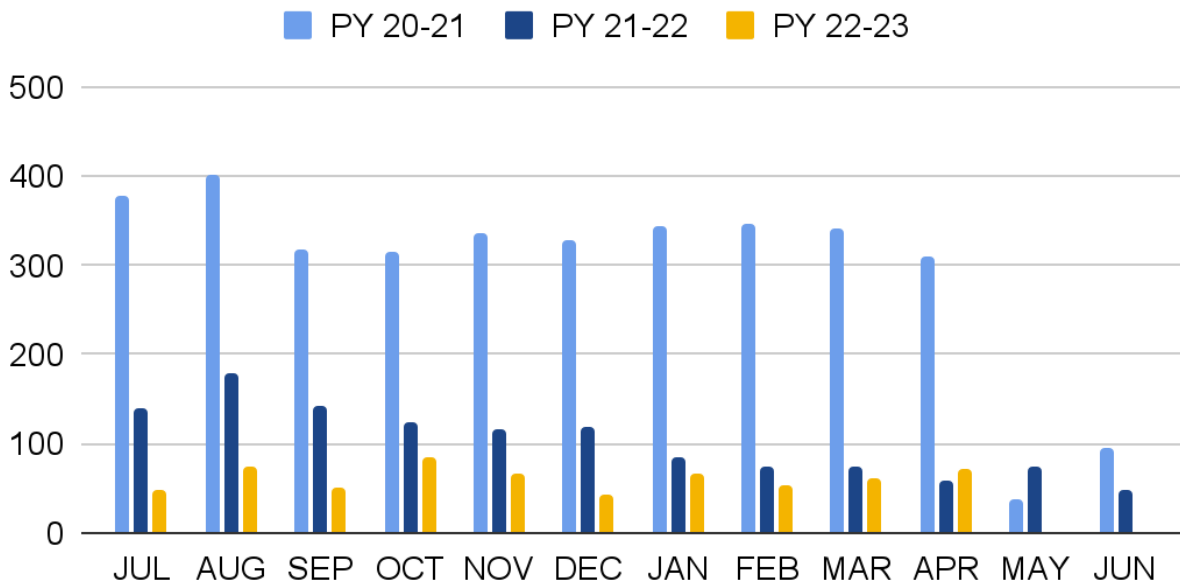
SNAP as of 04/30/2023		
Total # of placements	1	<i>Average Hourly wage</i>
Breakdown by office		\$11.00
Gadsden	-	
Leon	1	
Wakulla	-	
Industry	# per Occupation	% per Occupation
IT/Professional Services/Human Service	-	-
Manufacturing/Construction/Transportation	-	-
Retail/Hospitality/Education/General	1	100%
Healthcare	-	-
Job Order/Self-Placed	Employer Name	Wages
Self-Placed	Associated Services	\$11.00

Welfare Transition (WT)

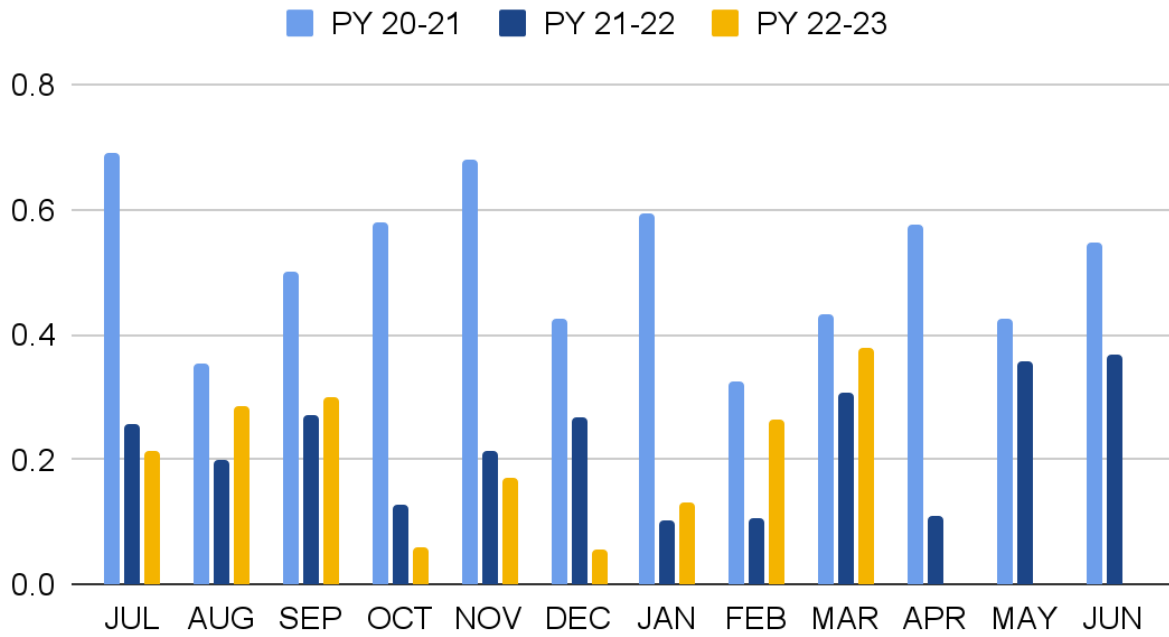
Enrollments (NOMAs)

Unit	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Totals
440-Gadsden	4	7	5	2	2	5	5	4	3	2			39
441-Leon	13	9	9	6	14	18	7	14	8	10			108
442- Wakulla	1	2	0	2	0	0	0	0	0	0			5
Totals	18	18	14	10	16	23	12	18	11	12			152

WT Mandatory Participants



WT EEOR



**** This data is delayed by a minimum of one month. ****

Welfare Transition Services as of 04/30/23					
	Welfare Transition Svcs & Demographics	Gadsden	Leon	Wakulla	Totals
Services	Up Front Diversion	-	-	-	-
	Cash Severance	-	-	-	-
	Relocation	-	-	-	-
	Support Services	2	2	0	4
Participants	Applicants	9	62	6	77
	Participants Deferred	-	-	-	0
	Mandatory Participants	13	48	1	62
	Participants in Transitional Services	1	1	-	2
	Total Participants	23	111	7	141
Engagement	Participants in Countable Activities	6	12	1	19
	Percent in Countable Activities				
	No Recorded Activities	24	163	10	197
	No Countable Work Activities	0	0	0	0
Placements	Placements	0	0	0	0
	Average Wage at Placement	\$0	\$0	0	0
Pre- Penalties & Sanctions	Pre-Penalties	6	12	0	18
	Sanctions Requested	4	8	0	12

Welfare Transition Program Industry Report

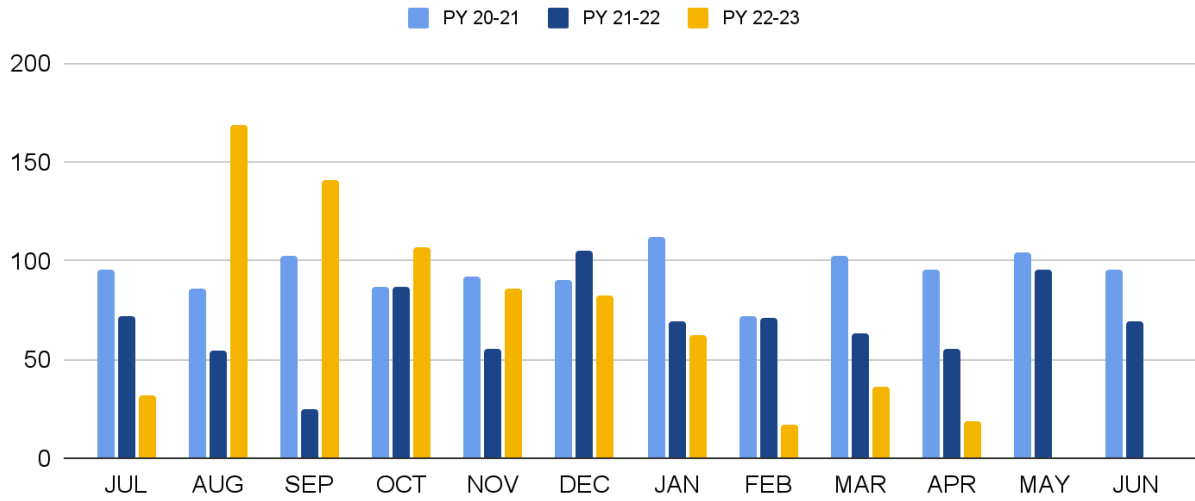
WT as of 04/30/2023			
Total # of placements	-		Average Hourly wage
Breakdown by office			\$0.0
Gadsden	-		
Leon	-		
Wakulla	-		
Industry	# per Occupation		% per Occupation
IT/Professional Services/Human Services			%
Manufacturing/Construction/Transportation	-		%
Retail/Hospitality/Education/General	-		0%
Healthcare			%
Job Order/Self-Placed	Employer Name		Wages

Wagner-Peyser

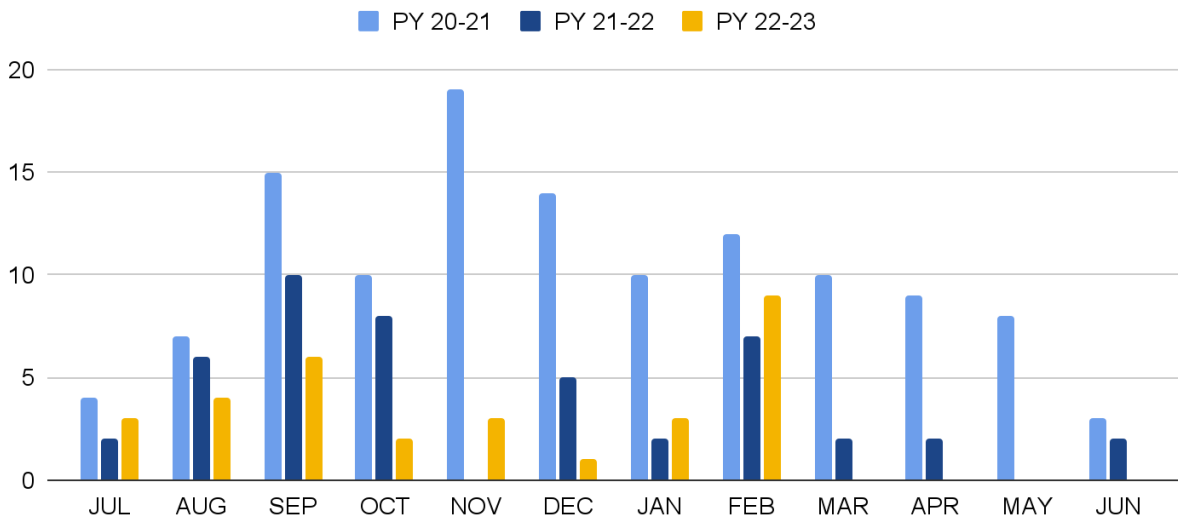
	Leon			Gadsden			Executive			Wakulla			Total		
	Total WP Svc	Staff Svc	Self-Svc	Total WP Svc	Staff Svc	Self-Svc	Total WP Svc	Staff Svc	Self-Svc	Total WP Svc	Staff Svc	Self-Svc	Total WP Svc	Staff Svc	Self-Svc
Jul	1042	638	404	200	58	142	196	196	0	350	116	234	1788	1008	780
Aug	1988	1012	976	301	73	228	249	249	0	557	181	376	3095	1515	1580
Sept	1960	910	1050	272	81	191	200	197	3	361	120	241	2793	1308	1485
Oct	1947	952	995	243	75	168	48	47	1	371	136	235	2609	1210	1399
Nov	1250	416	834	225	64	161	36	35	1	421	81	340	1932	597	1335
Dec	1555	538	1017	298	49	249	18	17	1	473	114	359	2344	718	1626
Jan	2058	674	1384	357	53	304	48	47	1	773	229	544	3236	1003	2233
Feb	1750	625	1125	400	73	327	34	33	1	631	147	484	2815	878	1937
Mar	1943	734	1209	386	88	298	83	80	3	489	131	358	2901	1033	1868
Apr	1888	695	1193	425	89	336	34	34	0	456	99	357	2902	917	1886
May															
Jun															
Total	17381	7194	10187	3107	703	2404	946	935	11	4882	1354	3528	26415	10187	16129

WP as of 04/30/2023		
Office	Top Staff-Assisted Service	Total Services
Leon	120 - Use of One-Stop Resource Room Equipment	141
Gadsden	102 - Initial Assessment	25
Wakulla	500 - Referred To Job Over 150 Days	32
Executive	500 - Referred To Job Over 150 Days	19

WP Overall Placements



WP Internal Job Order Placements



Reemployment Services and Eligibility Assessment (RESEA) Program Attendance

	Leon		Gadsden		Wakulla		Totals	
	Scheduled	Attended	Scheduled	Attended	Scheduled	Attended	Scheduled	Attended
July*	11	2	4	2	1	0	16	4
Aug**	19	2	5	0	5	2	29	4
Sept	39	9	9	0	9	3	57	12
Oct	54	8	12	2	11	1	77	11
Nov	52	9	15	4	15	2	82	15
Dec	55	12	9	1	9	4	73	17
Jan	54	12	15	3	12	4	81	19
Feb	52	16	11	4	11	3	74	21
Mar	58	15	12	2	9	3	79	20
Apr	44	14	8	4	7	2	59	20
May								
Jun								
YTD Totals	438	99	100	22	89	23	627	143

*Due to the Employ Florida System outage the only week that had scheduled RESEA RA Claimants was July 5-7, 2022. The rest of the month there were no RESEA claimants scheduled statewide.

**RESEA did not populate until the week of August 22nd. In addition to two completions there were two additional RESEA Claimants who returned to work so they did not attend.

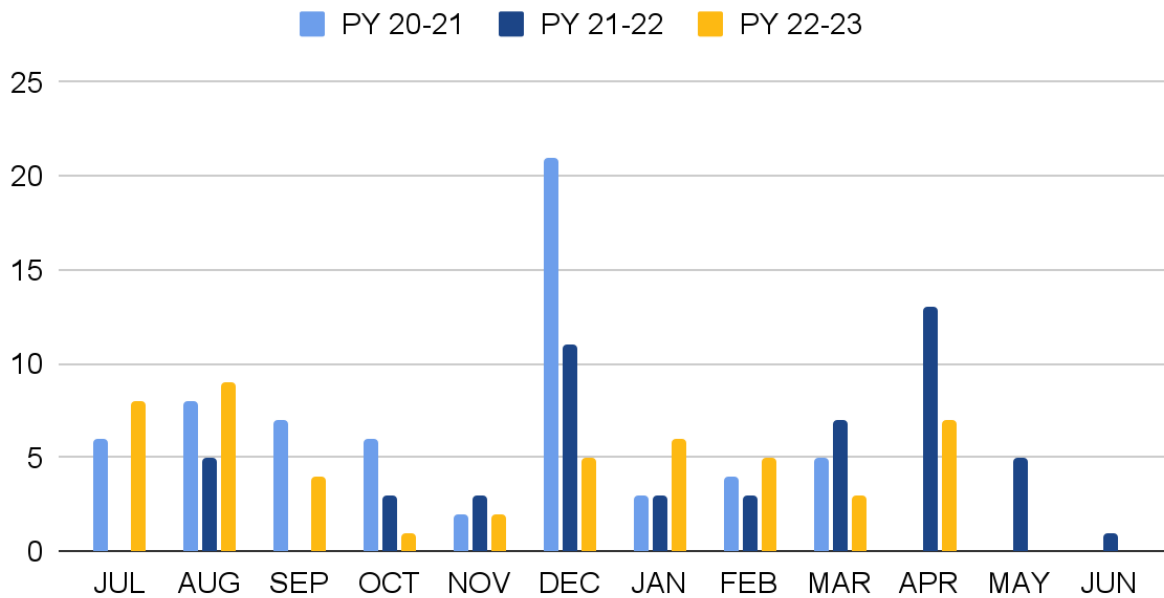
Veterans Services

Intensive Services Rate									
	Brooklyn Enders			Kenny Nwoko			Totals		
	Num.	Den.	%	Num.	Den.	%	Num.	Den.	%
July	1	1	100%	1	1	100	2	2	100%
Aug	4	5	80%	3	4	75%	7	9	78%
Sept	8	8	100%	5	7	71%	13	15	87%
Oct	1	2	50%	3	4	75%	4	6	67%
Nov	13	13	100%	1	3	33%	14	16	87%
Dec	13	13	100%	6	7	86%	19	20	95%
Jan	3	3	100%	3	3	100%	6	6	100%
Feb	3	3	100%	7	7	100%	10	10	100%
Mar	7	7	100%	2	4	50%	9	11	82%
Apr	0	1	0%	8	8	100%	8	9	89%
May									
June									

Workforce Innovation and Opportunity Act (Adult)

WIOA Adult/DW Enrollments			
	PY 20-21	PY 21-22	PY 22-23
JUL	6	0	8
AUG	8	5	9
SEP	7	0	4
OCT	6	3	1
NOV	2	3	2
DEC	21	11	5
JAN	3	3	6
FEB	4	3	5
MAR	5	7	3
APR	0	13	7
MAY	0	5	
JUN	0	1	
Total	62	54	50

WIOA Adult/DW Enrollments



WIOA Adult Co-Enrollments

WIOA Adult/DW Co- Enrollments as of 04/30/2023					
	New Enrollments	SNAP	TANF	Veteran	Total Co-enrollments
July	0	0	0	0	0
August	0	1	0	0	1
September	0	0	0	0	0
October	1	0	0	0	1
November	2	0	0	0	2
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May					
June					
Total	3	1	0	0	4

WIOA Adult as of 04/30/2023		
Total # in Training	18	
Breakdown by office		
Gadsden	1	5%
Leon	12	67%
Wakulla	5	28%
Completers	0	0%
Successful	0	0%
Unsuccessful	0	0%
Placement in Field of Study		
Total Placements	2	100%
Employment obtained in field of study	1	50%
Employment not obtained in field of study	1	50%

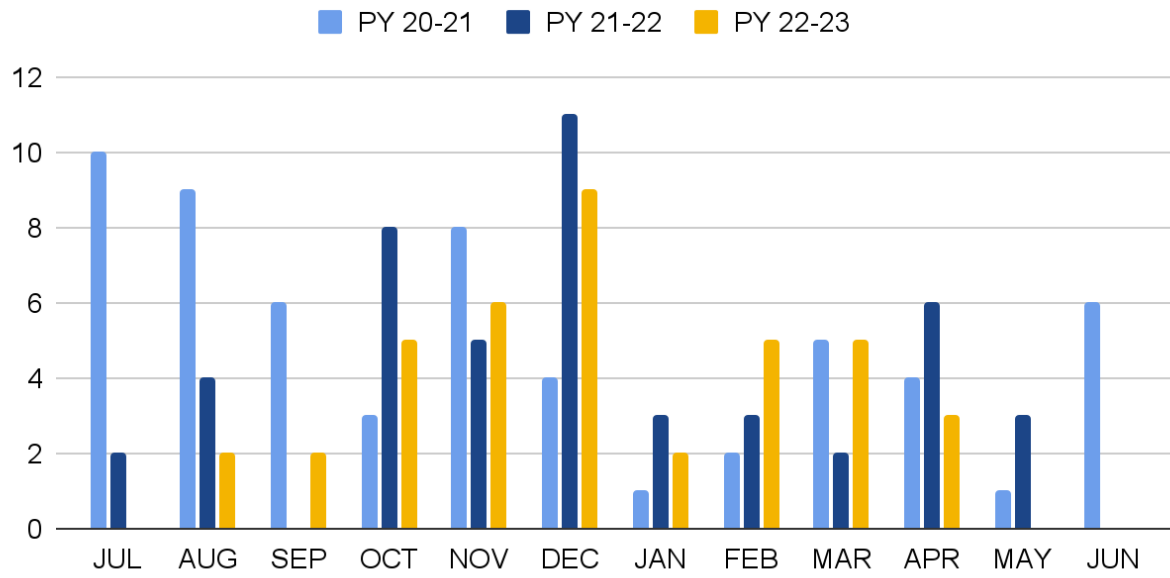
Adult Program Industry Report

WIOA Adult as of 04/30/2023		
Total # of placements	2	Average Hourly Wage
Active > 30 Days	2	\$16.00
Active < 30 Days	0	
Breakdown by office		
Gadsden	-	
Leon	2	
Wakulla	-	
Industry	# per Occupation	% per Occupation
IT/Professional Services/Human Service	-	
Manufacturing/Construction/Transportation	1	50%
Retail/Hospitality/Education/General	1	50%
Healthcare	-	
Job Order/Self-Placed	Employer Name	Wages
Self-Placed	Lost Creek Solid Works	\$17.00
Self-Placed	Barco Publishing	\$15.00

Workforce Innovation and Opportunity Act (Youth)

	WIOA Youth Enrollments		
	PY 20-21	PY 21-22	PY 22-23
JUL	10	2	0
AUG	9	4	2
SEP	6	0	2
OCT	3	8	5
NOV	8	5	6
DEC	4	11	9
JAN	1	3	2
FEB	2	3	5
MAR	5	2	5
APR	4	6	3
MAY	1	3	
JUN	6	0	
Total	59	47	39

WIOA Youth Enrollments



Youth Program Industry Report

WIOA Youth as of 04/30/2023		
Total # of placements	2	Average Hourly Wage
Active in WIOA > 30 Days	2	\$14.50
Active in WIOA < 30 Days	0	
Breakdown by office		
Gadsden	0	%
Leon	2	100%
Wakulla	0	%
Industry	# per Occupation	% per Occupation
IT/Professional Services/Human Service	0	%
Manufacturing/Construction/Transportation	1	50%
Retail/Hospitality/Education/General	1	50%
Healthcare	0	%
Job Order/Self-Placed	Employer Name	Wages
Self-Placed	Spartan Exterior LLC	\$14.00
Self-Placed	Barton Publishing	\$15.00

Work Experience Data

Work Experience Data as of 04/30/2023			Gadsden		Leon		Wakulla	
Industry Sector	NAICS Industry	NAICS Name	Work sites	Posi tions	Work sites	Posi tions	Work sites	Posi tions
Healthcare	62	Health Care and Social Assistance	-	-	4	7	1	2
		Subtotal	-	-	4	7	1	2
Manufacturing, Construction, Transportation & Logistics	23	Construction	1	1	3	3	1	1
	33	Manufacturing (31-33)	-	-	-	-	-	-
	31	Manufacturing (31-33)	-	-	-	-	-	-
	32	Manufacturing (31-33)	-	-	-	-	-	-
	48	Transportation and Warehousing (48 & 49)	-	-	1	1	-	-
	49	Transportation and Warehousing (48 & 49)	-	-	-	-	-	-
		Subtotal	1	1	4	4	1	1
IT, Professional Services, Human Services	52	Finance and Insurance	-	-	1	2	-	-
	51	Information	-	-	2	3	-	-
	55	Management of Companies and Enterprises	-	-	-	-	-	-
	81	Other Services (except Public Admin.)	-	-	2	2	-	-
	54	Professional Scientific & Technical Svc	-	-	2	-	-	-
	92	Public Administration	2	2	14	15	1	1
	53	Real Estate and Rental and Leasing	-	-	-	-	-	-
		Subtotal	2	2	21	22	1	1
Education and General	72	Accommodation and Food Services	-	-	2	2	-	-
	56	Admin., Support, Waste Mgmt, Remediation	-	-	-	-	-	-
	11	Agriculture, Forestry, Fishing & Hunting	-	-	-	-	-	-
	71	Arts, Entertainment, and Recreation	-	-	2	5	-	-
	61	Education Services	2	2	1	2	-	-
	21	Mining	-	-	-	-	-	-
	45	Retail Trade (44 & 45)	1	1	-	-	-	-
	44	Retail Trade (44 & 45)	-	-	1	1	-	-
	99	Unclassified Establishments	-	-	-	-	-	-
	22	Utilities	-	-	-	-	-	-
	42	Wholesale Trade	-	-	-	-	-	-
		Subtotal	3	3	6	10	1	1
		Grand Total	6	6	35	43	3	4

- For additional details on the NAICS codes, please check here: [NAICS Code 31-33 Manufacturing | SICCODE.com](#)

LEAP Scorecard

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
New Enrollments													
Projected	14	14	13	14	14	13	14	13	10	10	10	10	149
Actual	0	2	2	4	6	9	2	5	5	3			39
Enrollment rate	0	14%	15%	29%	43%	69%	14%	38%	50%	30%			26%
Credentials													
Youth Received Credential During LEAP (#)	0	1	1	0	3	0	0	2	3	2			12
Training													
Youth Placed in Work Experience (#)	1	1	0	4	3	2	5	0	0	5			21
Completed WEX	3	5	4	0	3	0	0	0	0	0			15
Successfully Completed	3	4	4	0	3	0	1	0	0	0			15
Unsuccessfully Completed	0	1	0	0	0	0	0	0	0	0			1
Youth Placed in GED (#)	0	0	0	0	0	0	0	0	0	0			0
Youth Placed in Employment (#)	1	0	2	0	3	0	1	2	2	5			16
Youth Placed In Training (#)	0	1	1	0	0	0	4	0	0	0			6
Youth Completed LEAP (#)	0	2	0	0	3	4	1	5	5	5			30
Placements													
Total WEX Placements (unsubsidized)	1	1	2	0	0	0	0	0	0	0			4
Placements at WEX Worksite	1	1	2	0	0	0	0	0	2	0			6

Trade Adjustment Assistance Engagement

There were no Trade Adjustment Act (TAA) participants in Region 5 for the month of April 2023.

Incident Reporting

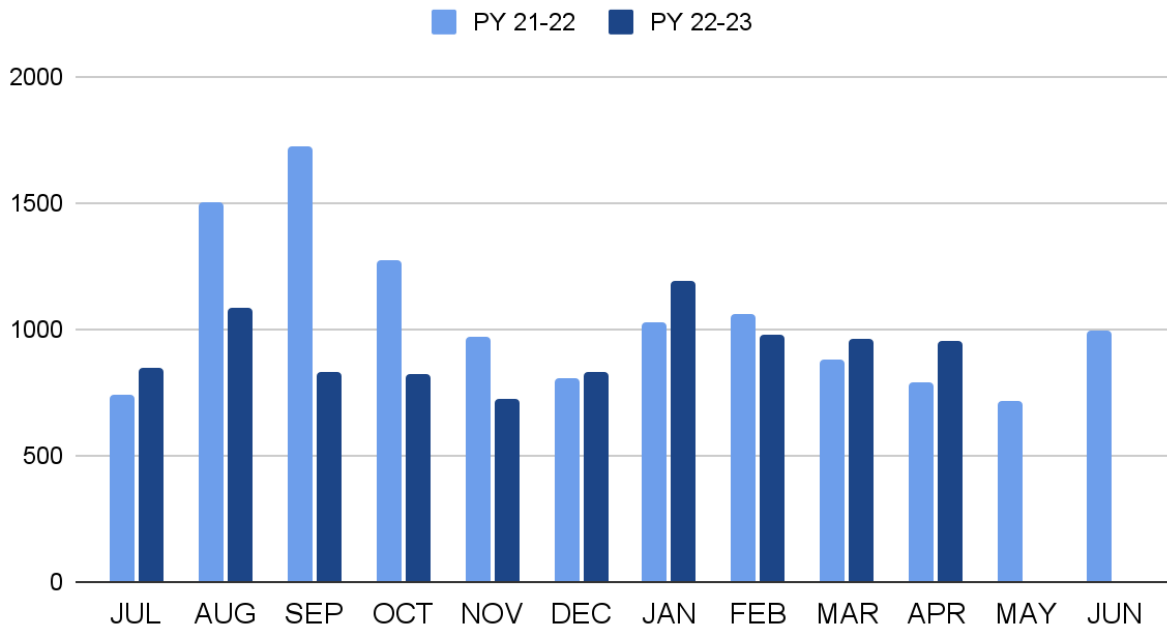
No incidents reported in April 2023.

CAREER CENTER TRAFFIC

Traffic By Center

	2021-2022				2022-2023			
	Gadsden	Leon	Wakulla	Total	Gadsden	Leon	Wakulla	Total
JUL	40	638	65	743	130	607	113	850
AUG	83	1309	107	1499	210	746	131	1087
SEP	170	1460	95	1725	134	585	115	834
OCT	127	1045	101	1273	143	568	108	819
NOV	129	741	99	969	122	526	76	724
DEC	126	595	83	804	143	593	95	831
JAN	138	771	118	1027	208	813	167	1188
FEB	168	760	132	1060	183	687	106	976
MAR	175	589	118	882	191	671	103	965
APR	148	558	88	794	175	690	89	954
MAY	123	504	93	720				0
JUN	129	757	106	992				0
TOTAL	1556	9727	1205	12488	1639	6486	1103	9228

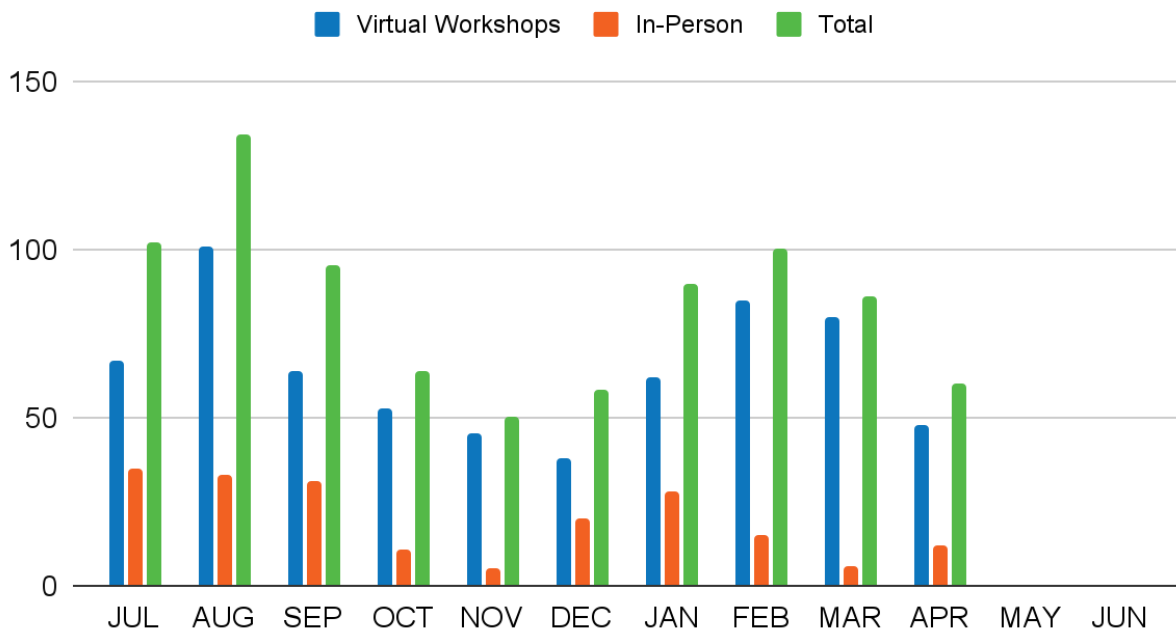
Center Traffic



Virtual Traffic Reports

	Participants		
	Virtual Workshops	In-Person	Total
JUL	67	35	102
AUG	101	33	134
SEP	64	31	95
OCT	53	11	64
NOV	45	5	50
DEC	38	20	58
JAN	62	28	90
FEB	85	15	100
MAR	80	6	86
APR	48	12	60
MAY			0
JUN			0
TOTAL	643	196	839

Virtual Resources Registrations



Leon Outreach Events	
April	
Event	# Engaged
Veteran Village 4-3	33
VA Medical Center 4-7	3
Wakulla High School - Presentations to students 4-11	117
Lively Technical College - Resume Writing Mock Interviewing 4-12	13
ACE ESOL Advanced Class -Resume Writing 4-14	16
DISC Village- Mock Interviews/Resume Writing 4-14	8
Florida Blue Wellness 4-15	12
Wakulla Correctional Institution - Reentry Seminar 4-13	55
Tallahassee Vet Legal Collaborative Amer. Legion 4-13 & 20	38
Tallahassee Veteran Pride (Kick-Off) 4-14 & Festival 4-15	29
Kearney Center 4-21	0
Veteran Homeless/StandDown SSVF 4-21	0
Second Harvest - Work Clothes 4-21	0
RISE ReEntry Services 4-21	0
City of Tally and Leon County Summer Youth Program 4-26	85
Adult & Community Education ESOL Advanced Class 4-27	12
Wakulla Correctional Institution - Vet Support Group 4-28	32
Civic Center Leon Works 4-28	75

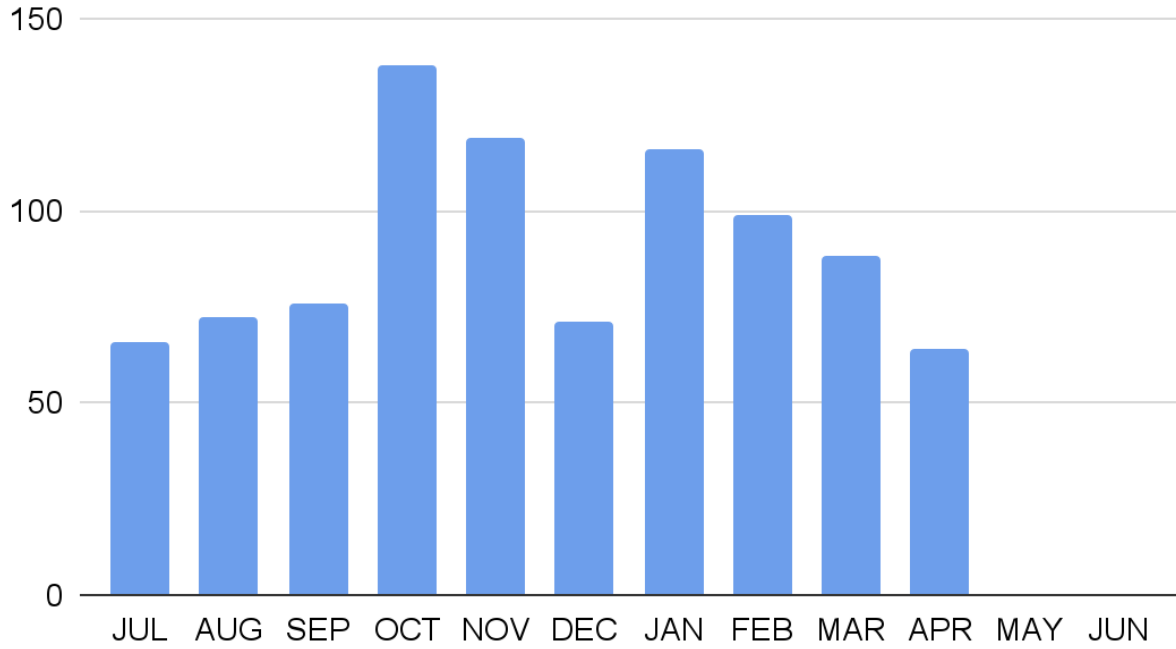
Job Matching Data

Job Matching Data for 04/01/2023-04/30/2023			
Industry Sector	JOs Assigned	Total Referrals	JO Placements
Healthcare	7	30	0
Manufacturing, Construction, Transportation & Logistics	32	32	0
IT, Professional Services, Human Services	22	208	0
Retail, Hospitality, Education and General	13	178	0
TOTAL	74	448	0

*Total referrals and placements are for all staff to include recruiters.

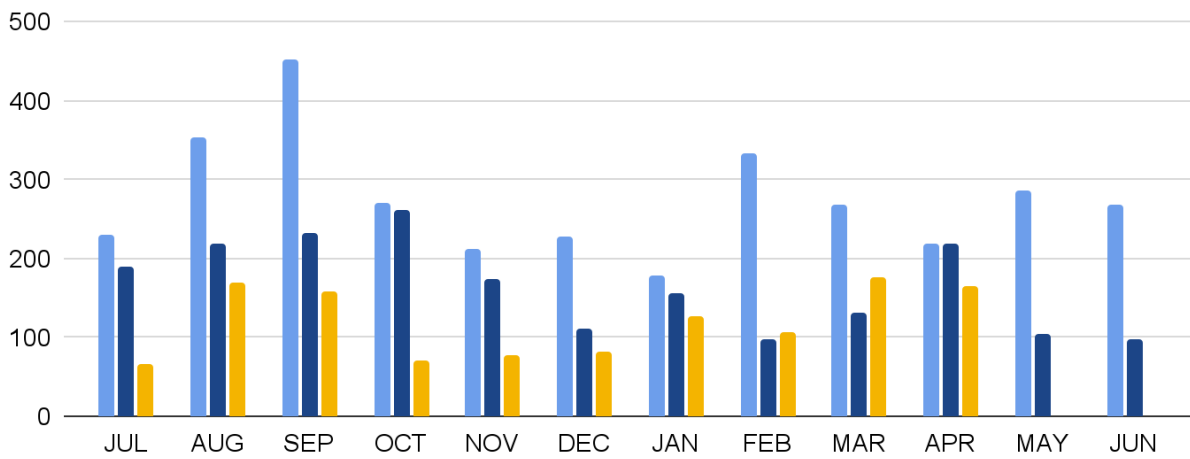
Total Staff Referrals

Staff Entered JO



Staff Referrals

■ PY 20-21 ■ PY 21-22 ■ PY 22-23



CareerSource Capital Region Monthly One-Stop Operator Report

April 2023

Contents

Net Promoter Score	1
Customer Experience Survey Comments.....	2
Center Certification.....	2
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Partner Council Membership.....	3
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Net Promoter Score

The April NPS rating dipped slightly to 93%. There was a decrease in the number of responses from 158 in March to 136 in April. The Leon office had 103 responses and had an NPS of 94%. There were 7 responses for the Wakulla office and an NPS of 100%. The Gadsden office had 26 responses, and the NPS was 85%. The OSO will continue working with the Career Center Managing Directors to develop a plan to increase the number of NPS completers. The OSO will continue to work with the Gadsden center to increase the NPS.



Customer Experience Survey Comments

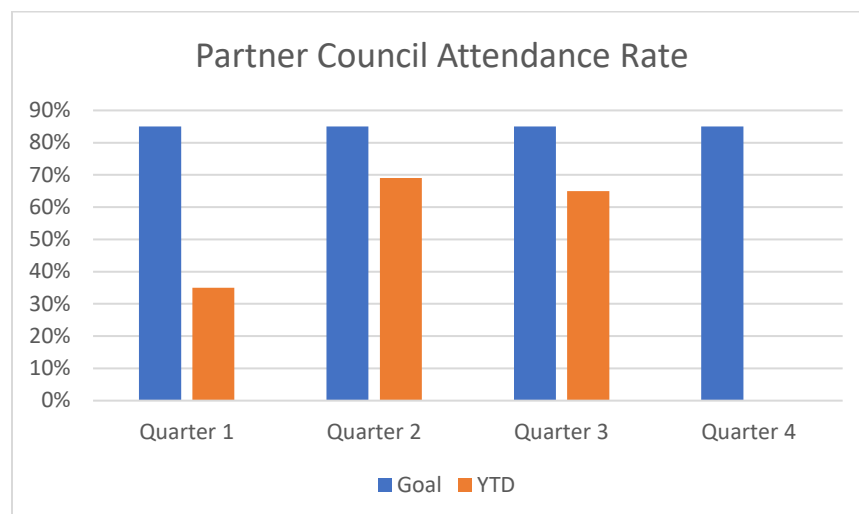
There was a total of 101 responses to survey questions. A sample of responses is included in the following table.

Center	Comment
Leon	Employees are very welcoming and nice, help you through each step and provides specific instructions
Leon	Thanks for all your assistance Ron
Leon	I have never been more helped and appreciated. I enjoyed the services and assistance was precise and time sufficient. I was given professional guidance towards my career and I was provided detailed information for employers interested in my resume & skills due to my Career Source recruiter and case manager.
Leon	Professionalism from entire staff..fast service..accurate results
Leon	The person i was helped by was very helpful and patient.
Leon	Thank you Carla for all your help. Thank you for helping me with LEAP program and filing my social security claim your kindness made my day!
Leon	Thank you for you Ms. Dixon you made my day!
Gadsden	The personal assistance and care of staff is both professional and kind.
Gadsden	She was EXTREMELY helpful with assisting me in getting my application filed
Wakulla	Mrs. Kathleen provided exceptional help with getting my Resume in top notch shape!
Wakulla	Genesis is very helpful and knowledgeable!

Center Certification

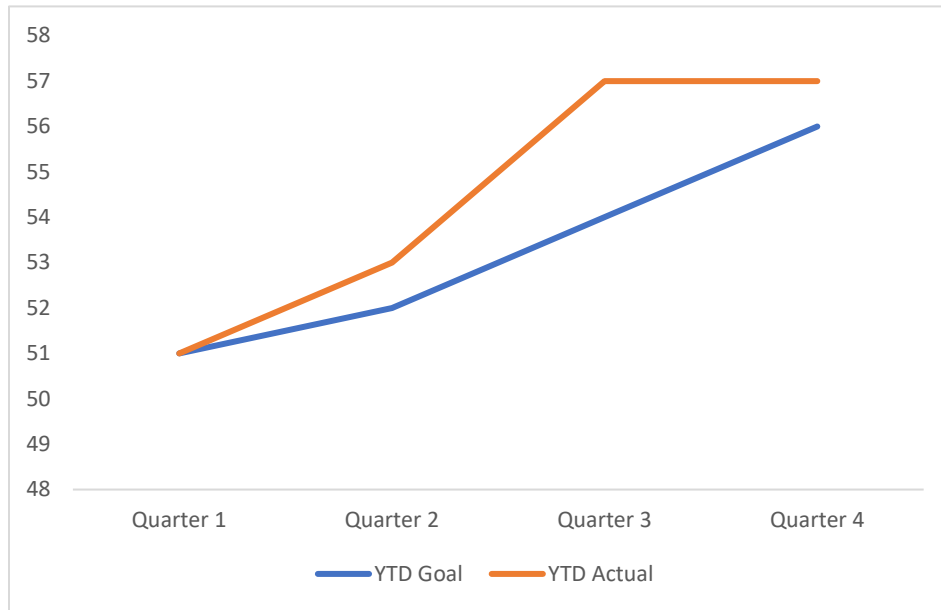
During January, a site visit was made at each center, and with the assistance of the center managers and staff, an inspection was conducted of required signage and posters. The review was made using the DEO monitoring tool. It was determined that each site is in compliance. Additional information provided for the audit included the names of all staff members that completed Tier 1 certification during 2022 and the list of people that maintained certification for 2022.

Partner Council Attendance



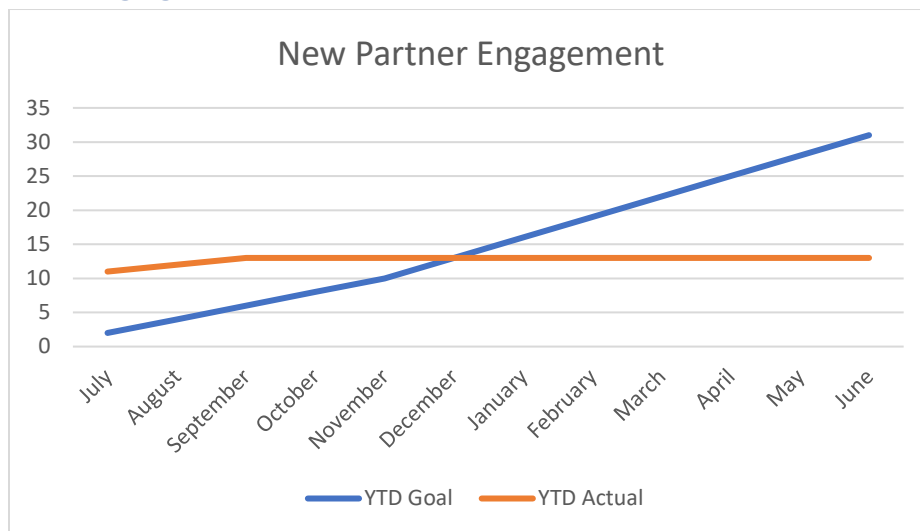
The third quarter Partner Council was held on March 10, 2023. The guest speaker was Jim McShane, CEO of CareerSource Capital Region. There were 32 partners and 5 staff in attendance. To increase attendance, each of the partners was called and reminded of the meeting. A follow-up reminder was sent the week of the meeting. The OSO will continue to fine-tune the list of partner contacts and update contact information. The next Partner Council meeting is scheduled for June 9.

Partner Council Membership



The Partner Council membership increased to 57. The goal for PY 22-23 is to increase this by 10% to 56 members.

New Partner Engagement

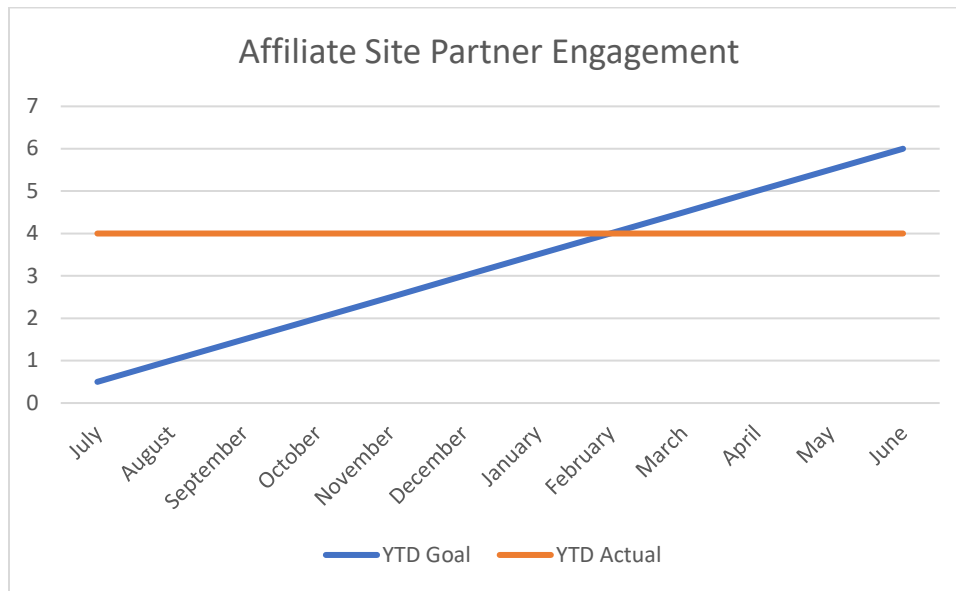


Jim McShane was emailed a MOU agreement for AMIKids for review and signature. The MOU for Lively Technical college was signed by Jim McShane. The goal for PY 22-23 is to increase the number of MOUs/MOAs in place with community partners by 15% to 31 MOUs/MOAs. During the last program year, 27 MOUs/MOAs were in place. To date, 18 are in place.

We have begun updating the following MOUs/MOAs and expect these to be signed shortly.

- FL Department of Corrections
- Division of Blind Services

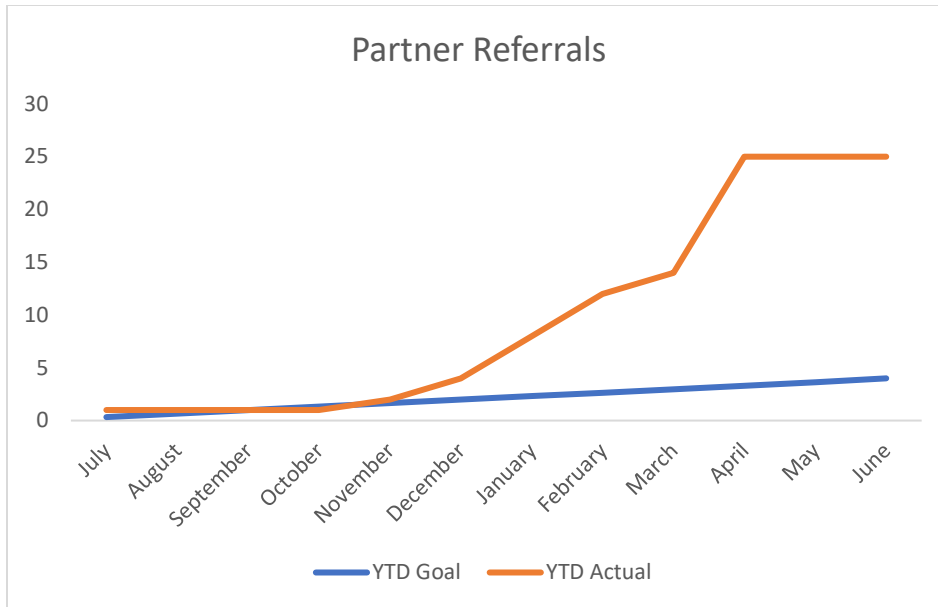
Affiliate Site Partnership Engagement



During PY 21-22, there were 4 affiliate site locations: Florida Department of Corrections, Leon County Public Libraries, and Disc Village. The affiliate site agreement for the Urban League was signed and training was scheduled for the first week in May. A meeting was held with the director of the Wakulla County Library, Robyn Hurst, and a discussion was held about the library becoming an affiliate site.

Cross-Partner Referrals

During PY 21-22, we had 4 partner referrals. The goal for PY 22-23 is to increase this by 50% to 6 referrals. To date, we have sent or received 25 referrals through the Crosswalk system.



Professional Development Training

To increase staff efficiency and effectiveness, the OSO will provide monthly professional development, which is critical. Therefore, a schedule for professional development training has been created and approved.

Bimonthly OSO Training	Topic	Presenter
October	Crosswalk Referrals	OSO
November	Emergency Preparedness	OSO
December	Partner Highlight- Good News Outreach	OSO & Good News Outreach
January	How May I Help You? Delivering Excellent Customer Service	Business Services Team
February	Mental Health Awareness/Partner Highlight	Disc Village
March	Sector Strategies	Trish
April	Partner Highlight- Ride On	OSO & Community Partner
May	Helping Participants Overcome Barriers	OSO
June	Partner Highlight- Second Harvest	OSO & Community Partner

Outreach

The goal of outreach is to provide training and support to center managers and partners, and to increase the number of MOUs and MOAs. Below are outreach efforts for the month of April:

- Held a Crosswalk training session with Keith Sutton of Vocational Rehabilitation.
- Provided Crosswalk training for the staff of the Hope Community.
- Visited Gadsden County Center and assisted Ariel with setting up a quote for the removal of junk items from the center. The quote was approved, and the pickup was scheduled for May 5.
- Visited the Wakulla County Centers and had a meeting with Jeanie Booth, Elizabeth Ventura, and Robyn Hurst to discuss making the Wakulla County Library an affiliate site.
- Held a meeting with Lamarr Kemp of the Urban League to have the affiliate site agreement signed.
- Met with Emily Hart of the Leon County Main Library and provided her with CareerSource Capital Region marketing material.
- Met with Vicki Butler at the Kearney Center to plan for the move of computers and furniture to the Kearney Center.
- Attended the Talent Innovation Summit.
- Attended the Leon Works event.
- Attended Training at the Tampa Bay Career Center.



Senior Director Report – Regional Oversight, Performance & Compliance

1. In-Demand Occupations

- a. 2023-24 Regional Demand Occupations List has been released and is now available on the CSCR website.

The occupations listed in the Regional Demand Occupations List meet the following selection criteria:

- 1) Have a Florida Department of Education training level of PSAV Certificate, College Credit Certificate/Associate Degree, or Bachelor's Degree.
- 2) Have 30 annual openings and positive growth.
- 3) Have a mean wage of \$15.81/hour and an entry wage of \$12.85/hour.
- 4) High Skill/High Wage (HSHW) Occupations: Mean Wage of \$24.77/hour and Entry Wage of \$15.81/hour

Occupations New to the 2023-2024 List (*Added to 2023-24 list due to the inclusion of Bachelor's Degree training level)

- Airline Pilots, Copilots, and Flight Engineers
- Architectural and Civil Drafters*
- Architectural and Engineering Managers
- Biological Technicians
- Bus Drivers, Transit and Intercity
- Business Teachers, Postsecondary*
- Cardiovascular Technologists and Technicians
- Clergy*
- Computer Network Architects*
- Dental Hygienists
- Diagnostic Medical Sonographers
- Drywall and Ceiling Tile Installers
- Electrical Engineers*
- Electronics Engineers, Except Computer*
- Engineers, All Other*
- Farmers, Ranchers, and Other Agricultural Managers
- Human Resources Managers*
- Industrial Engineers*
- Kindergarten Teachers, Except Special Education*
- Logisticians*
- Marketing Managers*
- Mechanical Engineers*
- Medical Equipment Repairers
- Medical Secretaries and Administrative Assistants
- Mobile Heavy Equipment Mechanics, Except Engines
- Motorboat Mechanics and Service Technicians
- Occupational Therapy Assistants
- Personal Financial Advisors*
- Pharmacy Technicians
- Physician Assistants*
- Producers and Directors*
- Rehabilitation Counselors
- Roofers
- Securities, Commodities, and Financial Services Sales Agents*
- Sheet Metal Workers
- Social and Community Service Managers
- Special Education Teachers, Kindergarten and Elementary School*

- Surveying and Mapping Technicians

- Telecommunications Line Installers and Repairers

- Transportation, Storage, and Distribution Managers

Dropped from the 2023-2024 List

- Administrative Services and Facilities Managers
- Buyers and Purchasing Agents
- Captains, Mates, and Pilots of Water Vessels
- Computer Occupations, All Other
- Database Administrators and Architects
- Educational Instruction and Library Workers, All Other
- Financial and Investment Analysts, Financial Risk

- Specialists, and Financial Specialists, All Other
- Light Truck Drivers
- Lodging Managers
- Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other
- Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other

- Project Management Specialists and Business Operations Specialists, All Other
- Real Estate Brokers
- Software Developers and Software Quality Assurance Analysts and Testers
- Tax Examiners and Collectors, and Revenue Agents
- Tutors and Teachers and Instructors, All Other
- Web Developers and Digital Interface Designers

2. Performance

- a. WIOA Indicators of Performance- As of 5/19/2023, performance for the 3rd quarter has not been released. The 3rd and 4th quarters of performance will be included in the next report.

3. Other

a. Technical Assistance Training

The Board's ROPC Department began conducting programmatic process review sessions with service provider leadership staff, to better understand how the programs are operating and provide feedback on an inefficiencies/gaps that are identified. The process review sessions that have been conducted include:

- Work Experience Process Review- 05/05/2023
- LEAP (WIOA Youth) Process Review- 05/11/2023
- WIOA Adult Process Review- 05/12/2023

Upcoming process review sessions include:

- Welfare Transition Process Review- 05/19/2023
- Wagner Peyser Re-Employment Services and Eligibility Assessment Process Review -06/02/2023
- Jobs for Veterans State Grant (JVSG) Process Review- 06/09/2023

- Supplemental Nutrition Assistance Program Process Review- 06/16/2023
- Quality/Training- TBD

**CareerSource Capital Region
BES, Events & Special Projects
March – April 202**

BES (Account Managers, LVER, Business Solutions Reps)

1. Employer Partnerships/Speaking Engagements:

- Three Professional Development Workshops
- Three external speaking engagements

2. Employer Engagement (2):

Business Solutions/LVER Solution Description	Mar/April Solutions	YTD Solutions
On-Site Visit	7	28
Provided Job Fair Services	0	27
Provided Job Order Follow-Up	27	189
Provided Mass Recruitment Services	1	5
Provided Detailed Labor Market Study	1	3
Delivered Applications/Resumes	10	29
Information Packet Provided	22	63
Provided Federal Bonding Information	9	15
Provided Workforce Dev. Training Info	1	12
Provided Tax Credit/WOTC Information	9	15
Provided Information not Otherwise Classified	42	126
Provided Other Training Service	0	1
Business Incentive Information	4	8
Employer Contact (at an outside event)	16	67
Employer Relations Committee	0	10
Employer Workshop	13	50
Entered into Recruiting Agreement	10	67
Job Development	4	12
Job Order	59	358
Job Referrals and Placements	0	26
Provided Human Resource Services	0	3
Employer Outreach Visit VET	0	2
HIRE Vets Medallion Program	4	10
Veteran Advocacy	1	2
Provided DOD Skill Bridge Information	3	9
Referred Qualified Applicants	340	1202
Total Solutions	564	2339

3. Employer Engagement (3): Approved OJT or PDTG (IWT) applications

- None

4. Employer Engagement (4): New Employers Managed

- A/R Medical Claims Recovery
- Sailormen DBA Popeye's
- Prime Technological Services
- Big Bend Hospice, Inc.
- Jubran Brothers 2 Inc.
- Project Annie
- United Partners for Human Services

5. Job Developments:

- Home Depot (2)
- Elite Business Solutions
- Academy Sports & Outdoors

6. List placements for the month.

- None

7. List of fee-for-service and/or sponsorships obtained

- Prime Technological Services Professional Development Workshop bundle
- CESC, Kearney Center Professional Development Workshop bundle

8. Other important items to note:

- Talent Innovation Summit – See Events Page

EVENTS:

1. Recap Recruitment Events:

- McDonald's 25-45 interviews requested, 15 were scheduled, attended and 3 walk-ins. One placement recorded in May.

2. Other Events: Recap other events held this month.

- Growing Forward Business Resources 40 registered, 28 employers/partners attended
- MCTL Sector Round 18 registered, 11 employers/partners attended
- Ready2EAP Enrollment Event 23 career seekers attended, at least 7 are in process for enrollment
- Talent Innovation Summit 135 registered, 117 attendees, surveys pending

3. Sponsorships/Partnerships:

- N/A

SPECIAL PROJECTS

Special Projects		
Solution Description	Month	YTD
On-Site Visit	1	1
Provided Workforce Dev. Training Info	1	1
Provided Information not Otherwise Classified	1	1
Employer Contact (at an outside event)	2	2
Entered into Recruiting Agreement	2	2
Rapid Response/Dislocated Worker Assistance	1	1
Short-Time Compensation	1	1
Total Solutions	9	9

Rapid Response Grant:

Employer Partnerships/Speaking Engagements:

- Jim Moran Institute Cohort Class
- Network After Work Tally
- Ready for wHERk

Employer Engagement

- Tallahassee Aviation Partners
- Dreams & Success Homes
- INIE
- Small Business Development Center
- FL Dept. Of Business & Professional Regulation
- Capital Area Community Action Agency
- Jubran Brothers
- Capital City Chamber

Other Items of Note

- Provided Short Time Compensation information to Capital Area Community Action Agency to see if that could help them avoid layoffs due to cuts in funding.

Apprenticeship Grant:

Employer Partnerships/Speaking Engagements:

- none

Employer Engagement: Met with the following employers to discuss RA

- Bright Ideas Transportation Services
- City of Tallahassee
- A/R Medical Claims
- Capital Medical Society Foundation
- Tallahassee Memorial Healthcare
- Big Bend Hospice
- Pearl Beauty Salon
- Manpower
- Habitat for Humanity

Career Seeker Engagement:

- All career seeker leads from Apprentice Florida website sent to Career Center Managers for outreach, six leads added to spreadsheet for follow up.

New and/or expanded PRAP/RAP (employers/training providers):

- None

Career seekers employed in PRAP/RAP:

- None

Other important Items to Note:

- Met with Lively Technical College (training provider) for possible Healthcare RAs
- Met with Learning Language (training provider) to discuss promoting OJT through RAs

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
TEN MONTHS ENDED APRIL 30, 2023
UNRESTRICTED FUNDS**

	2022-2023 APROVED BUDGET	ACTUAL	%	VARIANCE
REVENUE				
Anticipated revenue	\$36,000	\$19,837	55%	\$16,163
Total Revenue	\$36,000	\$19,837	55%	\$16,163
DIRECT COSTS:				
Food & Drinks, Special Grants, Events, Misc.	\$29,000	\$19,837	68%	\$9,163
Indirect Costs	\$6,000		0%	\$6,000
Supplies	\$1,000		0%	\$1,000
Total Direct Costs	\$36,000	\$19,837	55%	\$16,163
TOTAL PROGRAM FUNDS AVAILABLE	\$201,264			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	\$165,264			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023
CONSOLIDATED**

	2022-2023 BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	5,401,767	3,497,501	65%	(1,904,267)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees / Training	272,500	174,941	64%	(97,560)
Books & Supplies	18,500		0%	(18,500)
Uniforms	10,000	2,332	23%	(7,668)
Transportation & Incentives	20,000	(750)	-4%	(20,750)
Testing/Certifications	23,500	2,218	9%	(21,282)
Primary Services Contract - One-Stop Operations	1,940,000	1,337,573	69%	(602,427)
Primary Services Contract - Work Experience	575,000	251,584	44%	(323,416)
One-Stop Operator	83,344	54,279	65%	(29,065)
Virtual Operations	25,000	-	0%	(25,000)
CareerSource Express	12,000	4,776	40%	(7,224)
Economic Development/Industry Analysis	25,000		0%	(25,000)
Total Program	3,004,844	1,826,953	61%	(1,177,891)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	1,137,000	831,915	73%	(305,085)
Accounting & Auditing	26,000	26,000	100%	-
Advertising / Marketing	30,000	15,171	51%	(14,829)
Cell Phones / Pagers	13,000	6,954	53%	(6,046)
Conferences & Seminars	14,000	15,715	112%	1,715
Dues & Memberships	17,500	15,483	88%	(2,018)
Facility Rent	522,735	401,211	77%	(121,524)
Furniture	25,000	-	0%	(25,000)
Staff Development	18,000	5,261	29%	(12,739)
Insurance	30,000	27,935	93%	(2,065)
Legal Fees & Professional Fees	20,000	4,426	22%	(15,574)
Maintenance Contracts	22,000	15,372	70%	(6,628)
Postage	2,000	1,988	99%	(12)
Rentals	3,000	1,272	42%	(1,728)
Repairs & Maintenance	15,688	3,680	23%	(12,008)
Security	68,000	50,692	75%	(17,308)
Supplies	40,000	19,241	48%	(20,759)
Systems/Telephone	350,000	198,738	57%	(151,262)
Travel	35,000	24,762	71%	(10,238)
Utilities	8,000	4,733	59%	(3,267)
Total Allocated	2,396,923	1,670,548	70%	(726,375)
INDIRECT COST ALLOCATION	705,539	438,279	62%	(267,260)
TOTAL COSTS AND EXPENSES	5,401,767	3,497,501	65%	(1,904,267)
TOTAL PROGRAM FUNDS AVAILABLE	6,293,864			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	892,096			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

	WIOA ADULT			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	1,119,240	1,105,102	99%	(14,137)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	250,000	148,464	59%	(101,536)
Books & Supplies	7,000	-	0%	(7,000)
Uniforms	4,500	296	7%	(4,204)
Transportation	-	-	0%	-
Testing/Certification	2,836	1,061	37%	(1,776)
One-Stop Operations	375,000	501,814	134%	126,814
Work Experience	75,000	6,268	8%	(68,732)
One-Stop Operator	10,059	14,515	144%	4,456
Virtual Operations	3,017	-	0%	(3,017)
CareerSource Express	1,448	209	14%	(1,239)
Economic Development/Industry Analysis	3,017	-	0%	(3,017)
Total Program	731,879	672,627	92%	(59,252)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	66,758	103,251	155%	36,494
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	3,621	4,133	114%	512
Cell Phones / Pagers	877	980	112%	103
Conferences & Seminars	945	2,247	238%	1,303
Dues & Memberships	1,181	3,109	263%	1,928
Facility Rent	67,151	94,956	141%	27,805
Furniture	3,017	-	0%	(3,017)
Staff Development	-	538	0%	538
Insurance	2,024	4,325	214%	2,301
Legal Fees & Professional Fees	1,810	706	39%	(1,104)
Maintenance Contracts	6,473	4,825	75%	(1,648)
Postage	135	390	289%	255
Rentals	362	363	100%	1
Repairs & Maintenance	1,058	1,117	106%	58
Security	8,207	14,422	176%	6,215
Supplies	2,699	3,952	146%	1,253
Systems/Telephone	38,925	48,105	124%	9,180
Travel	1,207	2,217	184%	1,010
Utilities	2,893	1,616	56%	(1,277)
Total Allocated	209,343	291,253	139%	81,909
INDIRECT COSTS ALLOCATION	178,017	141,222	79%	(36,795)
TOTAL COSTS AND EXPENSES	1,119,240	1,105,102	99%	(14,137)
TOTAL PROGRAM FUNDS AVAILABLE	1,262,685			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	143,446			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

WIOA YOUTH				
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	1,705,670	1,153,589	68%	(552,081)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	20,000	26,477	132%	6,477
Books & Supplies	1,000		0%	(1,000)
Uniforms	1,000	2,036	204%	1,036
Transportation	-		0%	-
Testing/Certification	6,730	417	6%	(6,314)
One-stop Operations	500,000	376,440	75%	(123,560)
Work Experience	500,000	245,316	49%	(254,684)
One-Stop Operator	23,869	14,021	59%	(9,847)
Virtual Operations	7,160	-	0%	(7,160)
CareerSource Express	3,437	220	6%	(3,217)
Economic Development/Industry Analysis	7,160		0%	(7,160)
Total Program	1,070,355	664,927	62%	(405,428)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	158,401	110,360	70%	(48,041)
Accounting & Auditing	-		0%	-
Advertising / Marketing	8,592	3,967	46%	(4,625)
Cell Phones / Pagers	2,081	1,050	50%	(1,032)
Conferences & Seminars	2,241	2,292	102%	50
Dues & Memberships	2,802	4,270	152%	1,468
Facility Rent	149,159	115,429	77%	(33,730)
Furniture	7,160	-	0%	(7,160)
Staff Development	-	766	0%	766
Insurance	4,803	5,463	114%	660
Legal Fees & Professional Fees	4,296	829	19%	(3,467)
Maintenance Contracts	5,812	4,782	82%	(1,030)
Postage	320	492	154%	172
Rentals	859	377	44%	(482)
Repairs & Maintenance	2,512	1,247	50%	(1,265)
Security	19,474	13,824	71%	(5,651)
Supplies	6,404	4,125	64%	(2,279)
Systems/Telephone	92,360	52,004	56%	(40,356)
Travel	2,864	2,520	88%	(344)
Utilities	2,091	1,642	79%	(449)
Total Allocated	472,229	325,436	69%	(146,792)
INDIRECT COSTS ALLOCATION	163,086	163,225	100%	139
TOTAL COSTS AND EXPENSES	1,705,670	1,153,589	68%	(552,081)
TOTAL PROGRAM FUNDS AVAILABLE	2,059,460			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	353,790			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

WIOA DISLOCATED WORKER

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	324,185	33,595	10%	(290,590)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	10,000		0%	(10,000)
Uniforms	4,000		0%	(4,000)
Transportation	-		0%	-
Testing/Certification	546	28	5%	(518)
One-stop Operations	250,000	24,068	10%	(225,932)
Work Experience	-		0%	-
One-Stop Operator	1,936	600	31%	(1,336)
Virtual Operations	581		0%	(581)
CareerSource Express	279	3	1%	(276)
Economic Development/Industry Analysis	581		0%	(581)
Total Program	267,923	24,699	9%	(243,224)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	12,850	3,051	24%	(9,799)
Accounting & Auditing	-		0%	-
Advertising / Marketing	697	65	9%	(632)
Cell Phones / Pagers	169	36	22%	(133)
Conferences & Seminars	182	95	52%	(87)
Dues & Memberships	227	36	16%	(191)
Facility Rent	11,618	860	7%	(10,759)
Furniture	581	-	0%	(581)
Staff Development	-	14	0%	14
Insurance	390	212	54%	(177)
Legal Fees & Professional Fees	348	6	2%	(342)
Maintenance Contracts	373	135	36%	(238)
Postage	26	8	29%	(18)
Rentals	70	8	12%	(61)
Repairs & Maintenance	204	56	27%	(148)
Security	1,580	519	33%	(1,060)
Supplies	519	277	53%	(243)
Systems/Telephone	7,493	1,726	23%	(5,767)
Travel	232	37	16%	(196)
Utilities	293	134	46%	(160)
Total Allocated	37,852	7,276	19%	(30,577)
INDIRECT COSTS ALLOCATION	18,410	1,621	9%	(16,789)
TOTAL COSTS AND EXPENSES	324,185	33,595	10%	(290,590)
TOTAL PROGRAM FUNDS AVAILABLE	996,362			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	672,177			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

WELFARE TRANSITION

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	1,236,490	615,180	50%	(621,309)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	2,500		0%	(2,500)
Books & Supplies	500		0%	(500)
Uniforms	500		0%	(500)
Transportation	20,000	(750)	-4%	(20,750)
Testing/Certification	5,697	275	5%	(5,422)
One-stop Operations	625,000	329,823	53%	(295,177)
Work Experience	-		0%	-
One-Stop Operator	20,203	9,503	47%	(10,701)
Virtual Operations	6,060		0%	(6,060)
CareerSource Express	2,909	81	3%	(2,828)
Economic Development/Industry Analysis	6,060		0%	(6,060)
Total Program	689,429	338,931	49%	(350,498)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	134,076	76,519	57%	(57,558)
Accounting & Auditing	-		0%	-
Advertising / Marketing	7,272	2,451	34%	(4,821)
Cell Phones / Pagers	1,762	705	40%	(1,057)
Conferences & Seminars	1,897	1,631	86%	(266)
Dues & Memberships	2,371	3,060	129%	688
Facility Rent	130,339	78,815	60%	(51,524)
Furniture	6,060	-	0%	(6,060)
Staff Development	-	552	0%	552
Insurance	4,065	3,790	93%	(275)
Legal Fees & Professional Fees	3,636	391	11%	(3,245)
Maintenance Contracts	6,976	3,874	56%	(3,102)
Postage	271	438	161%	167
Rentals	727	277	38%	(450)
Repairs & Maintenance	2,126	702	33%	(1,424)
Security	16,484	10,776	65%	(5,707)
Supplies	5,420	2,503	46%	(2,918)
Systems/Telephone	78,177	34,843	45%	(43,334)
Travel	2,424	1,671	69%	(753)
Utilities	1,931	794	41%	(1,137)
Total Allocated	406,016	223,790	55%	(182,226)
INDIRECT COSTS ALLOCATION	141,045	52,459	37%	(88,585)
TOTAL COSTS AND EXPENSES	1,236,490	615,180	50%	(621,309)
TOTAL PROGRAM FUNDS AVAILABLE	1,101,074			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(135,415)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

	SNAP			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	45,931	78,731	171%	32,800
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	109	19	17%	(90)
One-stop Operations	35,000	41,042	117%	6,042
Work Experience	-		0%	-
One-Stop Operator	387	1,111	287%	725
Virtual Operations	116		0%	(116)
CareerSource Express	56	16	29%	(39)
Economic Development/Industry Analysis	116		0%	(116)
Total Program	35,784	42,189	118%	6,405
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	2,567	8,996	350%	6,429
Accounting & Auditing	-		0%	-
Advertising / Marketing	139	335	240%	195
Cell Phones / Pagers	34	91	270%	57
Conferences & Seminars	36	169	465%	133
Dues & Memberships	45	434	955%	388
Facility Rent	2,196	11,688	532%	9,493
Furniture	116	-	0%	(116)
Staff Development	-	69	0%	69
Insurance	78	389	499%	311
Legal Fees & Professional Fees	70	51	74%	(18)
Maintenance Contracts	122	795	650%	673
Postage	5	51	988%	46
Rentals	14	46	330%	32
Repairs & Maintenance	41	150	368%	109
Security	316	1,457	462%	1,141
Supplies	104	341	329%	237
Systems/Telephone	1,497	4,273	285%	2,776
Travel	46	224	482%	177
Utilities	163	127	78%	(36)
Total Allocated	7,589	29,685	391%	22,096
INDIRECT COSTS ALLOCATION	2,559	6,857	268%	4,298
TOTAL COSTS AND EXPENSES	45,931	78,731	171%	32,800
TOTAL PROGRAM FUNDS AVAILABLE	162,094			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	116,163			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

	DVOP			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	139,419	62,813	45%	(76,606)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	1,432	90	6%	(1,342)
One-stop Operations	-		0%	-
Work Experience	-		0%	-
One-Stop Operator	5,079	3,021	59%	(2,059)
Virtual Operations	1,524		0%	(1,524)
CareerSource Express	731	41	6%	(691)
Economic Development/Industry Analysis	1,524		0%	(1,524)
Total Program	10,290	3,152	31%	(7,139)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	33,709	11,240	33%	(22,469)
Accounting & Auditing	-		0%	-
Advertising / Marketing	1,828	898	49%	(930)
Cell Phones / Pagers	443	221	50%	(222)
Conferences & Seminars	477	391	82%	(86)
Dues & Memberships	596	605	102%	9
Facility Rent	30,045	18,531	62%	(11,514)
Furniture	1,524		0%	(1,524)
Staff Development	-	112	0%	112
Insurance	1,022	914	89%	(108)
Legal Fees & Professional Fees	914	158	17%	(756)
Maintenance Contracts	-	-	0%	-
Postage	68	90	132%	22
Rentals	183	41	22%	(142)
Repairs & Maintenance	534	56	11%	(478)
Security	4,144	2,190	53%	(1,955)
Supplies	1,363	802	59%	(561)
Systems/Telephone	19,655	9,933	51%	(9,722)
Travel	609	2,385	391%	1,775
Utilities	-		0%	-
Total Allocated	97,116	48,568	50%	(48,548)
INDIRECT COSTS ALLOCATION	32,013	11,094	35%	(20,920)
TOTAL COSTS AND EXPENSES	139,419	62,813	45%	(76,606)
TOTAL PROGRAM FUNDS AVAILABLE	56,962			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(82,457)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

	EUC RES REA			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	127,909	38,512	30%	(89,397)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	290	12	4%	(278)
One-stop Operations	80,000	30,168	38%	(49,832)
Work Experience	-		0%	-
One-Stop Operator	1,029	319	31%	(710)
Virtual Operations	309		0%	(309)
CareerSource Express	148	5	4%	(143)
Economic Development/Industry Analysis	309		0%	(309)
Total Program	82,084	30,504	37%	(51,580)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	6,827	1,999	29%	(4,828)
Accounting & Auditing	-		0%	-
Advertising / Marketing	370	127	34%	(243)
Cell Phones / Pagers	90	29	33%	(60)
Conferences & Seminars	97	59	61%	(38)
Dues & Memberships	121	85	70%	(36)
Facility Rent	5,407	1,259	23%	(4,148)
Furniture	309		0%	(309)
Staff Development	-	6	0%	6
Insurance	207	78	38%	(129)
Legal Fees & Professional Fees	185	1	0%	(184)
Maintenance Contracts	198	112	56%	(87)
Postage	14	10	72%	(4)
Rentals	37	5	15%	(32)
Repairs & Maintenance	108	54	50%	(54)
Security	839	976	116%	137
Supplies	276	131	48%	(145)
Systems/Telephone	3,981	1,339	34%	(2,641)
Travel	123	49	39%	(75)
Utilities	506	133	26%	(373)
Total Allocated	19,695	6,452	33%	(13,243)
INDIRECT COSTS ALLOCATION	6,782	1,556	23%	(5,226)
TOTAL COSTS AND EXPENSES	108,561	38,512	35%	(70,049)
TOTAL PROGRAM FUNDS AVAILABLE	127,909			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	19,348			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

	LVER			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	63,871	23,601	37%	(40,270)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	815	43	5%	(772)
One-stop Operations	-		0%	-
Work Experience	-		0%	-
One-Stop Operator	2,891	1,667	58%	(1,224)
Virtual Operations	867		0%	(867)
CareerSource Express	416	23	6%	(393)
Economic Development/Industry Analysis	867		0%	(867)
Total Program	5,857	1,734	30%	(4,123)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	19,186	6,021	31%	(13,165)
Accounting & Auditing	-		0%	-
Advertising / Marketing	1,041	386	37%	(655)
Cell Phones / Pagers	252	115	45%	(137)
Conferences & Seminars	271	200	74%	(72)
Dues & Memberships	339	333	98%	(6)
Facility Rent	1,620	955	59%	(665)
Furniture	867		0%	(867)
Staff Development	-	65	0%	65
Insurance	582	462	79%	(120)
Legal Fees & Professional Fees	520	79	15%	(442)
Maintenance Contracts	-		0%	-
Postage	39	9	24%	(30)
Rentals	104		0%	(104)
Repairs & Maintenance	304	1	0%	(303)
Security	2,359		0%	(2,359)
Supplies	776	391	50%	(384)
Systems/Telephone	11,187	4,986	45%	(6,201)
Travel	347	2,199	634%	1,852
Utilities	-		0%	-
Total Allocated	39,793	16,200	41%	(23,594)
INDIRECT COSTS ALLOCATION	18,221	5,668	31%	(12,553)
TOTAL COSTS AND EXPENSES	63,871	23,601	37%	(40,270)
TOTAL PROGRAM FUNDS AVAILABLE	38,197			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(25,673)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

WAGNER PEYSER

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	372,988	190,339	51%	(182,649)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	3,513	217	6%	(3,296)
One-stop Operations	30,000	30,541	102%	541
Work Experience	-		0%	-
One-Stop Operator	12,458	7,423	60%	(5,035)
Virtual Operations	3,737		0%	(3,737)
CareerSource Express	1,794	107	6%	(1,687)
Economic Development/Industry Analysis	3,737		0%	(3,737)
Total Program	55,238	38,287	69%	(16,951)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	82,676	31,131	38%	(51,545)
Accounting & Auditing	-		0%	-
Advertising / Marketing	4,484	2,298	51%	(2,187)
Cell Phones / Pagers	1,086	506	47%	(580)
Conferences & Seminars	1,170	881	75%	(289)
Dues & Memberships	1,462	1,661	114%	199
Facility Rent	74,105	48,612	66%	(25,493)
Furniture	3,737	-	0%	(3,737)
Staff Development	-	357	0%	357
Insurance	2,507	2,800	112%	293
Legal Fees & Professional Fees	2,242	371	17%	(1,871)
Maintenance Contracts	317	824	260%	507
Postage	167	145	87%	(22)
Rentals	448	152	34%	(297)
Repairs & Maintenance	1,311	265	20%	(1,046)
Security	10,165	6,436	63%	(3,729)
Supplies	3,342	1,898	57%	(1,444)
Systems/Telephone	48,207	24,474	51%	(23,732)
Travel	1,495	951	64%	(544)
Utilities	124	259	210%	135
Total Allocated	239,045	124,022	52%	(115,024)
INDIRECT COSTS ALLOCATION	78,704	28,029	36%	(50,674)
TOTAL COSTS AND EXPENSES	372,988	190,339	51%	(182,649)
TOTAL PROGRAM FUNDS AVAILABLE	223,637			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(149,351)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

REFUGEE HOUSE

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	9,107	-	0%	(9,107)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	42		0%	(42)
One-stop Operations	5,000		0%	(5,000)
Work Experience	-		0%	-
One-Stop Operator	150		0%	(150)
Virtual Operations	45		0%	(45)
CareerSource Express	22		0%	(22)
Economic Development/Industry Analysis	45		0%	(45)
Total Program	5,303	-	0%	(5,303)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	993		0%	(993)
Accounting & Auditing	-		0%	-
Advertising / Marketing	54		0%	(54)
Cell Phones / Pagers	13		0%	(13)
Conferences & Seminars	14		0%	(14)
Dues & Memberships	18		0%	(18)
Facility Rent	885		0%	(885)
Furniture	45		0%	(45)
Staff Development	-		0%	-
Insurance	30		0%	(30)
Legal Fees & Professional Fees	27		0%	(27)
Maintenance Contracts	-		0%	-
Postage	2		0%	(2)
Rentals	5		0%	(5)
Repairs & Maintenance	16		0%	(16)
Security	122		0%	(122)
Supplies	40		0%	(40)
Systems/Telephone	579		0%	(579)
Travel	18		0%	(18)
Utilities	-		0%	-
Total Allocated	2,861	-	0%	(2,861)
INDIRECT COSTS ALLOCATION	943		0%	(943)
TOTAL COSTS AND EXPENSES	9,107	-	0%	(9,107)
TOTAL PROGRAM FUNDS AVAILABLE	9,000			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(107)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

Wagner Peyser Rapid Response

	<u>ANNUAL BUDGET</u>	<u>ACTUAL</u>	<u>%</u>	<u>VARIANCE</u>
PROGRAM REVENUE	131,020	82,981	63%	(48,040)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	855	42	5%	(812)
One-stop Operations	-		0%	-
Work Experience	-		0%	-
One-Stop Operator	3,032	1,645		
Virtual Operations	909		0%	(909)
CareerSource Express	437	23	5%	(414)
Economic Development/Industry Analysis	909		0%	(909)
Emerging Initiative - FL/GA Workforce Alliance	-		0%	-
Total Program	6,142	1,710	28%	(4,431)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	65,119	50,638	78%	(14,481)
Accounting & Auditing	-		0%	-
Advertising / Marketing	1,091	376	34%	(715)
Cell Phones and Pagers	264	113	43%	(151)
Conferences and Seminars	285	282	99%	(2)
Dues & Memberships	356	423	119%	67
Facility Rent	1,699	960	56%	(739)
Furniture and Equipment	909		0%	(909)
Staff Development	-	66	0%	66
Insurance	610	459	75%	(151)
Legal Fees & Professional Fees	546	79	14%	(467)
Maintenance Contracts	-		0%	-
Postage	41	9	21%	(32)
Rentals	109		0%	(109)
Repairs & Maintenance	319	1	0%	(318)
Security	2,474		0%	(2,474)
Supplies	813	694	85%	(119)
Systems/Telephone	11,731	4,977	42%	(6,754)
Travel	364	1,019	280%	656
Utilities	-		0%	-
Total Allocated	86,729	60,097	9	(26,633)
INDIRECT COSTS ALLOCATION	38,149	21,173	56%	(16,976)
TOTAL COSTS AND EXPENSES	131,020	82,981	63%	(48,040)
TOTAL PROGRAM FUNDS AVAILABLE	105,225			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL	(25,795)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

Apprenticeship Navigator

	<u>ANNUAL BUDGET</u>	<u>ACTUAL</u>	<u>%</u>	<u>VARIANCE</u>
PROGRAM REVENUE	64,872	21,202	33%	(43,669)
			0%	-
DIRECT PROGRAM COSTS:			0%	-
			0%	-
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	283	14	5%	(269)
One-stop Operations	-	349	0%	349
Work Experience	-		0%	-
One-Stop Operator	1,004	349	35%	(654)
Virtual Operations	301		0%	(301)
CareerSource Express	145	1	1%	(143)
Economic Development/Industry Analysis	301		0%	(301)
Total Program	2,034	714	35%	(1,320)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	36,662	13,948	38%	(22,714)
Accounting & Auditing	-		0%	-
Advertising / Marketing	361	95	26%	(266)
Cell Phones and Pagers	88	26	30%	(61)
Conferences and Seminars	94	62	66%	(32)
Dues & Memberships	118	28	24%	(90)
Facility Rent	562	132	24%	(430)
Furniture and Equipment	301		0%	(301)
Staff Development	-	6	0%	6
Insurance	202	114	56%	(88)
Legal Fees & Professional Fees	181	1	0%	(180)
Maintenance Contracts	-		0%	-
Postage	13	4	31%	(9)
Rentals	36		0%	(36)
Repairs & Maintenance	106		0%	(106)
Security	819	8	1%	(811)
Supplies	269	71	26%	(198)
Systems/Telephone	3,884	1,011	26%	(2,874)
Travel	120	101	84%	(19)
Utilities	-		0%	-
Total Allocated	43,817	15,606	4	(28,211)
INDIRECT COSTS ALLOCATION	19,021	4,882	26%	(14,139)
TOTAL COSTS AND EXPENSES	64,872	21,202	33%	(43,669)
TOTAL PROGRAM FUNDS AVAILABLE	62,500			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL	(2,372)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

ARES Re-Entry				
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	80,415	5,735	7%	(74,680)
			0%	-
DIRECT PROGRAM COSTS:			0%	-
			0%	-
Participant Tuition & Fees	-		0%	-
Books & Supplies	-		0%	-
Uniforms	-		0%	-
Transportation	-		0%	-
Testing/Certification	352	1	0%	(350)
One-stop Operations	40,000	3,676	9%	(36,324)
Work Experience	-		0%	-
One-Stop Operator	1,247	104	8%	(1,143)
Virtual Operations	374		0%	(374)
CareerSource Express	180		0%	(180)
Economic Development/Industry Analysis	374		0%	(374)
Total Program	42,526	3,781	9%	(38,745)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	8,275	669	8%	(7,607)
Accounting & Auditing	-		0%	-
Advertising / Marketing	449	41	9%	(408)
Cell Phones and Pagers	109	6	6%	(102)
Conferences and Seminars	117	16	13%	(101)
Dues & Memberships	146	23	16%	(123)
Facility Rent	11,105	246	2%	(10,859)
Furniture and Equipment	374		0%	(374)
Staff Development	-	1	0%	1
Insurance	251	21	8%	(230)
Legal Fees & Professional Fees	224	0	0%	(224)
Maintenance Contracts	1,728	26	2%	(1,702)
Postage	17	2	10%	(15)
Rentals	45	2	3%	(43)
Repairs & Maintenance	131	5	4%	(127)
Security	1,017	84	8%	(934)
Supplies	335	4	1%	(330)
Systems/Telephone	4,825	269	6%	(4,556)
Travel	150	18	12%	(132)
Utilities	-	29	0%	29
Total Allocated	29,298	1,461	1	(27,837)
INDIRECT COSTS ALLOCATION	8,590	492	6%	(8,098)
TOTAL COSTS AND EXPENSES	80,415	5,735	7%	(74,680)
TOTAL PROGRAM FUNDS AVAILABLE	88,758			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL	8,343			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2023**

INDIRECT COSTS

	<u>ANNUAL BUDGET</u>	<u>ACTUAL</u>	<u>%</u>	<u>VARIANCE</u>
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	508,901	413,199	81%	(95,702)
Accounting & Auditing	26,000	26,000	100%	-
Advertising / Marketing	-	-	0%	-
Cell Phones / Pagers	5,733	3,077	54%	(2,656)
Conferences & Seminars	6,174	7,260	118%	1,086
Dues & Memberships	7,718	1,416	18%	(6,302)
Facility Rent	36,843	28,767	78%	(8,076)
Furniture	-	-	0%	-
Staff Development	18,000	2,707	15%	(15,293)
Insurance	13,230	12,909	98%	(321)
Legal Fees & Professional Fees	5,000	1,754	35%	(3,247)
Workforce Express	-	48	0%	48
Postage	882	341	39%	(541)
Rentals	-	-	0%	-
Repairs & Maintenance	6,918	26	0%	(6,892)
Security	-	-	0%	-
Supplies	17,640	4,052	23%	(13,588)
Systems/Telephone	27,500	8,800	32%	(18,700)
Travel	25,000	11,373	45%	(13,627)
Utilities	-	-	0%	(25,000)
Total Allocated	705,539	521,728	74%	183,810
TOTAL COSTS AND EXPENSES	705,539	521,728	74%	(183,810)