



College of Central Florida  
Enterprise Center, Building 42  
3003 SW College Rd, Suite 206  
Ocala, FL 34474

**Executive Committee Meeting  
AGENDA**

**Monday, April 10, 2023 – 11:30 a.m.**

**Join Zoom Meeting: <https://us02web.zoom.us/j/85771633186>**

**Phone No: 1-646-558-8656 (EST) Meeting ID: 857 7163 3186**

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Call to Order  
Roll Call  
Approval of Minutes, March 1, 2023  
Pages 2 - 46  
B. Whiteman  
C. Schnettler  
B. Whiteman

**DISCUSSION ITEMS**

State Update  
Workforce Issues that are Important to our Community  
R. Skinner  
R. Skinner

**PUBLIC COMMENT**

**ACTION ITEMS**

Area Recertification  
Direct Service Provider Extension  
Pages 47 - 49  
Pages 50 - 59  
D. French  
C. Weaver

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**

**OUR VISION STATEMENT**

*To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.*



**CAREERSOURCE CITRUS LEVY MARION  
Executive Committee**

**MINUTES**

DATE: March 1, 2023  
PLACE: College of Central Florida, Enterprise Center  
TIME: 9:30 a.m.

**MEMBERS PRESENT**

Albert Jones  
Brandon Whiteman  
Carl Flanagan  
Charles Harris  
Fred Morgan  
Pete Beasley

**MEMBERS ABSENT**

Jeff Chang  
Kimberly Baxley

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM  
Cathy Galica, CSCLM

Cira Schnettler, CSCLM  
Bob Stermer, Board Attorney  
Richard Powell, Powell and Jones

**CALL TO ORDER**

The meeting was called to order by Brandon Whiteman, Chair, at 9:30 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the November 30, 2022, meeting. Charles Harris seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State/Local Update**

Rusty Skinner provided the following update:

- The alignment proposals were presented at the CareerSource Florida board meeting by the State’s consultant. The CareerSource Florida board approved the realignment proposal that had minimal impact on the regions, which reduced from 24 boards to 21 boards. Our region will not be affected. Rusty Skinner praised the hired lobbyist firm for their efforts. The State’s consultant also noted other recommendations in their report for creating efficiencies and improvements for the entire workforce system.

Financial Audit Report

Richard Powell reviewed the audit report that is attached to these minutes. He noted there were no findings or areas of concern. This item will be provided in the board meeting packet and will be voted on at the upcoming board meeting.

Workforce Issues that are Important to our Community

None

**PUBLIC COMMENT**

None

**ACTION ITEMS**

OPS-26

Fred Morgan made a motion to approve the WIOA Eligibility Services Information Policy (OPS-26). Al Jones seconded the motion.

Provider Approvals

Fred Morgan made a motion to approve FleetForce Driving School as a training provided and to add the CDL program in partnership with CF to the ATOL. Pete Beasley seconded the motion. Motion carried.

Budget Updates

Dale French explained that there were no areas of concern, but there were a few changes to the budget. The budget underwent a mid-year review. Some funds were recategorized. A grant was received from United Healthcare Community Foundation to support the Eckerd youth program. The updated budget reflects the addition of those funds. Charles Harris made a motion to approve the amended budget Al Jones seconded the motion. Motion carried.

One Stop Operator ITN

Dale French explained that at the September 7, 2022, board meeting the Board approved the cancelation of the contract with the previous One Stop Operator. The State then approved a postponement of procuring a new One Stop Operator until the Spring 2023 due to the tentative realignment recommendations. We are now seeking approval to move ahead with an Invitation to Negotiate for One Stop Operator services, so that there is enough time for final approval at the June board meeting. Carl Flanagan made a motion to approve the release of the One Stop Operator ITN. Pete Beasley seconded the motion. Motion carried.

**PROJECT UPDATES**

**MATTERS FROM THE FLOOR**

None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:25 a.m.

**APPROVED:** \_\_\_\_\_

**CITRUS, LEVY, MARION REGIONAL  
WORKFORCE DEVELOPMENT BOARD, INC.**

**D/B/A CAREERSOURCE  
CITRUS LEVY MARION**

**Financial Statements, Supplemental  
Information and Independent  
Auditors' Reports**

**For the Fiscal Year Ended June 30, 2022**

**CITRUS, LEVY, MARION REGIONAL  
WORKFORCE DEVELOPMENT BOARD, INC.**

**D/B/A CAREERSOURCE  
CITRUS LEVY MARION**

**Financial Statements, Supplemental  
Information and Independent  
Auditors' Reports**

**For the Fiscal Year Ended June 30, 2022**

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**Powell & Jones**  
Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors

Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion

### Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the

aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion 's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion 's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion 's basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Change In Accounting Principle**

As discussed in Note 14 to the financial statements, in 2022 the Organization adopted new accounting guidance, GASBS No. 87, Leases. Our opinions are not modified with respect to this matter.



**POWELL & JONES**  
Certified Public Accounts  
Lake City, Florida  
November 25, 2022



**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**June 30, 2022**

This discussion and analysis of the financial performance of Citrus, Levy, Marion Regional Workforce Development Board, Inc. (the Board) provides an overview of financial activities for the fiscal year ended June 30, 2022. Please read it in conjunction with the financial statements which follow this section.

**FINANCIAL HIGHLIGHTS**

The following are various financial highlights:

- Overall net position increased by \$49,047.
- Unrestricted net position at June 30, 2022, was \$(30,296).
- The Board incurred total expenses for the year of about \$6,518,838, compared to revenues of approximately \$6,567,885.

**OVERVIEW OF THE BASIC FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Board's basic financial statements. These basic statements consist of government-wide financial statements, fund financial statements and notes to the financial statements. The government-wide financial statements present an overall picture of the Organization's financial position and results of operations. The fund financial statements present financial information for the General Fund of the Organization. The notes to the financial statements provide additional information concerning the Organization's finances that are not disclosed in the government-wide or fund financial statements.

**Government-Wide Financial Statements and Governmental Fund Financial Statements** - All of the activities of the Organization are considered to be governmental activities. The Organization has no business-type activities, which are generally financed in whole or in part by fees charged to external parties for goods or services.

The *government-wide financial statements* provide both long-term and short-term information about the overall financial status of the Organization. These statements use a format similar to a private sector business and are presented on the accrual basis. They include a statement of net position and a statement of activities.

The first financial statement is the *Statement of Net Position*. This government-wide financial statement includes long-term information such as capital assets and long-term liabilities, if any. The amounts in this statement are accounted for using the accrual basis of accounting. Accrual accounting is similar to the accounting used by most private-sector companies. All of the current year revenues and expenses are recorded, regardless of when cash is received or paid. Net position, the difference between these assets and liabilities, is a useful way to measure the financial health of the Organization.

The second financial statement is the *Statement of Activities*. This statement includes all of the revenues and expenses of the Organization and reconciles beginning and ending net position.

- This government-wide financial statement includes all of the current year revenues and expenses, regardless of when cash is received or paid. The amounts in this statement are accounted for using the accrual basis of accounting as discussed above. Over time, the increases or decreases in net position are useful indicators of whether the financial health of the Organization is improving or deteriorating. However, other non-financial factors, such as changes in population and in federal funding, must also be considered when assessing the overall health of the Board.

The *governmental fund financial statements* provide information on the current assets and liabilities of the General Fund, changes in current financial resources (revenues and expenditures) and current available resources.

- The *General Fund Balance Sheet* focuses on events that produce near-term inflows and outflows of spendable resources as well as on the balances of spendable resources available at the end of the year. The amounts are accounted for using modified accrual accounting. Modified accrual accounting focuses on available cash and other financial assets that can readily be converted to cash. This provides a shorter-term view of the governmental fund's financial position.
- The *General Fund Statement of Revenues, Expenditures and Changes in Fund Balance* focuses on events that produce near-term inflows and outflows of spendable resources, as well as on the balances of spendable resources available at the end of the year. These amounts are accounted for using modified accrual accounting, as discussed above.

## CONDENSED FINANCIAL INFORMATION

The following tables present condensed, government-wide current year and prior year data about net position and changes in net position:

<b>Net Position</b>	<b>2022 Governmental Activities</b>	<b>2021 Governmental Activities</b>
<b>Assets:</b>		
Non-capital assets	\$ 1,401,181	\$ 1,447,279
Depreciable capital assets, net	325,462	6,319
<b>Total assets</b>	<b>1,726,643</b>	<b>1,453,598</b>
<b>Liabilities:</b>		
Current liabilities	846,605	593,771
Non-current liabilities	589,447	405,138
<b>Total liabilities</b>	<b>1,436,052</b>	<b>998,909</b>
<b>Net assets:</b>		
Net investment in capital assets	320,887	6,319
Unrestricted	(30,296)	448,370
<b>Total net position</b>	<b>\$ 290,591</b>	<b>\$ 454,689</b>

<b>Change in Net Position</b>	<b>2022 Governmental Activities</b>	<b>2021 Governmental Activities</b>
General revenues:		
Governmental grants and contributions	\$ 6,465,022	\$ 7,406,896
Other revenues	102,863	102,239
Total revenues	<u>6,567,885</u>	<u>7,509,135</u>
Program expenses:		
Administration and general	701,896	859,471
Client services:		
Direct and contract provided	5,611,092	6,407,156
Depreciation and amortization	205,850	1,775
Total expenses	<u>6,518,838</u>	<u>7,268,402</u>
Change in net position	49,047	240,733
Prior period adjustment	(213,145)	-
Beginning net position	454,689	213,956
Ending net position	<u>\$ 290,591</u>	<u>\$ 454,689</u>

## OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS

### Governmental Activities

The governmental activities generated program income of \$102,634, interest income of \$229 and grant and contractual revenue of \$6,465,022. The Organization incurred \$6,518,838 of program expenses. This resulted in an increase in net position of \$49,047.

### General Fund

The fund balance of the General Fund has increased by \$1,015, from \$853,508 to \$854,523. This change is due to budgetary management and the fact that almost all of the operations of the Organization are funded by grantors. There is an assignment of fund balance for an accrued leave liability of \$381,684 and a non-spendable balance of \$57,371 for prepaid expenses and deposits. Unassigned fund balance was \$415,468.

### BUDGETARY HIGHLIGHTS

**General Fund** The original budget was based on funding projections and included all funds expected to be available. During the year the budget is amended as funding commitments are received. Finally, the final budget is adjusted for estimates of amounts to be carried forward to subsequent years. The budget for the 2022 fiscal year was increased by \$318,490. Budgeted expenditures exceeded actual by \$94,165.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

The Organization had no significant capital asset activity for the fiscal year ended June 30, 2022. Please refer to a note to the accompanying financial statements entitled *Capital Assets and Depreciation* for more detailed information about the Organization's capital asset activity.

**Debt Administration**

The Organization's long-term debt includes an accrual for compensated absences and leases payable. In the 2022 fiscal year, the Organization implemented GASB Statement 87 Leases. The statement requires the recognition of a right to use rental properties and a corresponding lease liability. A summary of additions and deletions to long-term debt follows:

	Balance July 1, 2021	Prior Period Adjustment	Additions	Deletions	Balance June 30, 2022
Compensated absences	\$ 405,150	\$ -	\$ -	\$ (23,510)	\$ 381,640
Lease liability	-	738,136	-	(230,426)	507,710
	<u>\$ 405,150</u>	<u>\$ 738,136</u>	<u>\$ -</u>	<u>\$ (253,936)</u>	<u>\$ 889,350</u>

Please refer to note 14 to the accompanying financial statements entitled “Prior period adjustment” for more detailed information about the implementation of the new lease standard and the related prior period adjustment.

**ECONOMIC FACTORS**

The Organization currently is not aware of any conditions that are expected to have a significant effect on the Organization's financial position or results of operations.

**CONTACTING FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the finances of the Organization and to show accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Susan Heller, Vice President of Finance, Citrus, Levy, Marion Regional Workforce Development Board, Inc., 3003 SW College Road, Suite 107, Ocala, FL 34474.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**STATEMENT OF NET POSITION**

**JUNE 30, 2022**

<b>Assets:</b>	
Cash	\$ 866,862
Grants Receivable	471,529
Accounts and Contracts Receivable	5,419
Prepaid Expenses	50,385
Deposits	6,986
Depreciable Capital Assets, Net of Depreciation	4,575
Right to Use Leased Property net of Amortization	320,887
<b>Total Assets</b>	<b><u>\$ 1,726,643</u></b>
<b>Liabilities:</b>	
<b>Current</b>	
Accounts Payable and Accrued Expenses	\$ 226,816
Unearned Revenue	319,842
Accrued Compensated Absences	57,253
Current Portion Lease Liability	242,694
<b>Total Current Liabilities</b>	<b><u>846,605</u></b>
<b>Long-term</b>	
Accrued Compensated Absences	324,431
Leases payable	265,016
	<u>589,447</u>
<b>Total Liabilities</b>	<b><u>1,436,052</u></b>
<b>Net Position:</b>	
Net Investment in Capital Assets	(182,248)
Unrestricted	472,839
<b>Total Net Position</b>	<b><u>\$ 290,591</u></b>

See notes to financial statements.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**STATEMENT OF ACTIVITIES**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Functions/Programs	Program Expenses		Program Revenue		Net (Expenses) Revenue
	Direct	Indirect	Operating Grants and Contributions	Capital Grants and Contributions	and Changes in Net Position Governmental Activities
Governmental activities:					
Economic environment					
Jobs training and placement	\$ 5,816,942	\$ 701,896	\$ 6,465,022	\$ -	\$ (53,816)
Total governmental activities	<u>\$ 5,816,942</u>	<u>\$ 701,896</u>	<u>\$ 6,465,022</u>	<u>\$ -</u>	<u>\$ (53,816)</u>
				General revenue:	
				Interest	229
				Other	102,634
				Total general revenue	<u>102,863</u>
				Changes in net position	49,047
				Prior period adjustment	(213,145)
				Net position, beginning of year	454,689
				Net position, end of year	<u>\$ 290,591</u>

See notes to financial statements.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**GOVERNMENTAL FUND  
BALANCE SHEET  
JUNE 30, 2022**

	<u>General Fund</u>
<b>Assets:</b>	
Cash	\$ 866,862
Grants Receivable	471,529
Accounts and Contracts Receivable	5,419
Prepaid Expenses	50,385
Deposits	6,986
<b>Total Assets</b>	<u><u>\$1,401,181</u></u>
<b>Liabilities:</b>	
Accounts Payable and Accrued Expenses	\$ 226,816
Unearned Revenue	319,842
<b>Total Liabilities</b>	<u>546,658</u>
<b>Fund Balance:</b>	
Non-spendable - Deposits and Prepaid Expenses	57,371
Assigned - Compensated Absences	381,684
Unassigned	415,468
<b>Total Fund Balance</b>	<u>854,523</u>
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	325,462
Long-term liabilities are not due and payable in the current period and , therefore, are not reported in the funds.	(889,394)
<b>Net position of governmental activities</b>	<u><u>\$ 290,591</u></u>

See notes to financial statements.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**GOVERNMENTAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	General Fund
<b>Revenues:</b>	
Grants and contributions	\$ 6,465,022
Other Income	102,634
Interest Income	229
<b>Total Revenues</b>	<b>6,567,885</b>
<b>Expenditures:</b>	
<b>Indirect:</b>	
<b>Administrative</b>	
Personnel services	490,233
Operating expenses	59,457
	<b>549,690</b>
<b>General</b>	
Personnel services	96,749
Operating expenses	55,457
	<b>152,206</b>
<b>Client Services:</b>	
<b>Training:</b>	
Operating expenses	614,162
	<b>614,162</b>
<b>Operating:</b>	
Personnel services	1,130,112
Operating expenses	724,029
	<b>1,854,141</b>
<b>Program support</b>	
Personnel services	2,223,580
Operating expenses	922,070
	<b>3,145,650</b>
<b>Debt service</b>	
Principal	230,426
Interest	20,595
	<b>251,021</b>
<b>Total Expenses/Expenditures</b>	<b>6,566,870</b>
<b>Total Change in Fund Balance</b>	<b>1,015</b>
<b>Fund Balance, July 1, 2021</b>	<b>853,508</b>
<b>Fund Balance, June 30, 2022</b>	<b>\$ 854,523</b>

See notes to financial statements.



**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE OF THE GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Amounts reported for governmental activities are different because:

Net change in fund balance - governmental fund	\$	1,015
The governmental fund reports capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.		(205,850)
Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds. This amount represents the decrease in accrued compensated absences for the current period.		23,456
Principal payments on long-term leases are not expended in the statement of activities		230,426
Change in net position of governmental activities	<u>\$</u>	<u>49,047</u>

See Notes to Financial Statements.

**CITRUS, LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2022**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Financial Reporting Entity**

Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion (the Organization) was incorporated as a nonprofit Organization on June 17, 1996; under the provisions of the Florida Not-For-Profit Organization Act set forth in Chapter 617, Florida Statutes. The Organization exists as a result of the passage of the Workforce Florida Act of 1996, as subsequently amended, and the Inter-local Agreement establishing the Citrus, Levy, Marion Workforce Development Consortium. The Organization has been determined to be a special district within the meaning of the Uniform Special District Accountability Act of the laws of the State of Florida. The Organization is a special-purpose government.

The purpose of the Organization is to fulfill those duties and responsibilities provided for by the Workforce Innovation and Opportunity Act, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Balanced Budget Act of 1997 and the Workforce Florida Act of 1996, as amended; consistent with the provisions of job training, job placement and benefit services to the citizens of Citrus, Levy and Marion Counties, Florida.

The governing board of the Organization is the Board of Directors. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Organization (the primary government unit) and its component units. There were no entities that required inclusion as a component unit within the Organization's financial statements.

**Basis of Presentation**

The basic financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB).

**Basis of Accounting and Measurement Focus**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenditures are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available

when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Organization considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences are recorded only when payment is due.

The Organization uses the following fund type - the General Fund. This fund is the Organization's only operating fund. It is used to account for all revenues and expenditures applicable to the general operations of the Organization. The fund is charged with all costs of operations.

### **Budgets and Budgetary Process**

The Board of Directors adopts an annual operating budget, which can be amended by the Organization throughout the year. The budget is adopted using the same basis of accounting that is used to reflect actual revenues and expenditures.

### **Functional Allocation of Expenses**

The costs of providing the various programs and other activities of the Organization have been summarized on a functional basis in the Statement of Activities. Certain costs are allocated to the various programs and supporting services of the Organization based on the Cost Allocation Plan submitted to and approved by the U.S. Department of Labor. Costs that are directly related to the Organization's specific purposes have been recorded as direct expense and included as program services. Costs which are directly shared have been allocated among programs and supporting services based upon personnel activity reports or another allocation base which reflects the proportionate share of the benefits received. Indirect costs are allocated to benefiting programs based upon an indirect cost rate approved by the U.S. Department of Labor.

### **Receivables**

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. No portion of receivables has been estimated as uncollectible by the Organization. All receivables are considered fully collectible.

### **Fund Balance**

Governmental funds report separate classifications of fund balance.

**Non-Spendable.** The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

**Restricted.** The restricted fund balance is defined as having restrictions (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed.** Committed fund balance is defined as amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Organization's Board of Directors.

**Assigned.** Assigned fund balance is defined as amounts that are constrained by the Organization's Board of Directors' intent to be used for specific purposes, but are neither restricted nor committed. The Organization has given the authority to assign fund balance to the Executive Director. Assigned fund balance includes spendable fund balance amounts established by the Executive Director that are intended to be used for specific purposes that are neither considered restricted or committed. Assignment of fund balance may be (a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or (b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues. Assigned fund balance shall reflect management's intended use of resources as set forth each year by the Executive Director. Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

**Unassigned.** Unassigned fund balance is the residual classification for the general fund.

It is the policy of the Organization that they will use restricted resources to the extent that they are available, then committed resources, followed by assigned resources. Once these are consumed, the Organization will then use unassigned resources. The Organization does not have a formal policy requiring a minimum fund balance.

**Accounting Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during that reported period. Actual results could differ from those estimates.

**Property and Equipment**

Property and equipment acquired are recorded as expenditures in governmental funds and are stated at cost in the government-wide statements. Property and equipment are defined by the Organization as assets with an initial, individual cost of \$5,000 or more and an estimated useful life of more than one year. Depreciation has been recorded using the straight-line method over estimated useful lives of 3 to 20 years as follows:

<u>Assets</u>	<u>Years</u>
Office Equipment	7
Miscellaneous Equipment	20
Data Processing Equipment	3 - 15

**Pension Plan**

The provision for pension cost is recorded on an annual basis. The Organization's policy is to fund pension costs as they accrue. See Note 5.

## **Cash**

The Organization pools cash resources of its various programs to facilitate the management of cash. Cash applicable to a particular program is readily identifiable. The balance in the pooled cash accounts is held at a bank that is a member of the State of Florida pool for pledging securities against fund deposits and is available to meet current operating requirements. As a result, the Organization has no need for a policy regarding deposit custodial credit risk.

## **Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid assets are reported as “non-spendable” in the fund financial statements to indicate that prepaid amounts do not represent available expendable resources.

## **Vacation, Sick Leave, and Other Compensated Absences**

The Organization's employees are entitled to certain compensated absences based on length of employment and other factors. With minor exceptions, compensated absences either vest or accumulate and are accrued when they are earned. Compensated absences are accrued at June 30, 2022, in the amount of \$381,684. See Note 4.

## **Post Employment Healthcare Benefits**

The Organization does not provide post employment healthcare benefits except those mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The requirements established by COBRA are fully funded by employees who elect coverage under the Act, and no direct costs are incurred by the Organization.

## **Fair Value of Financial Instruments**

The following methods and assumptions were used to estimate fair value of each class of financial instruments for which it is feasible to estimate that value:

Cash, Accounts Receivable and Accounts payable – Carrying amount approximates fair value due to the short maturity of these financial instruments.

## **NOTE 2. GOVERNMENT-WIDE VS. FUND FINANCIAL STATEMENTS**

**Governmental Fund Balance Sheet to Statement of Net Position** - Amounts reported for Governmental activities in the Statement of Net Assets are different because:

**Capital assets** - Capital assets used in governmental activities are not reported in the governmental funds.

Cost of capital assets	\$	408,235
Accumulated depreciation		(403,660)
Right to use leased property		1,965,431
Accumulated amortization		(1,644,544)
	\$	<u>325,462</u>

**Long-term liabilities** - Long-term liabilities are not reported in the governmental funds.

Compensated absences	\$	<u>381,684</u>
Leases payable	\$	<u>507,710</u>

**Governmental Fund Revenues, Expenditures and Changes in Fund Balance to Statement of Activities** - Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is depreciated over their estimated useful lives.

Current year depreciation expense	\$	<u>(1,746)</u>
Current year amortization of right to use leased property	\$	<u>204,104</u>

An increase in compensated absences liability decreases net position, but has no effect on fund balance. A decrease in the lease liability decreases fund balance but has no effect on effect on net position.

Current year depreciation expense	\$	<u>(1,746)</u>
Current year amortization of right to use leased property	\$	<u>(204,104)</u>

**NOTE 3. CAPITAL ASSETS AND DEPRECIATION**

Capital asset activity for the year ended June 30, 2022, was as follows:

	Balance July 1, 2021	Prior Period Adjustment	Additions	Deletions	Balance June 30, 2022
<b>Capital assets being depreciated:</b>					
Office equipment	\$ 34,600	\$ -	\$ -	\$ (34,600)	\$ -
Miscellaneous equipment	300,672	-	-	-	300,672
Data processing equipment	107,563	-	-	(22,817)	107,563
Right to use leased property	-	1,965,431	-	-	1,965,431
<b>Total capital assets being depreciated</b>	<b>465,652</b>	<b>1,965,431</b>	<b>-</b>	<b>(57,417)</b>	<b>2,373,666</b>
<b>Accumulated depreciation:</b>					
Office equipment	34,600	-	-	(34,600)	-
Miscellaneous equipment	297,923	-	348	-	298,240
Data processing equipment	126,810	-	1,427	(22,817)	105,420
Accumulated amortization right to use leased property	-	1,440,440	204,104	-	1,644,544
<b>Total accumulated depreciation</b>	<b>459,333</b>	<b>1,440,440</b>	<b>205,879</b>	<b>(57,417)</b>	<b>2,048,204</b>
<b>Net capital assets being depreciated</b>	<b>\$ 6,319</b>	<b>\$ 524,991</b>	<b>\$ (205,879)</b>	<b>\$ -</b>	<b>\$ 325,462</b>

#### NOTE 4. LONG-TERM LIABILITIES

Long-term liabilities consist of compensated absences and leases liabilities as follows:

	Balance July 1, 2021	Prior Period Adjustment	Additions	Deletions	Balance June 30, 2022
Leases	\$ -	\$ 738,136	\$ -	\$ (230,426)	\$ 507,710
Compensated absences	405,140	-	-	(23,456)	381,684
	<u>\$ 405,140</u>	<u>\$ 738,136</u>	<u>\$ -</u>	<u>\$ (253,882)</u>	<u>\$ 889,394</u>

#### NOTE 5. PENSION PLAN

The Organization authorized the establishment of a defined contribution benefit plan as governed by Section 403(b) of the Internal Revenue Code. All employees 18 years or older are eligible to participate. Employees may contribute to the plan by entering into a salary reduction agreement with the Organization. The Organization shall determine on an annual basis, at its sole discretion, the amount of employer contributions to be made to the plan for each plan year. Employee participants shall at all times have a fully vested and non-forfeitable interest in their account. The plan is administered by the Variable Annuity Life Insurance Company (Valic). The following is a schedule of contributions to the plan for the last three years.

Year Ended June 30	Organization Contributed
2020	\$ 189,400
2021	187,016
2022	173,845

**NOTE 6. LEASES PAYABLE**

The Organization leases office space under contracts accounted for as operating leases. A schedule of the present value of the leases, interest rates and terms follows:

	Lease Term	Initial lease Liability	Monthly Payment at June 30, 2022	Interest	Value of Right to Use Asset	Accumulated Amortization
College of Central Florida Location	120 months	\$ 1,272,869	\$ 13,489	3.25%	\$ 159,109	\$ 1,113,760
Lecanto Office	126 months	\$ 464,523	\$ 4,500	3.25%	\$ 88,480	\$ 376,043
Chiefland Location	84 months	\$ 228,039	\$ 154,741	3.25%	\$ 73,298	\$ 154,741

Total lease payments made during the period June 30, 2022 for these leases, were \$251,021. Future principal and interest lease payments as of June 30, 2022 were as follows:

Fiscal Year Ended	Interest	Principal	Total
2023	\$ 12,924	\$ 242,692	\$ 255,616
2024	13,508	255,378	268,886
2025	-	9,640	9,640
	<u>\$ 26,432</u>	<u>\$ 507,710</u>	<u>\$ 534,142</u>

**NOTE 7. SERA RECONCILIATION**

Reconciliations of the Organization's financial records to the expenditures reported in the Subrecipient Enterprise Resource Application (SERA) are required to be completed monthly by the Organization for all awards from the Department of Economic Opportunity (DEO). These reconciliations were completed as required, and the Organization's financial records are reconciled with the reported expenditures in SERA for the year ended June 30, 2022.

**NOTE 8. COMMITMENTS, CONTINGENCIES, AND CLAIMS**

The Organization receives substantially all of its support through federal and state funding. A significant reduction in the level of this support, if this were to occur, would have an effect on the Organization's programs and activities.



Grants require the fulfillment of certain conditions set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of the funds to grantors. Although this is a possibility, the Board and Management deems the contingency remote.

In March, 2020 the World Health Organization made the assessment that the outbreak of a novel corona virus (COVID-19) was characterized as a pandemic. As a result , uncertainties have arisen that may have a significant negative impact on the operating activities and results of operations of the Organization. The occurrence and extent of such an impact will depend on future developments, including (i) the duration and spread of the virus, (ii) government quarantine measures, (iii) voluntary and precautionary restrictions on travel and meetings, (iv) the effects on the financial markets, and (v) the effects on the economy overall, all of which are uncertain.

**NOTE 9. RISK MANAGEMENT**

The Organization is exposed to various risks of loss, including general liability, personal injury, workers compensation, and errors and omissions. To manage its risks, the Organization has purchased commercial insurance. Settled claims resulting from these risks have not materially exceeded commercial coverage in the current and previous three years.

**NOTE 10. FAIR VALUE MEASUREMENTS**

At June 30, 2022, the Organization had no assets or liabilities subject to disclosure of fair value measurements as to valuation levels hierarchy per Financial Accounting Standards Board Statement No. 157.

**NOTE 11. RELATED PARTY BALANCES AND TRANSACTIONS**

The Organization has entered into contractual agreements with local colleges and community organizations, several of which have delegates on the Board of Directors, to carry out its training programs. All of the contracts were approved by the Board of Directors in accordance with procedures established by the Florida Department of Economic Opportunity. These procedures require a two-thirds majority vote of the Board of Directors in favor with the related party abstaining from the vote. Utilization of these training vendors is the decision of the individual participant. Payments made for these services were as follows for the year ended June 30, 2022:

Description	Amount Paid	Payable at June 30, 2022
Outreach	\$ 42,208	\$ 12,250
Training	1,711	-
Rent	166,190	-
	<u>\$ 210,109</u>	<u>\$ 12,250</u>

**NOTE 12. INCOME TAXES**

The Organization has been granted an exemption from income taxes under Internal Revenue Code, Section 501(c)(3) as a nonprofit corporation. As required by Internal Revenue Service regulations, the Organization annually files a Form 990, "Return of Organization Exempt from Income Tax" with the Internal Revenue Service. The returns for 2022, 2021 and 2020 are subject to review and adjustment by the Internal Revenue Service. Management has evaluated

the effect of the guidance provided by U.S. Generally Accepted Accounting Principles on Accounting for Uncertainty in Income Taxes. Management believes that the Organization continues to satisfy the requirements of a tax-exempt organization at June 30, 2022. Management has evaluated all other tax positions that could have a significant effect on the financial statements and determined the Organization had no uncertain income tax positions.

**NOTE 13. SUBSEQUENT EVENTS**

The Workforce Board has evaluated events and transactions for potential recognition of disclosure in the financial statements through November 25, 2022, the date that the audit report was available to be issued.

**NOTE 14. PRIOR PERIOD ADJUSTMENT**

In the current year, the Organization implemented GASB Statement 87 Leases. The statement requires the recognition of a right to use rental properties and a corresponding lease liability. The statement also requires the amortization of the right to use the asset and the amortization of the net present value of the lease payable in interest and principal components. The retrospective application of the statement has resulted in a prior period adjustment as follows:

Prior year amortized balance of the right to use leased property	\$ 524,991
Prior year lease liability	(738,136)
Prior period adjustment to net position	<u>\$ (213,145)</u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
Grants and contributions	\$ 5,413,929	\$ 6,193,709	\$ 6,465,022	\$ 271,313
Other Income	196,704	209,953	102,634	(107,319)
Interest Income	-	-	229	229
<b>Total Revenues</b>	<u>5,610,633</u>	<u>6,403,662</u>	<u>6,567,885</u>	<u>164,223</u>
<b>Expenses/Expenditures</b>				
Indirect:				
Administrative	681,986	653,157	549,690	103,467
General	141,591	177,276	152,206	25,070
Client Services:				
Training	524,707	691,600	614,162	77,438
Operating	2,145,996	2,244,360	1,854,141	390,219
Program support	2,659,935	2,706,312	3,145,650	(439,338)
Debt Service				
Principal	-	-	230,426	(230,426)
Interest	-	-	20,595	(20,595)
<b>Total Expenses/Expenditures</b>	<u>6,154,215</u>	<u>6,472,705</u>	<u>6,566,870</u>	<u>(94,165)</u>
<b>Excess of Revenues over Expenditures</b>	(543,582)	(69,043)	1,015	70,058
Fund Balance, July 1, 2021	853,508	853,508	853,508	-
<b>Fund Balance, June 30, 2022</b>	<u>\$ 309,926</u>	<u>\$ 784,465</u>	<u>\$ 854,523</u>	<u>\$ 70,058</u>

See notes to Required Supplementary Information.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**For the Fiscal Year Ended June 30, 2022**

**A. Budgetary Information:**

An annual budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America for the general fund. All annual appropriations lapse at fiscal year end.

The Organization generally follows these procedures in establishing the budgetary data for the general fund as reflected in the financial statements:

1. Prior to June 30, the Executive Director submits to the Board of Directors a proposed operating budget for the fiscal year commencing the following July. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted following preliminary examination and revision of the proposed operating budget by the Board.
3. After public hearings and necessary revisions have been completed, the budget is approved.
4. The legal level of budgetary control is the fund level.
5. Formal budgetary integration is employed as a management control device during the year for the General Fund.
6. The budget for the General Fund is adopted on a basis consistent with accounting principles generally accepted in the United States of America.

**B. Excess of Appropriations Over Expenditures**

Appropriations were greater than expenditures in the General Fund.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**For the Year Ended June 30, 2022**

<u>Federal Grantor/Program Title</u>	<u>Contract Number</u>	<u>Federal Assistance Listing Number</u>	<u>Federal Expenditures</u>
<b>U.S Department of Agriculture</b>			
Passed through the Florida Department of Economic Opportunity			
Supplemental Nutrition Assistance Program	FSH21	10.561	\$ 58,694
Total U.S. Department of Agriculture			<u>58,694</u>
<b>U.S. Department of Labor:</b>			
Youthbuild	YB-34257-19-60-A-12	17.274	<u>275,686</u>
Passed through the Florida Department of Economic Opportunity			
Workforce Innovation and Opportunity Act (WIOA) Cluster:			
WIOA Adult	WIA21	17.258	167,022
WIOA Adult	WIA22	17.258	929,821
WIOA - SFY 21-22 Foundational Skills	WIS20	17.258/17.259/17.278	34,255
WIOA SFY19-20 Performance Incentives	WIS20	17.258/17.259/17.278	37,716
WIOA SFY20-21 Performance Incentives	WIS21	17.258/17.259/17.278	119,241
WIOA Youth	WIY21	17.259	342,884
WIOA Youth	WIY22	17.259	1,214,106
WIOA SFY 21-22 WIOA Rural Initiatives	WRS21	17.278	62,500
WIOA Dislocated Worker	WID21	17.278	142,126
WIOA Dislocated Worker	WID22	17.278	393,789
WIOA - Rapid Response	WIR22	17.278	124,226
Total WIA Cluster			<u>3,567,686</u>
Employment Services Cluster:			
Wagner Peyser	WPA21	17.207	39,617
Wagner Peyser One Stop Security	WPA21	17.207	84,149
Wagner Peyser	WPA22	17.207	156,105
Recovery Navigator Project 2021	WPB21	17.207	159,748
Re-entry Navigator	WPB22	17.207	79,032
Disabled Veterans Outreach Program	DVP21	17.801	28,469
Disabled Veterans Outreach Program	DVP22	17.801	18,523
Local Veterans Program	LVR21	17.801	6,727
Local Veterans Program	LVR22	17.801	3,255
Total Employment Services Cluster			<u>575,625</u>
Unemployment Compensation:			
Reemployment and Eligibility Assessments	UCR20	17.225	63,453
Reemployment and Eligibility Assessments	UCR21	17.225	114,427
			<u>177,880</u>
Trade Adjustment Assistance:			
Trade Adjustment Assistance - Case Management	TAC19	17.245	278
Trade Adjustment Assistance - Case Management	TAC20	17.245	1,200
Trade Adjustment Assistance - Training	TAT20	17.245	3,000
			<u>4,478</u>
Total U.S. Department of Labor			<u>4,601,355</u>

(Continued)

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
(Continued)  
For the Year Ended June 30, 2022**

<u>Federal Grantor/Program Title</u>	<u>Contract Number</u>	<u>Federal Assistance Listing Number</u>	<u>Federal Expenditures</u>
<b><u>U.S. Department of Health and Human Services</u></b>			
Passed through the Florida Department of Economic Opportunity			
Welfare Transition	WTS21	93.558	\$ 134,389
Welfare Transition Program July-September	WTS21	93.558	549,023
Welfare Transition Program October -June	WTS22	93.558	894,655
Total U.S. Department of Health and Human Services			<u>1,578,067</u>
<b>Total Federal Expenditures</b>			<b><u><u>\$ 6,238,116</u></u></b>

See notes to the Schedule of Expenditures of Federal Awards.

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Year Ended June 30, 2022**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and presentation of the Single Audit Report of the Citrus, Levy, Marion Regional Workforce Development Board, Inc. have been designed to conform to generally accepted accounting principles as applicable to governmental units, including the reporting and compliance requirements described in the OMB Compliance Supplement, Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

**Reporting Entity**

The reporting entity consists of Citrus, Levy, Marion Regional Workforce Development Board, Inc., the primary government. Management has determined that there are no component units.

**A. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus.

The modified accrual basis of accounting is followed in the Schedule of Expenditures of Federal Awards. Under the modified accrual basis, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 60 days after the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

**NOTE 2. INDIRECT COST RATE**

Citrus, Levy, Marion Workforce Development Board, Inc. did not elect to use the 10 percent de minimis indirect cost rate.



**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Year Ended June 30, 2022**

**NOTE 3. SUBRECIPIENT AND ONE STOP OPERATOR**

The Organization provided federal awards to subrecipients and the One-Stop Provider as follows during the year ended June 30, 2022:

Program	Federal Assistance Listing Number	Subrecipient	One Stop Operator
Disabled Veterans Outreach Program	17.801	\$ -	\$ 677
Local Veterans Employment Representative	17.801	-	148
Reemployment and Eligibility Assessments	17.225	-	2,518
Supplemental Nutrition Assistance Program	10.561	-	3,640
WIOA Youth	17.259	721,260	28,222
WIOA Adult	17.258	14,707	18,887
WIOA Dislocated Worker	17.278	29,715	10,338
WIOA Foundational	17.258/17.259/17.278	13,019	517
Wagner Peyser	17.207	-	6,285
Welfare Transition	93.558	-	22,504
Youthbuild	17.274	250,729	-
		<u>\$ 1,029,430</u>	<u>\$ 93,736</u>

**NOTE 4. ALLOCATION OF WIOA FUNDING**

Funds received from DEO grants under Contract numbers WIS19 and WIS20 were allocated to Federal CFDA numbers as follows:

	Federal Assistance Listing Number	WIS20	WIS21
WIOA Adult	17.258	\$ 22,311	\$ 38,157
WIOA Youth	17.259	22,311	38,157
WIOA Dislocated Worker	17.278	27,349	42,927
		<u>\$ 71,971</u>	<u>\$ 119,241</u>

**NOTE 5. YOUTHBUILD MATCHING REQUIREMENT**

For the year ended June 30, 2022 the Organization had \$384,281 in matching expenditures for the Youthbuild program bringing total expenditures in the program to \$659,967.

## MANAGEMENT LETTER

Board of Directors  
Citrus, Levy, Marion Regional Workforce Development Board, Inc.  
Ocala, Florida

We have audited the financial statements of Citrus, Levy, Marion Regional Workforce Development Board, Inc. (the Organization) as of and for the fiscal year ended June 30, 2022, and have issued our report thereon dated November 25, 2022.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, *Rules of the Florida Auditor General*. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Audit Standards*, Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance and Schedule of Findings and Questioned Costs; and Independent Accountant's Report on an examination conducted in accordance with the American Institute of Certified Public Accountants Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports and schedule, which are dated November 25, 2022, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with:

- Chapter 10.550, *Rules of the Auditor General*, which governs the conduct of local governmental entity audits performed in the State of Florida.
- Special audit guidance provided by the Department of Economic Opportunity (DEO).

This letter includes the following information, which is not included in the aforementioned auditor's reports or schedule:

- Section 10.554(1)(i)1. *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.
- Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. The special audit guidance provided by DEO requires disclosure in this management letter for those findings and observations not otherwise included in the aforementioned auditor's reports or schedule. In connection with our audit, we did not have any such findings, observations, or recommendations.

- Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements; or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.
- Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. See Financial Reporting Entity under Note 1 to the financial statements. The Organization does not have any component units.
- Section 10.554( 1 )(i)5.a. and 10.556(7), *Rules of the Auditor General*, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not the Organization has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Organization did not meet any of the conditions described in Section 218.503( 1 ), Florida Statutes.
- Pursuant to Section 10.554( 1 )(i)5.b.and 10.556(8), *Rules of the Auditor General* we applied financial condition assessment procedures for the Organization. It is management's responsibility to monitor the Organization's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by management.
- This management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, management and the Board of Directors of the Organization, and is not intended to be and should not be used by anyone other than these specified parties.



**POWELL AND JONES, CPA'S**  
**November 25, 2022**

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors

Citrus, Levy, Marion Regional Workforce Development Board, Inc.

Ocala, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of Citrus, Levy, Marion Regional Workforce Development Board, Inc. (the Organization) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements, and have issued our report thereon dated November 25, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

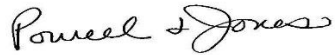
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Powell & Jones".

**POWELL & JONES, CPA'S**  
**November 25, 2022**

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors

Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a  
CareerSource Citrus Levy Marion

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's major federal programs for the year ended June 30, 2022. Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Florida Department of Economic Opportunity's (DEO) Audit and Audit Resolution Responsibilities (AWI FG 05-019) issued August 12, 2005. Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance with the compliance requirements referred to above.

## **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's federal programs.

## **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, the Uniform Guidance and DEO Audit and Audit Resolution Responsibilities, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance with the requirements of each major federal program as a whole. In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance, we:

Exercise professional judgment and maintain professional skepticism throughout the audit. Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

Obtain an understanding of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and DEO Audit and Audit Resolution Responsibilities, but not for the purpose of expressing an opinion on the effectiveness of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

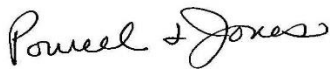
## Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



POWELL & JONES, CPA's  
Lake City, Florida  
November 25, 2022



**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**

**SCHEDULE OF FINDINGS  
For the Fiscal Year Ended June 30, 2022**

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**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

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**Financial Statements**

Type of auditor's report issued:	Unmodified
Internal control over financial reporting	
• Material weakness(es) identified?	No
• Significant deficiencies identified not considered to be material weaknesses?	No
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiencies identified not considered to be material weaknesses?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2CFR 200.516(a)	No

Identification of major programs:

**CFDA/Assistance Listing Number**

17.258  
17.259  
17.278

**Name of Program or Cluster  
U.S. Department of Labor**

**Workforce Innovation and Opportunity Act (WIOA) Cluster:**  
Adult  
Youth Activities  
Dislocated Worker

Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
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Auditee qualified as low-risk auditee?	Yes
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(Continued)

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**SCHEDULE OF FINDINGS**  
**For the Fiscal Year Ended June 30, 2022**  
**(Continued)**

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**SECTION II - FINANCIAL STATEMENT FINDINGS**

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None

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**SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

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None

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**SECTION IV - SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

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None

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**SECTION V - OTHER**

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None



**Powell & Jones**  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA

1359 S.W. Main Blvd.  
Lake City, Florida 32025  
386 / 755-4200  
Fax: 386 / 719-5504  
admin@powellandjonescpa.com

## **Communication with Those Charged with Governance**

November 25, 2022

To the Board of Directors

Citrus, Levy, Marion Regional Workforce Development Board, Inc.

We have audited the financial statements of Citrus, Levy, Marion Regional Workforce Development Board, Inc. for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Citrus, Levy, Marion Regional Workforce Development Board, Inc. are described Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no sensitive estimates affecting Citrus, Levy, Marion Regional Workforce Development Board, Inc.'s financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no sensitive disclosures affecting the financial statements.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during our audit.

Florida Institute of Certified Public Accountants • American Institute of Certified Public Accountants

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 25, 2022.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

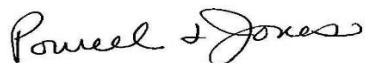
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Audit Committee, Board of Directors and management of Citrus, Levy, Marion Regional Workforce Development Board, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Powell and Jones, CPAs  
November 25, 2022

## INDEPENDENT ACCOUNTANT'S REPORT

To the Governing Board  
Citrus, Levy, Marion Regional Workforce Development Board Inc.

We have examined Citrus, Levy, Marion Regional Workforce Development Board Inc.'s compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds during the year ended June 30, 2022. Management is responsible for Citrus, Levy, Marion Regional Workforce Development Board Inc.'s compliance with those requirements. Our responsibility is to express an opinion on the Organization's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Organization complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Organization complied with the specific requirements. The nature, timing and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the Organization's compliance with specified requirements.

In our opinion, the Organization complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2022.


Information required by Sections 218.39(3)(c), and 218.32(1)(e)2-3 Florida Statutes:

Total number of district employees compensated in the last pay period of the fiscal year	58
Total number of independent contractors compensated in the last month of the fiscal year	2
All compensation paid or accrued to employees	\$ 3,034,177
All compensation paid or accrued to independent contractors	\$ 67,823

There were no construction projects during the fiscal year.

The budget variance report is presented on page 25 of this report.

This report is intended solely for the information and use of the Organization and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Powell & Jones".

**POWELL & JONES**  
Certified Public Accountants  
November 25, 2022



## **RECORD OF ACTION/APPROVAL**

### **Executive Meeting Monday, April 10, 2023**

#### **TOPIC/ISSUE:**

Area Re-designation; Board Certification

#### **BACKGROUND:**

WOA requires each workforce development area and Board to be recertified every two years.

#### **POINTS OF CONSIDERATION:**

The re-designation must be approved by the Consortium and the local Director.

#### **STAFF RECOMMENDATIONS:**

Request approval to sign the certification and submit it and the Board information to the Consortium for their approval.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

**APPLICATION FOR SUBSEQUENT LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION**

**LOCAL WORKFORCE AREA INFORMATION**

**NAME OF LOCAL AREA:**

**LWDB NUMBER:**

**DATE OF SUBMISSION:**

**CONTACT PERSON NAME:**

**PHONE:**  
**EMAIL ADDRESS:**

**PERFORMED SUCCESSFULLY**

**THE TERM “PERFORMED SUCCESSFULLY” MEANS THE LOCAL WORKFORCE DEVELOPMENT AREA MET OR EXCEEDED THE ADJUSTED LEVELS OF PERFORMANCE FOR PRIMARY INDICATORS OF PERFORMANCE FOR THE LAST TWO CONSECUTIVE YEARS FOR WHICH DATA ARE AVAILABLE, AND THE LOCAL AREA HAS NOT FAILED THE SAME INDIVIDUAL MEASURE FOR THE LAST TWO CONSECUTIVE PROGRAM YEARS.**

**SUSTAINED FISCAL INTEGRITY**

**THE TERM “SUSTAINED FISCAL INTEGRITY” MEANS THAT THE SECRETARY OF LABOR HAS NOT MADE A FORMAL DETERMINATION, DURING EITHER OF THE LAST TWO CONSECUTIVE YEARS PRECEDING THE DETERMINATION REGARDING SUCH INTEGRITY, THAT EITHER THE GRANT RECIPIENT OR THE ADMINISTRATIVE ENTITY OF THE AREA HAS MISEXPENDED FUNDS PROVIDED.**

**BY SIGNING BELOW, THE LOCAL CHIEF ELECTED OFFICIAL AND THE LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR CERTIFY THAT THE LOCAL AREA HAS PERFORMED SUCCESSFULLY AND SUSTAINED FISCAL INTEGRITY FOR SUBSEQUENT DESIGNATION OF THE EXISTING LOCAL AREA.**

**LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR**

**NAME:** Brandon Whiteman

**SIGNATURE:**

**DATE:**



LOCAL CHIEF ELECTED OFFICIAL	
<b>NAME AND TITLE:</b> Carl Zalak - Commissinoer	<b>COUNTY:</b> Marion
<b>SIGNATURE:</b>	<b>DATE:</b>

LOCAL CHIEF ELECTED OFFICIAL	
<b>NAME AND TITLE:</b>	<b>COUNTY:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>

LOCAL CHIEF ELECTED OFFICIAL	
<b>NAME AND TITLE:</b>	<b>COUNTY:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>

LOCAL CHIEF ELECTED OFFICIAL	
<b>NAME AND TITLE:</b>	<b>COUNTY:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>

LOCAL CHIEF ELECTED OFFICIAL	
<b>NAME AND TITLE:</b>	<b>COUNTY:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>

LOCAL CHIEF ELECTED OFFICIAL	
<b>NAME AND TITLE:</b>	<b>COUNTY:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>



## **RECORD OF ACTION/APPROVAL**

**Executive Committee  
Monday, April 10, 2023**

### **TOPIC/ISSUE:**

Direct Service Provider Extension

### **BACKGROUND:**

The Citrus Levy Marion Regional Workforce Development Board currently acts as the direct service provider for services made available through the One Stop career centers. We have been granted the ability to be the service provider (in lieu of contracting a provider) through a waiver granted by the governor through CareerSource Florida. This waiver must be renewed every three years and maintained through submission of an annual report at the beginning of each program year.

We have reached the end of the previous extension periods. A full waiver submission is required for program year beginning July 1, 2023.

### **POINTS OF CONSIDERATION:**

The following request details the reasoning and aspects of our business that are positively impacted by direct service provision by the Citrus Levy Marion Regional Workforce Development Board.

### **STAFF RECOMMENDATIONS:**

Approve submission of the attached Direct Services Provider Extension Request.

### **COMMITTEE ACTION:**

### **BOARD ACTION:**



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

April 4, 2023

CareerSource Florida  
1580 Waldo Palmer Lane, Suite 1  
Tallahassee, FL 32308

CareerSource Florida:

In accordance with CareerSource Florida's Administrative Policy 083 "Direct Provider of Workforce Services", LWDB10 is submitting a request for extension of our Direct Service Provider status.

The attached request includes all necessary items as specified in the guidance. These items are consistent with those provided in our local plan.

Please contact me with any questions.

Sincerely,

Thomas "Rusty" Skinner  
CEO

3003 SW College Road | Suite 205  
Ocala, Florida 34474  
p: 352-873-7939 | 800-434-5627



# **LWDA 10 – CareerSource Citrus Levy Marion**

## **Direct Services Provider – Extension Request**

### **Business Model**

The Citrus Levy Marion Regional Workforce Development Board d/b/a CareerSource Citrus Levy Marion has continued to provide services under the business model described in our previous service provider requests. Direct service provision was originally requested to reduce overhead costs created through the procurement of a service provider. Since 2011 when we requested direct service provision status, we have experienced a significant cost savings that allows for additional services provided to the residents in our three-county area. Our management structure remains streamlined without redundant overhead. Under our current structure we can provide a full menu of all workforce services in each of our three brick and mortar facilities and most available services through our two mobile resource units.

### **Effective Dates**

The effective date of this extension request will begin July 1, 2023  
This extension will be valid through June 30, 2026

### **Reasoning for request**

Since our original re-organization in 2011 we have established streamlining in management of services and staff by removing a secondary layer of organizational hierarchy. Our current structure allows for direct communication between the board of directors, management and front-line staff creating cohesive practices across all levels of the organization. This direct communication eliminates a ‘middleman’ and provides a clean, consistent, and unfiltered conduit of information to staff, ensuring quick turn around on directives and changes in business. It allows us to be more proactive to changes in the economy and business environment by being a more lean and agile organization.

Additionally, we have found that consistent messaging to front line staff has eliminated most perceived communication issues within the organization. Because administrative and One Stop Operator staff closely plan and implement any changes to the organization, the consistency of messaging provides a clear and concise vision to all staff. All CareerSource CLM and One Stop Operator staff receive the same messaging, so all expectations and service delivery requirements are managed and delivered to the same high standard across all programs of the organization.

## **Firewall:**

The Workforce Innovation and Opportunity Act (WIOA) requires that workforce boards that provide direct services must provide adequate internal firewalls to ensure the integrity of public funding.

CareerSource CLM's organizational structure allows for a clear delineation between administration and operations. Career Center operations are managed by the Director of Operations. Programmatic support and continuous improvement are driven by the Assistant Director of Career Development and the Director of Continuous Improvement. These directors ensure that all partner programs within the One Stop 'system' are performing at maximum efficiency and work directly with the Assistant Director of Workforce Initiatives and EO Officer on internal programmatic reviews and monitoring. The Director of Operations acts as the liaison between the One Stop Operator (currently being procured anew) and CSCLM senior management. The One Stop Operator reports to the CSCLM board of directors. Each of these directors act as a firewall for quality and monitoring of the services provided within the One Stop centers. Financial staff report to the Executive Vice President and functions between finance and operations are clearly delineated.

Administration consists of EO/Human Resources, Information Technology and Finance. The staff members within these departments are not directly involved in the daily execution of services within the One Stop centers, but act as support to general operations of the organization. Below are the primary roles of each department:

- EO/Human Resources – manages all facets of employee record keeping and staff training and development.
- Finance – daily management and processing of all financial budgeting and AR/AP activities generated by Operations and Administration.
- Information Technology – manages all facets of technology and communications for the organizations. Provides support to staff members in all departments and monitors activities within our system to provide a secure network for customers and staff. Information being transmitted through our network is routinely monitored to ensure that all activities fall within the requirements of applicable State and Federal laws.
- Operations – Conducts ongoing internal monitoring for programs, service accessibility and One Stop Credentialing. Acts as technical assistance to program management and staff in the One Stop career centers and oversees the development, activities, performance and deliverables for all competitive grants. Primary areas of technical support responsibility include: Welfare Transition/SNAP, WIOA AD/DW/Youth, TAA.

- Continuous Improvement – conducts ongoing internal monitoring of all programs beyond that conducted by the operations staff. This unit also manages customer and employer surveys through the Net Promoter Score to monitor and maintain a high level of services throughout the system. Primary areas of technical support responsibility: Wagner Peyser, JVSG, RESEA and mobile unit service provision.
- Independent Monitoring – in addition to internal reviews conducted by staff, CSCLM also engages in independent monitoring conducted by a procured third party that reports directly to the board of directors. Independent monitoring covers all facets of our organization including programmatic and financial practices. Independent monitoring provides a transparent approach of all facets of our business and assists senior management in quickly identifying systemic issues and embracing best practices.

All departments report to the Executive Vice President who in turn reports to the Chief Executive Officer.

### **Funding:**

The services provided by CareerSource Citrus Levy Marion are funded by the following grants/programs:

- Wagner Peyser
- Veteran Outreach
- WIOA – Workforce Innovation and Opportunity Act (Adult, Dislocated, Youth)
- TANF – Temporary Assistance for Needy Families
- SNAP – Supplemental Nutrition Assistance Program
- TAA – Trade Assistance Act
- RESEA
- JVSG
- Recently received federal grant: YouthBuild
- Recently received foundation grant: United Healthcare Community Fund

### **Overview and Analysis of Cost Savings:**

CareerSource CLM (CSCLM) initially took over direct services in 2011. This change to our business model became a necessity due to continued cuts in formula funding and ongoing reduction of services as a direct result. The initial consolidation resulted in a cost saving of approximately \$455,000.00 by compressing the layer of management between the workforce board and the contracted service provider. This cost savings projected over the three year period of this extension is \$1,365,000.00. Since the restructuring of the organizational chart we have continued to reduce the level of management staffing

allowing for additional manpower to be added to our most crucial areas of service provision – front line staff and business development. Our intent is to maintain the current level of management and staffing while routinely monitoring effectiveness and efficiency through ongoing continuous improvement efforts.

As we learned during the COVID pandemic, more frontline staff permits us to react quickly to sudden economic impacts and meet the needs of our citizens.

**Performance:**

Two performance charts are provided below to illustrate the continued positive impacts of direct services to our annual performance. The charts provided show performance data for program years 2020-2021 and 2021-2022 year-to-date to provide a comparison.

These charts show that we met and exceeded all but one measure pre-pandemic. Our most recent performance pictured directly below begins to show the impact of the pandemic on our Adult and Dislocated Worker measures, as felt across the state due to the decrease in training and placements. This downturn is reflected in the Statewide report as well. We continue to perform ahead of the Statewide average on 13 of the 18 measures.

**WIOA INDICATORS OF PERFORMANCE**  
**CareerSource Citrus Levy Marion**  
**July 1<sup>st</sup>, 2021 – December 31<sup>st</sup>, 2022**

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 Performance Goals
<b>Adults:</b>								
Employed 2nd Qtr After Exit	84.50	91.85	92.00	84.60	91.96	74.80	81.30	92.00
Median Wage 2nd Quarter After Exit	\$9,024	128.91	\$7,000	\$9,195.00	115.50	\$8,180.00	102.75	\$7,961
Employed 4th Qtr After Exit	92.90	103.22	90.00	92.30	102.56	80.40	89.33	90.00
Credential Attainment Rate	81.90	93.07	88.00	82.30	109.73	82.70	110.27	75.00
Measurable Skill Gains	91.30	182.60	50.00	75.00	94.10	69.20	86.83	79.70
<b>Dislocated Workers:</b>								
Employed 2nd Qtr After Exit	60.00	70.59	85.00	60.00	73.17	60.00	73.17	82.00
Median Wage 2nd Quarter After Exit	\$11,700	130.00	\$9,000	\$16,250.00	180.56	\$13,475.00	149.72	\$9,000
Employed 4th Qtr After Exit	100.00	117.65	85.00	100.00	115.21	80.00	92.17	86.80
Credential Attainment Rate	100.00	132.98	75.20	100.00	119.33	100.00	119.33	83.80
Measurable Skill Gains	66.70	88.93	75.00	66.70	88.93	33.30	44.40	75.00
<b>Youth:</b>								
Employed 2nd Qtr After Exit	81.90	102.38	80.00	85.00	105.46	82.00	101.74	80.60
Median Wage 2nd Quarter After Exit	\$4,277	133.66	\$3,200	\$4,405.00	117.88	\$4,432	118.60	\$3,737
Employed 4th Qtr After Exit	77.40	103.20	75.00	79.40	101.02	70.90	90.20	78.60
Credential Attainment Rate	98.80	107.39	92.00	98.50	108.00	96.70	106.03	91.20
Measurable Skill Gains	96.00	109.09	88.00	86.00	96.41	80.80	90.58	89.20
<b>Wagner Peyser:</b>								
Employed 2nd Qtr After Exit	70.50	102.17	69.00	71.00	102.31	70.10	101.01	69.40
Median Wage 2nd Quarter After Exit	\$5,895	111.23	\$5,300	\$5,990.00	116.95	\$5,925.00	115.68	\$5,122
Employed 4th Qtr After Exit	66.80	98.24	68.00	70.90	104.11	67.80	99.56	68.10

**WIOA INDICATORS OF PERFORMANCE**  
**CareerSource Citrus Levy Marion**  
**July 1<sup>st</sup>, 2020 – June 30<sup>th</sup>, 2021**

Measures	PY2020-2021 1st Quarter Performance	PY2020-2021 % of Performance Goal Met For Q1	PY2020-2021 2nd Quarter Performance	PY2020-2021 % of Performance Goal Met For Q2	PY2020-2021 3rd Quarter Performance	PY2020-2021 % of Performance Goal Met For Q3	PY2020-2021 4th Quarter Performance	PY2020-2021 % of Performance Goal Met For Q4	PY2020-2021 Performance Goals
<b>Adults:</b>									
Employed 2nd Qtr After Exit	88.90	104.34	87.90	103.17	89.20	104.69	88.60	103.99	85.20
Median Wage 2nd Quarter After Exit	\$7,217	103.10	\$7,687	109.81	\$7,079	101.13	\$6,419	91.70	\$7,000
Employed 4th Qtr After Exit	90.90	109.52	87.60	105.54	84.30	101.57	81.10	97.71	83.00
Credential Attainment Rate	85.40	97.05	88.00	100.00	86.40	98.18	86.90	98.75	88.00
Measurable Skill Gains	72.80	145.60	83.50	167.00	85.40	170.80	89.30	178.60	50.00
<b>Dislocated Workers:</b>									
Employed 2nd Qtr After Exit	85.70	103.00	80.00	96.15	66.70	80.17	60.00	72.12	83.20
Median Wage 2nd Quarter After Exit	\$8,789	125.56	\$7,339	104.84	\$7,339	104.84	\$7,432	106.17	\$7,000
Employed 4th Qtr After Exit	100.00	126.58	100.00	126.58	85.70	108.48	80.00	101.27	79.00
Credential Attainment Rate	75.00	99.73	50.00	66.49	100.00	132.98	100.00	132.98	75.20
Measurable Skill Gains	0.00	0.00	100.00	133.33	100.00	133.33	100.00	133.33	75.00
<b>Youth:</b>									
Employed 2nd Qtr After Exit	85.10	112.72	85.40	113.11	85.00	112.58	83.30	110.33	75.50
Median Wage 2nd Quarter After Exit	\$3,447	107.72	\$3,266	102.06	\$3,174	99.19	\$3,076	96.13	\$3,200
Employed 4th Qtr After Exit	79.50	108.90	75.40	103.29	79.80	109.32	73.80	101.10	73.00
Credential Attainment Rate	99.20	116.30	100.00	117.23	100.00	117.23	98.50	115.47	85.30
Measurable Skill Gains	88.60	100.68	93.00	105.68	94.20	107.05	97.90	111.25	88.00
<b>Wagner Peyser:</b>									
Employed 2nd Qtr After Exit	69.30	106.62	70.80	108.92	67.50	103.85	65.50	100.77	65.00
Median Wage 2nd Quarter After Exit	\$5,213	104.26	\$5,006	100.12	\$4,994	99.88	\$4,971	99.42	\$5,000
Employed 4th Qtr After Exit	67.10	104.52	71.00	110.59	68.90	107.32	66.00	102.80	64.20



## **Business Highlights and Best Practices:**

### **Additional Online Learning Platforms**

- Addition of Valor/180 Skills and Metrix Learning
- Enhanced online learning presence for targeted and on-demand training for employed workers, WIOA trainees and Welfare Transition population
- Expanded training capabilities in all targeted industries
- Ability to provide educational opportunities without face-to-face contact

### **Internal Communications – In The Know!**

- Continued use of our weekly staff communication newsletter
- Provides weekly updates, helpful hints for Employ Florida, programmatic updates, state, federal, and local policy changes and a weekly trivia question to bolster internal knowledge of all aspects of workforce
- We are also in process of rolling out a similar style of quarterly newsletter that will be broadcast to our board members, chief elected officials and local stakeholders

### **YouthBuild**

- We were awarded our fourth YouthBuild program in May 2022
- To date all performance measures have been met with the DOL for our previous YouthBuild grant
- Recently underwent monitoring by our Federal Project Officer and was commended for our program
- No Finding or Other Noncompliance Issues were cited

### **Florida Department of Corrections**

- Fully implemented pilot program in Florida in partnership with Worldwide Interactive Network (WIN)
- Provision of employment preparation for soon to be released inmates at the Lowell Correctional Facility located in Reddick within Marion County
- Coordination of services with other CareerSource workforce boards for inmates released to other areas of the state.

### **Apprenticeship Expansion**

- Assisted with launch of masonry apprenticeship program at Marion Technical College in Marion County.

### **College of Central Florida Partnership**

- Assisting by conducting in-classroom workshops to share soft skills, social media and resume writing tips for future graduates
- Partnering to provide paid internship opportunities for students
- Planned specialized hiring events for spring semester graduates in tandem with workshops focusing on soft skills and resume writing
- Partnering to assist in the development of a Engineering Apprenticeship

### **Youth Career Expos**

- Recently held our 8<sup>th</sup> Annual Youth Career Expos in Citrus and Marion counties
- Expos provide employability skills workshops and live interaction with local industry leaders to prepare the youth for their next steps in employment or education
- Attended by nearly 1000 students in the two counties

### **Agile Staffing Plan**

- Implementation of an Agile Staffing structure which encourages and incentivizes staff to become certified in more than one program (WT/SNAP, WIOA, WP, Business Services)
- Meant to develop well-rounded, cross-trained staffing that provides flexibility of resource needs across programs
- Provides for a whole-person approach by assessing the candidate's needs and determining what services best fit those needs

### **Continuum of Care**

- Participation in a community-based continuum of care which meets monthly to discuss community needs and how best to meet them
- Great resource for serving those with substance use disorders at different stages of recovery
- Allows for a non-duplicative approach to community services to ensure maximum reach of limited resources

### **Regional Partnerships**

- Cross regional partnerships on Job Fairs/Hiring Events with shared businesses and populations
- Use of Mobile Resource Centers to assist in other regions in times of need (Center closure, natural disasters, etc.)
- Regional planning to identify shared industries and labor sheds for strategic approach to regional services

**REQUEST FOR EXTENSION**

**LOCAL WORKFORCE AREA INFORMATION**

Name of Local Area: Citrus Levy Marion Regional Workforce Development Board d/b/a CareerSource Citrus Levy Marion

LWDB Number: 10

Date of Submission:

Contact Person Name: Dale French	Phone: 352-873-7939 ext. 2204 Email Address: dfrench@careersourceclm.com
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**AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN**

The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period July 1, 2023 through June 30, 2026.

The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.

**LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN**

Name: Brandon Whiteman	Title: Board Chair
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Signature:	Date:
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**LOCAL CHIEF ELECTED OFFICIAL**

Name and Title: Carl Zalak - Commissioner	County: Marion
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Signature:	Date:
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