



**BOARD MEETING AGENDA**  
**Wednesday, March 20, 2024 – 11:30 a.m.**  
**College of Central Florida, Citrus Campus**  
**3800 S Lecanto Hwy, Lecanto, FL 34461**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/84863407695>  
**Conference Line:** 1 646 558 8656 **Meeting ID:** 848 6340 7695

Call to Order		B. Whiteman
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		B. Whiteman
Approval of Minutes, December 13, 2023	Pages 3 - 16	B. Whiteman

**ACTION ITEMS**

Powell and Jones Audit Report	Pages 17 - 59	C. Perla
Mid-Year Budget Updates	Pages 60 - 67	D. French

**APPROVAL OF CONTRACTS 2024-2025**

<u>Master Contracts Requiring 2/3rds Vote</u>	Pages 68 - 69	B. Whiteman / R. Skinner
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1. Citrus County Chamber of Commerce
2. Ocala Metro Chamber and Economic Partnership
3. Levy County Schools
4. College of Central Florida
5. Marion County School Board

**Master Contracts Requiring 2/3rds Vote - OJT, CBT, or  
Apprenticeship Training Opportunities**

6. Ancorp
7. Key Training Center
8. A & M Manufacturing
9. Ocala Housing Authority
10. Citrus County Schools
11. Lockheed Martin

**Contracts Not Requiring 2/3rds Vote**

12. Nature Coast Business Development Council
13. Powell and Jones – Joint Auditing
14. Powell and Jones – Subrecipient Monitoring
15. CD Staffing

**OUR VISION STATEMENT**

*To be known as the number one workforce resource in the state of Florida by providing constructive tools  
and professional supportive services that are reflected in the quality of our job candidates and  
meet the needs of the business community.*



- 16. Region 6 Financial Services Agreement
- 17. Underwood and Sloan
- 18. Quality Labor Management

### **DISCUSSION ITEMS**

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

### **CONSENT AGENDA**

<u>Performance and Monitoring – 2/6/2024</u>	J. Chang
No Action Items	

<u>Business and Economic Development – 2/7/2024</u>	P. Beasley
No Action Items	

<u>Career Center – 2/15/2024</u>	C. Harris
No Action Items	

<u>Marketing and Outreach – 2/21/2024</u>	A. Jones
No Action Items	

<u>Executive Committee – 2/28/2024</u>	Page 70 - 73	B. Whiteman /
YouthBuild Monitoring		R. Skinner
Cedar Key Clam Restoration		
Mobile Career Bus		
HR6655 Draft Letter		

### **PROJECT UPDATES**

None

### **MATTERS FROM THE FLOOR**

### **ADJOURNMENT**

### **LUNCH**

### **OUR VISION STATEMENT**

*To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.*



## **CAREERSOURCE CITRUS LEVY MARION BOARD MEETING**

### **MINUTES**

DATE: December 13, 2023  
PLACE: College of Central Florida, Marion Campus  
TIME: 11:30 a.m.

#### **MEMBERS PRESENT**

Angela Juaristic  
Albert Jones  
Angie White  
Arno Proctor  
Ben Whitehouse  
Brandon Whiteman  
Carl Flanagan  
Charles Harris  
Darlene Goddard  
Debra Stanley  
John Hemken  
John Murphy  
Kathy Judkins  
Kevin Sheilley  
Kimberly Baxley  
Lanny Mathis  
Mark Paugh  
Pat Reddish  
Pete Beasley  
Staci Bertrand

#### **MEMBERS ABSENT**

Equilla Wheeler  
Fred Morgan  
Jeff Chang  
Jorge Martinez  
Kevin Cunningham  
Larry White  
Tanya Taylor  
Theresa Flick

#### **OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM  
Larry Trowbridge, CSCLM  
Cathy Galica, CSCLM  
Laura Byrnes, CSCLM  
Sandra Crawford, CSCLM

Iris Pozo, CSCLM  
Cira Schnettler, CSCLM  
Robert Stermer, Attorney  
Tony Waterson, S. Indiana Works  
Kristen Barry, S. Indiana Works  
Andy Starling, Guest

#### **CALL TO ORDER**

The meeting was called to order by Brandon Whiteman, Chair, at 11:32 a.m.

#### **ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

## **PUBLIC COMMENT**

There were no public comments.

## **APPROVAL OF MINUTES**

Al Jones made a motion to approve the minutes from the September 27, 2023, meeting. Deb Stanley seconded the motion. Motion carried.

## **INTRODUCTION OF NEW MEMBERS**

## **PRESENTATIONS**

## **DISCUSSION ITEMS**

### State Update

Rusty Skinner provided the following updates:

- At the December CareerSource Florida board meeting two policies were approved:
  - Standardization of Tools and Services
  - Regional Planning
- The House of Representatives introduced the Stronger Workforce for America Act. This Act updates WIOA. It will strengthen the relationships with employers and customers by restructuring and giving more authority at the local board level.
- Education and Industry Consortium: Chair, Brandon Whiteman, sent letters to our local education partners, requesting representatives from their school districts and recommendations for industry representatives.
- There are two board member vacancies in Levy County in the private sector.

### Workforce Issues that are Important to our Community

There were no discussion items.

## **ACTION ITEMS**

None

## **CONSENT AGENDA**

### Performance and Monitoring – 11/7/2023

Subrecipient Monitoring

In Committee Chair Jeff Chang's absence, Cathy Galica provided a summary of the committee activities.

### Business and Economic Development – 11/8/2023

No Action Items

Committee Chair Pete Beasley provided a summary of the committee activities.

### Marketing and Outreach – 11/15/2023

No Action Items

Committee Chair Carl Flanagan provided a summary of the committee activities.

### Career Center – 11/16/2023

Disaster Recovery Dislocated Worker Grants

Lecanto Lease Renewal

Committee Chair Charles Harris provided a summary of the committee activities.

**Executive Committee – 12/6/2023**

Position Reclassification

QLM Contract

MOU – Nature Coast Business Development Council

By-Laws Amendment

Budget updates: Broadband grant, NDWG, Hope Florida

BDC Wage Review

Committee Chair Brandon Whiteman provided a summary of the committee activities.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.

**PUBLIC COMMENT**

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

Deb Stanley gave kudos to Cory Weaver and her team for their efforts on the successful Career Expo. The school district is looking forward to the next one in April.

Al Jones shared that he appreciates the engagement of the board members and the hard work of the staff. He also noted an increase in hiring in his industry.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:58 a.m.

**APPROVED:**

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## **RECORD OF ACTION/APPROVAL**

### **Board Meeting, Wednesday, December 13, 2023 Performance and Monitoring Committee, Tuesday, November 7, 2023**

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

Subrecipient monitoring

#### **BACKGROUND:**

We are required to monitor subrecipients annually to ensure that they remain in compliance with contractual obligations. The attached monitoring report is for program year 2022-2023.

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

Powell and Jones conducted a monitoring of Eckerd Connects that concluded on October 13. No deficiencies or issues of concern were noted.

The auditors did note that our contract template was missing verbiage for prohibitions of certain telecommunication and surveillance equipment (procedure 1). That update had been made previously in our contract boilerplate for program year 2023-2024.

#### **STAFF RECOMMENDATIONS:**

Accept the audit report as presented.

#### **COMMITTEE ACTION:**

Larry White made a motion to accept the monitoring report. Theresa Flick seconded the motion. Motion carried.

#### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, December 13, 2023**  
**Career Center Committee, Thursday, November 16, 2023**

### **TOPIC/ISSUE:**

Disaster Recovery Dislocated Worker Grants Program Administration

### **BACKGROUND:**

Disaster Recovery DWGs, authorized by the Workforce Innovation and Opportunity Act (WIOA), temporarily expand the service capacity of employment and training programs to respond to declared disasters and emergency situations which cause significant job loss. Disaster Recovery DWGs provide funding to states, outlying areas or Indian tribal governments (as defined by the Stafford Act, 42 US Code 5122(6) for disaster-relief employment and to quickly reemploy laid off workers by offering employment and training services.

Disaster Recovery DWGs are meant to address situations beyond those that are the focus of WIOA formula funds.

### **POINTS OF CONSIDERATION:**

This policy will not supersede existing policies but will act as a guide to aid staff in understanding and managing a qualified disaster event to assist both business' and job seekers.

### **STAFF RECOMMENDATIONS:**

Approve the Disaster Recovery Dislocated Worker Grants Program Administration Policy (OPS-41) in accordance with WIOA regulations.

### **COMMITTEE ACTION:**

Jorge Martinez made a motion to accept the policy. Pat Reddish seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.



## RECORD OF ACTION/APPROVAL

### Board Meeting, Wednesday, December 13, 2023 Career Center Committee, Thursday, November 16, 2023

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

Lecanto Lease Renewal

#### **BACKGROUND:**

We currently lease three consecutive units in Lecanto, 683/687/691 S Adolph Point, under a five-year lease agreement scheduled to expire December 2023. We were previously locked into a five-year lease at a reduced rate of \$4,500 per month. The cumulative five-year inflation increase over that period time is 18.1% due largely to building insurance rates that have more than tripled.

The ownership group from which we lease the property has offered at five-year lease renewal at \$5,200 per month, or a one-year lease at \$5,500 per month.

We are proposing a one-year lease renewal of the three units at a total cost of \$5,500 per

month: 1 Year Rental Rate:	Unit #683:	\$2,050
	Unit #687:	\$1,775
	Unit #691:	\$1,675
		=====
	Total Monthly:	\$5,500

This represents a savings of \$109.75 monthly from the cumulative 5-year prior inflation increase rate of 18.1%, which would have put the monthly cost at \$5609.75.

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

This will allow us agility with our placement in Citrus County, positioning us to better respond to rapid changes in the local economy as needed. It will also ensure we are able to meet rental obligations under our current reduced funding structure.

#### **STAFF RECOMMENDATIONS:**

Approve renewing lease for the one-year term noted above.

#### **COMMITTEE ACTION:**

Arno Proctor made a motion to approve the one-year lease for the Lecanto Career Center. Angela Juaristic seconded the motion. Motion carried.

#### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, December 13, 2023**  
**Executive Meeting, Wednesday, December 6, 2023**

### **TOPIC/ISSUE:**

Reclassification of Business Development Manager job description

### **BACKGROUND:**

Under our current organizational structure, we have Assistant Director positions in two major functions of our business that report to the Director of Operations.

- Assistant Director of Workforce Initiatives that manages contracting, procurement, policy and procedure, administrative functions, grant research and writing and special projects.
- Assistant Director of Career Services oversees the programs and services provided in the career centers.

### **POINTS OF CONSIDERATION:**

We would like to reclassify our current Business Development Manager to Assistant Director of Business Services.

- This change would add uniformity to our organizational structure and expands internal talent development in regard to succession planning
- Focuses the position on leadership and talent development of Business Services personnel
- Supports our expansion of Business Services in Citrus and Levy
- Expands management responsibilities to include special business-based grant initiatives such as our recent Broadband Infrastructure grant and Disaster Recovery Employment
- Ensures business representation during sr. leadership planning
- Changes pay grade:
  - Business Development Manager – Grade 109 - \$44,460.- \$78,950
  - Assistant Director of Business Services – Grade 110 - \$49,000 - \$86,963

### **STAFF RECOMMENDATIONS:**

Approve re-classifying the Business Development Manager position

### **COMMITTEE ACTION:**

Carl Flanagan made a motion to approve the reclassification of the Business Development Manager position to Assistant Director of Business Services. Fred Morgan seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.

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## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, December 13, 2023**  
**Executive Meeting, Wednesday, December 6, 2023**

### **TOPIC/ISSUE:**

Contracting with QLM (Quality Labor Management)

### **BACKGROUND:**

We were recently awarded Federal Disaster Recovery funds through Florida Commerce to assist with the cleanup efforts after Hurricane Idalia made landfall on the gulf coast on August 30, 2023. Disaster funds are used to create temporary employment opportunities with local municipalities and non-profit agencies engaged in clean-up efforts. Employment opportunities can be created for individuals that are dislocated from their employment due to the storm. All positions must be directly related to storm clean-up and humanitarian work.

### **POINTS OF CONSIDERATION:**

The state has negotiated a contract with QLM (Quality Labor Management) to work with the local boards in providing employer of record services for all temporary positions funded under disaster grants. QLM has extensive experience in construction and clean-up work and provides full payroll services, safety training (OSHA), equipment training (implements and heavy equipment), liability insurance, as well as provide certification-based training. We can use QLM services under the state contract through issuance of a purchase order. We are not required to conduct procurement under a previously negotiated state contract.

### **STAFF RECOMMENDATIONS:**

Approve initiation of services with QLM through purchase order

### **COMMITTEE ACTION:**

Charles Harris made a motion to approve the initiation of services with QLM through purchase order. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, December 13, 2023**  
**Executive Meeting, Wednesday, December 6, 2023**

### **TOPIC/ISSUE:**

Memorandum of Understanding- Nature Coast Business Development Council

### **BACKGROUND:**

The purpose of this Memorandum of Understanding (MOU) between CareerSource Citrus Levy Marion (CSCLM) and the Nature Coast Business Development is to leverage our partnership and operational collaboration that will maximize our resources to prevent duplication of effort, training, and educational services and to ensure the effective and efficient delivery of workforce services to the businesses in Levy County.

### **POINTS OF CONSIDERATION:**

The partnership will maximize strategies and staffing to foster and strengthen the growth and retention of existing business within Levy County and to provide a strong collaboration with respect to talent supply that will encourage and facilitate the recruitment and relocation of new businesses. In support of the MOU, CSCLM agrees to pay NCBDC \$30,000 over a 12-month period based on the performance measures outlined in Section C of the MOU. (ATTACHED)

### **STAFF RECOMMENDATIONS:**

Requesting board approval on the MOU with NCBDC.

### **COMMITTEE ACTION:**

Carl Flanagan made a motion to approve the Memorandum of Understanding with the Nature Coast Business Development Council. Kim Baxley seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, December 13, 2023**  
**Executive Meeting, Wednesday, December 6, 2023**

### **TOPIC/ISSUE:**

By-Laws Amendment- Education and Industry Consortium

### **BACKGROUND:**

Senate Bill 240 requires that each local workforce board appoint and education and industry consortium to review and prioritize skills needed in key industry sectors; analyze educational training programs for prioritized skills and define skills training gaps. A related duty is to approve credentials for inclusion on the State's Master Credentials list

### **POINTS OF CONSIDERATION:**

The Consortium requirements, based upon SB 240, are required to be established in our By-Laws and include the following

- Membership:
  - o College of Central Florida
  - o Citrus County School District
  - o Levy County School District
  - o Marion County School District
  - o Private post-secondary institution
  - o Up to three representatives from each of the following targeted sectors
    - ☐ Manufacturing
    - ☐ Logistics
    - ☐ Information Technology
    - ☐ Healthcare
    - ☐ Construction
    - ☐ Agriculture
- Members cannot be CLM Board members.
- Serve two-year terms, beginning January 2024.
  - o Can be reappointed.
- Membership must be top level institutional/business leadership.
  - o May designate an alternate to serve if unable to attend.
- Meets Quarterly, issues a report to the CSCLM Board.
  - o Meets in CSCLM normal committee cycle.

- o Meetings will be in-person and via Zoom
- Chair appointed by CSCLM Board Chair.

#### **STAFF RECOMMENDATIONS:**

Approve the By-Laws amendment establishing the Education and Industry Consortium as a special committee of CareerSource CLM and authorize the Board chair to make appointments to the Consortium based upon nominations received from interested parties.

#### **COMMITTEE ACTION:**

Fred Morgan made a motion to accept the By-Laws amendment establishing the Education and Industry Consortium as a special committee and authorizing the board chair to make appointments to the Consortium based on nominations received from interested parties. Charles Harris seconded the motion. Motion carried.

#### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.

#### **CONSORTIUM ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, December 13, 2023**  
**Executive Meeting, Wednesday, December 6, 2023**

### **TOPIC/ISSUE:**

Updated budget

### **BACKGROUND:**

We have received additional funding from the following grants:

Hope Florida – Wagner Peyser and WIOA

Broadband Competitive Grant – H1B

Hurricane Idalia - NDWG

### **POINTS OF CONSIDERATION:**

The budget has been updated to reflect the additional funding sources. Updated full budget and functional breakdown attached.

### **STAFF RECOMMENDATIONS:**

Approve the updated budget.

### **COMMITTEE ACTION:**

Charles Harris made a motion to approve the updated 2023-2024 budget to include the new funding sources. Fred Morgan seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13, 2023.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.

### **CONSORTIUM ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, December 13, 2023**  
**Executive Meeting, Wednesday, December 6, 2023**

### **TOPIC/ISSUE:**

Business Development Coordinator Wage Review

### **BACKGROUND:**

Our current base compensation rate for Business Development Coordinator staff is \$36,850 per year. We have determined our starting wage rate to be low after comparing our rate to neighboring workforce boards. This has made it difficult to recruit new talent into the organization. We would like to adjust our compensation plan for Business Development Coordinators from \$36,850 - \$65,226 to \$40,000 - \$65,226.

### **POINTS OF CONSIDERATION:**

This adjustment will affect two current staff members that are below the proposed base rate. This increase will result in an adjustment of the existing staff at an increased cumulative cost of \$4080.00 per year.

### **STAFF RECOMMENDATIONS:**

Approve adjusting our compensation plan for Business Development Coordinators.

### **COMMITTEE ACTION:**

Carl Flanagan made a motion to approve adjusting the compensation plan for the Business Development Coordinators. Kim Baxley seconded the motion. Motion carried.

### **BOARD ACTION:**

This item appeared on the consent agenda of the board meeting on Wednesday, December 13.

Kevin Sheilley made a motion to approve the consent agenda items from the Performance and Monitoring, Career Center, and Executive committee meetings. Deb Stanley seconded the motion. Motion carried.





## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 20, 2024  
Executive Committee, Wednesday, February 28, 2024**

### **TOPIC/ISSUE:**

2023 Year End Finance Audit

### **BACKGROUND:**

Powell and Jones concluded their financial audit for year ending June 30, 2023. This audit is conducted annually. The full report is attached for review.

### **POINTS OF CONSIDERATION:**

No issues were identified in the report as detailed on pages 41 and 42.

### **STAFF RECOMMENDATIONS:**

Accept the monitoring as presented.

### **COMMITTEE ACTION:**

Al Jones made a motion to accept the report. Carl Jones seconded the motion. Motion carried.

### **BOARD ACTION:**

**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, 2023**

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

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

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## Powell and Jones CPA

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Lake City, FL 32025  
Phone 386.755.4200  
Fax 386.719.5504

### 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, 2023, 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, 2023, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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**

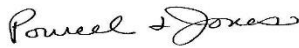
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part 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.

***Other Reporting Required by Government Auditing Standards***

In accordance with Government Auditing Standards, we have also issued our report dated January 24<sup>th</sup>, 2024, on our consideration of Citrus, Levy, Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion's., internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide 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 financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering North Florida Workforce Development Board, Inc' s., internal control over financial reporting and compliance.

A handwritten signature in cursive script, appearing to read "Powell & Jones".

**Powell and Jones CPA**  
Lake City, Florida  
January 24<sup>th</sup>, 2024

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**June 30, 2023**

This discussion and analysis of the financial performance of Citrus, Levy, Marion Regional Workforce Development Board, Inc. (the "Organization") provides an overview of financial activities for the fiscal year ended June 30, 2023. 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 \$46,406.
- Unrestricted net position at June 30, 2023, was \$217,416
- The Board incurred total expenses for the year of about \$6,585,945, compared to revenues of approximately \$6,632,351.

**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:

	2023 Governmental Activities	2022 Governmental Activities
<b>Net Position</b>		
Assets:		
Non-capital assets	\$ 1,325,128	\$ 1,401,181
Depreciable capital assets, net	<u>119,581</u>	<u>325,462</u>
Total assets	<u>1,444,709</u>	<u>1,726,643</u>
Liabilities:		
Current liabilities	802,353	846,605
Non-current liabilities	<u>305,359</u>	<u>589,447</u>
Total liabilities	<u>1,107,712</u>	<u>1,436,052</u>
Net assets:		
Net investment in capital assets	119,581	320,887
Unrestricted	<u>217,416</u>	<u>(30,296)</u>
Total net position	<u>\$ 336,997</u>	<u>\$ 290,591</u>



	<b>2023 Governmental Activities</b>	<b>2022 Governmental Activities</b>
<b>Change in Net Position</b>		
General revenues:		
Governmental grants and contributions	\$ 6,523,886	\$ 6,465,022
Other revenues	108,465	102,863
Total revenues	<u>6,632,351</u>	<u>6,567,885</u>
Program expenses:		
Administration and general	695,175	717,644
Client services:		
Direct and contract provided	5,684,891	5,595,344
Depreciation and amortization	205,879	205,850
Total expenses	<u>6,585,945</u>	<u>6,518,838</u>
Change in net position	46,406	49,047
Prior period adjustment	-	(213,145)
Beginning net position	290,591	454,689
Ending net position	<u>\$ 336,997</u>	<u>\$ 290,591</u>

## **OVERALL FINANCIAL POSITION AND RESULTS OF OPERATIONS**

### **Governmental Activities**

The governmental activities generated program income of \$107,181, interest income of \$1,284 and grant and contractual revenue of \$6,523,886. The Organization incurred \$6,585,945 of program expenses. This resulted in an increase in net position of \$49,047.

### **General Fund**

The fund balance of the General Fund has decreased by \$24,184, from \$854,523 to \$830,339. 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 \$347,908 and a non-spendable balance of \$87,851 for prepaid expenses and deposits. Unassigned fund balance was \$394,580.

## **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 2023 fiscal year was increased by \$877,047. Budgeted expenditures exceeded actual by \$475,117.

## **CAPITAL ASSETS AND DEBT ADMINISTRATION**

### **Capital Assets**

The Organization had no significant capital asset activity for the fiscal year ended June 30, 2023. 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 2023 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, 2022	Additions	Deletions	Balance June 30, 2022
Compensated absences	\$ 381,684	\$ -	\$ (33,777)	\$ 347,907
Leases	507,710	-	(242,695)	265,015
	<u>\$ 889,394</u>	<u>\$ -</u>	<u>\$ (276,472)</u>	<u>\$ 612,922</u>

## 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**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**Assets:**

**Current**

Cash	\$ 697,099
Grants Receivable	532,471
Accounts and Contracts Receivable	7,707
Prepaid Expenses	80,864
<b>Total Current</b>	<u><b>1,318,141</b></u>

**Non-current**

Deposits	6,987
Depreciable Capital Assets, Net of Depreciation	2,798
Right to Use Leased Property Net of Amortization	116,783
<b>Total Non-current</b>	<u><b>126,568</b></u>
<b>Total Assets</b>	<u><u><b>\$ 1,444,709</b></u></u>

**Liabilities:**

**Current**

Accounts Payable and Accrued Expenses	\$ 190,380
Unearned Revenue	304,409
Accrued Compensated Absences, Current Portion	52,186
Lease Liability, Current Portion	255,378
<b>Total Current Liabilities</b>	<u><b>802,353</b></u>

**Non-current**

Accrued Compensated Absences, Net of Current	295,722
Leases Payable, Net of Current	9,637
<b>Total Non-current Liabilities</b>	<u><b>305,359</b></u>
<b>Total Liabilities</b>	<u><u><b>1,107,712</b></u></u>

**Net Position:**

Net Investment in Capital Assets	119,581
Unrestricted	217,416
<b>Total Net Position</b>	<u><u><b>\$ 336,997</b></u></u>

**See notes to financial statements.**

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.  
STATEMENT OF ACTIVITIES**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Functions/Programs	Program Expenses		Program Revenue		Net (Expenses) Revenue and Changes in Net Positio
	Direct	Indirect	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
Economic Environment					
Jobs Training and Placement	\$ 5,896,492	\$ 689,453	\$ 6,523,886	\$ -	\$ (62,059)
Total Governmental Activities	<u>\$ 5,896,492</u>	<u>\$ 689,453</u>	<u>\$ 6,523,886</u>	<u>\$ -</u>	<u>\$ (62,059)</u>
General Revenue:					
Interest					1,284
Other					107,181
Total General Revenue					<u>108,465</u>
Changes in Net Position					46,406
Net Position, Beginning of Year					<u>290,591</u>
Net Position, End of Year					<u>\$ 336,997</u>

See notes to financial statements.

**JUNE 30, 2023**

**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, 2023**

	General Fund
Revenues:	
Grants and Contributions	\$ 6,523,886
Other Income	107,181
Interest Income	1,284
Total Revenues	<u>6,632,351</u>
Expenditures:	
Indirect:	
Administrative	
Personnel Services	448,331
Operating Expenses	60,544
	<u>508,875</u>
General:	
Personnel Services	121,079
Operating Expenses	65,221
	<u>186,300</u>
Client Services:	
Training:	
Operating Expenses	768,835
Operating:	
Personnel Services	1,187,049
Operating Expenses	728,607
	<u>1,915,656</u>
Program support:	
Personnel Services	2,052,290
Operating Expenses	968,962
	<u>3,021,252</u>
Debt service:	
Principal	242,692
Interest	12,925
	<u>255,617</u>
Total Expenditures	<u>6,656,535</u>
Total Change in Fund Balance	(24,184)
Fund Balance, July 1, 2022	854,523
Fund Balance, June 30, 2023	<u>\$ 830,339</u>

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, 2023**

Amounts reported for governmental activities are different because:

Net change in fund balance - governmental fund	\$ (24,184)
--	-------------

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.	(205,879)
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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.	33,777
--	--------

Principal payments on long-term leases are not expended in the statement of activities	242,692
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Change in net position of governmental activities	\$ 46,406
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See Notes to Financial Statements.

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

**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

**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, 2023, in the amount of \$347,907. 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	(405,437)
Right to use leased property	1,965,431
Accumulated amortization	(1,848,648)
	<u>\$ 119,581</u>

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

Compensated absences	<u>\$ 347,908</u>
Leases payable	<u>\$ 265,015</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>\$ (1,775)</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 net decrease in compensated absences	<u>\$ 33,777</u>
Current year decrease in the lease liability	<u>\$ 242,695</u>

### **NOTE 3. CAPITAL ASSETS AND DEPRECIATION**

Capital asset activity for the year ended June 30, 2023, was as follows:

	Balance July 1, 2022	Additions	Deletions	Balance June 30, 2023
Capital assets being depreciated:				
Office equipment	\$ -	\$ -	\$ -	\$ -
Miscellaneous equipment	300,672	-	-	300,672
Data processing equipment	107,563	-	-	107,563
Total capital assets being depreciated	408,235	-	-	408,235
Accumulated depreciation:				
Office equipment	-	-	-	-
Miscellaneous equipment	298,241	348	-	298,589
Data processing equipment	105,421	1,427	-	106,848
Total accumulated depreciation	403,662	1,775	-	405,437
Net capital assets being depreciated	\$ 4,573	\$ (1,775)	\$ -	\$ 2,798

#### NOTE 4. NON-CURRENT LIABILITIES

Non-current liabilities consist of compensated absences and leases liabilities as follows:

	Balance July, 2022	Additions	Deletions	Balance June 30, 2022
Compensated absences	\$ 381,684	\$ -	\$ (33,777)	\$ 347,907
Leases	507,710	-	(242,695)	265,015
	<u>\$ 889,394</u>	<u>\$ -</u>	<u>\$ (276,472)</u>	<u>\$ 612,922</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
2023	172,745

## 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	Payment at June 30, 2023	Interest	Gross Right of Use Asset	Accumulated Amortization	Net Value of Right to Use Asset
College of Central Florida Location	120 months	\$ 1,272,869	\$ 13,489	3.25%	\$ 31,822	\$ 1,241,047	\$ 1,209,225
Lecanto Office	126 months	464,523	4,500	3.25%	44,240	420,283	376,043
Chiefland Location	84 months	228,039	154,741	3.25%	40,721	187,318	146,597
		<u>\$ 1,965,431</u>	<u>\$ 172,730</u>		<u>\$ 116,783</u>	<u>\$ 1,848,648</u>	<u>\$ 1,731,865</u>

Total lease payments made during the period June 30, 2023 for these leases, were \$255,617. Future principal and interest lease payments as of June 30, 2023 were as follows:

Fiscal Year Ended	Interest	Principal	Total
2024	\$ 13,508	\$ 255,375	\$ 268,883
2025	-	9,640	9,640
	<u>\$ 13,508</u>	<u>\$ 265,015</u>	<u>\$ 278,523</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, 2023.

## 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, 2023, 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, 2023:

Description	Amount Paid	Payable at June 30, 2023
Outreach	\$ 69,025	\$ -
Training	2,128	-
Rent	196,537	-
	<u>\$ 267,690</u>	<u>\$ -</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 2023, 2022 and 2021 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, 2023. 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 January 24<sup>th</sup>, 2024, the date that the audit report was available to be issued.

## **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, 2023**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
<b>Revenues</b>				
Grants and Contributions	\$ 6,105,802	\$ 6,646,909	\$ 6,523,886	\$ (123,023)
Other Income	1,485,635	2,699,074	107,181	(2,591,893)
Interest Income	-	-	1,284	1,284
<b>Total Revenues</b>	<u>7,591,437</u>	<u>9,345,984</u>	<u>6,632,351</u>	<u>(2,713,633)</u>
<b>Expenditures</b>				
Indirect:				
Administrative	457,272	501,101	508,875	(7,774)
General	183,411	190,978	186,300	4,678
Client Services:				
Training	716,532	911,068	768,835	142,233
Operating	1,844,579	2,360,857	1,915,656	445,201
Program Support	3,052,358	3,167,648	3,021,252	146,396
Debt Service				
Principal	-	-	242,692	(242,692)
Interest	-	-	12,925	(12,925)
<b>Total Expenditures</b>	<u>6,254,152</u>	<u>7,131,652</u>	<u>6,656,535</u>	<u>475,117</u>
Excess of Revenues over Expenditures	1,337,285	2,214,332	(24,184)	(2,238,516)
Fund Balance, July 1, 2022	854,523	854,523	854,523	-
<b>Fund Balance, June 30, 2023</b>	<u><u>\$ 2,191,808</u></u>	<u><u>\$ 3,068,855</u></u>	<u><u>\$ 830,339</u></u>	<u><u>\$ (2,238,516)</u></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, 2023**

**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.

## **SINGLE AUDIT SECTION**

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**For the Year Ended June 30, 2023**

<b>Federal Grantor/Program Title</b>	<b>Contract Number</b>	<b>Federal Assistance Listing Number</b>	<b>Federal Expenditures</b>
<b><u>U.S. Department of Agriculture</u></b>			
Passed through the Florida Department of Economic Opportunity			
Supplemental Nutrition Assistance Program	FSH22	10.561	\$ 22,998
Supplemental Nutrition Assistance Program	FSH23	10.561	151,460
Total U.S. Department of Agriculture			<u>174,458</u>
<b><u>U.S. Department of Labor:</u></b>			
Youthbuild	YB-34257-19-60-A-12	17.274	444,620
			<u>444,620</u>
Passed through the Florida Department of Economic Opportunity			
Workforce Innovation and Opportunity Act (WIOA) Cluster:			
WIOA Adult	WIA23	17.258	191,650
WIOA Adult	WIA22	17.258	967,915
WIOA SFY 21-22 WIOA Rural Initiatives	WIS21	17.258/17.259/17.278	62,500
WIOA 22-23 Mobile Repair Unit	WIS22	17.258/17.259/17.278	10,000
WIOA Youth	WIY23	17.259	165,847
WIOA Youth	WIY22	17.259	1,091,349
WIOA Dislocated Worker	WID22	17.278	271,952
WIOA - Rapid Response Hurricane Ian	WIR21	17.278	100,903
WIOA - Rapid Response	WIR23	17.278	93,446
Total WIA Cluster			<u>2,955,562</u>
Employment Services Cluster:			
Wagner Peyser Summit	WPA21	17.207	134,577
Wagner Peyser	WPA22	17.207	45,471
Wagner Peyser	WPA23	17.207	161,806
Recovery Navigator Project 2021	WPB21	17.207	127,451
Re-entry Navigator	WPB22	17.207	86,158
Apprenticeship Navigator	WPB22	17.207	62,500
Disabled Veterans Outreach Program	DVP22	17.801	38,976
Local Veterans Program	LVR22	17.801	9,711
Local Veterans Program	LVR23	17.801	4,036
Total Employment Services Cluster			<u>670,686</u>
Unemployment Compensation:			
Reemployment and Eligibility Assessments	UCR22	17.225	138,620
			<u>138,620</u>
Trade Adjustment Assistance:			
Trade Adjustment Assistance - Training	TAT20	17.245	5,405
			<u>5,405</u>
Total U.S. Department of Labor			<u>4,214,893</u>

(Continued)

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**(Continued)**

**For the Year Ended June 30, 2023**

<b>Federal Grantor/Program Title</b>	<b>Contract Number</b>	<b>Federal Assistance Listing Number</b>	<b>Federal Expenditures</b>
<b><u>U.S. Department of Health and Human Services</u></b>			
Passed through the Florida Department of Economic Opportunity			
Welfare Transition Program July-September	WTS22	93.558	\$ 393,858
Welfare Transition Program October -June	WTS23	93.558	1,232,558
Welfare Transition Program October -June	WTS22	93.558	377,234
Total U.S. Department of Health and Human Services			<u>2,003,650</u>
<b>Total Federal Expenditures</b>			<b><u>\$ 6,393,001</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, 2023**

**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, 2023**

**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, 2023:

Program	Federal Assistance Listing Number	Subrecipient	One Stop Operator
Disabled Veterans Outreach Program	17.801	\$ -	\$ 165
Local Veterans Employment Representative	17.801	-	59
Reemployment and Eligibility Assessments	17.225	-	214
Supplemental Nutrition Assistance Program	10.561	-	934
WIOA Youth	17.259	635,243	3,050
WIOA Adult	17.258	12,870	5,068
Re-entry Navigator	17.207	-	42
WIOA Dislocated Worker	17.278	25,958	1,171
WIOA - Rapid Response	17.278	-	168
WIOA SFY 21-22 WIOA Rural Initiatives	17.258/17.259/17.278	-	260
WIOA - Rapid Response Hurricane Ian	17.278	-	178
Wagner Peyser	17.207	-	880
Welfare Transition	93.558	-	8,479
Youthbuild	17.274	248,434	2,219
		<u>\$ 922,505</u>	<u>\$ 22,887</u>

**NOTE 4. ALLOCATION OF WIOA FUNDING**

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

	Federal Assistance Listing Number	WIS22	WIS21
WIOA Adult	17.258	\$ 3,300	\$ 20,000
WIOA Youth	17.259	3,200	20,000
WIOA Dislocated Worker	17.278	3,500	22,500
		<u>\$ 10,000</u>	<u>\$ 62,500</u>

**NOTE 5. YOUTHBUILD MATCHING REQUIREMENT**

For the year ended June 30, 2023, the Organization had \$186,175 in matching expenditures for the Youthbuild program bringing total expenditures in the program to \$631,412.

**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, 2023. 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, 2023.

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.

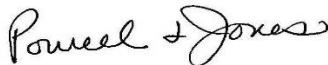
## Report on Internal Control over Compliance

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 and Jones CPA**  
Lake City, Florida  
January 24<sup>th</sup>, 2024

## **OTHER REPORTS AND LETTERS**

**INDEPENDENT AUDITOR'S 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, 2023, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements, and have issued our report thereon dated January 24<sup>th</sup>, 2024.

**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.

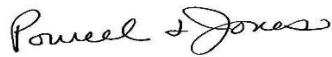
**Compliance and Other Matters**

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 and Jones CPA**  
Lake City, Florida  
January 24<sup>th</sup>, 2024

## 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, 2023, and have issued our report thereon dated January 24<sup>th</sup>, 2024.

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 January 24<sup>th</sup>, 2024, 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**  
Lake City, Florida  
January 24<sup>th</sup>, 2024



## **Powell and Jones CPA**

1359 S.W. Main Blvd.  
Lake City, FL 32025  
Phone 386.755.4200  
Fax 386.719.5504

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

January 24<sup>th</sup>, 2024

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, 2023. 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 2023. 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 January 24<sup>th</sup>, 2024.

### *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*

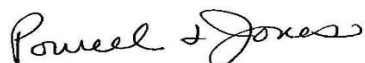
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses 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,

A handwritten signature in cursive script, appearing to read "Powell & Jones".

**Powell and Jones CPA**  
Lake City, Florida  
January 24<sup>th</sup>, 2024

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

**SCHEDULE OF FINDINGS**  
**For the Fiscal Year Ended June 30, 2023**

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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:

**Assistance Listing Number**

17.258  
17.259  
17.278  
93.558

**Name of Program or Cluster**

**U.S. Department of Labor**

**Workforce Innovation and Opportunity Act (WIOA) Cluster:**

Adult  
Youth Activities  
Dislocated Worker  
Welfare Transition

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

(Continued)

**CITRUS, LEVY, MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.**  
**SCHEDULE OF FINDINGS**  
**For the Fiscal Year Ended June 30, 2023**  
**(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



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 20, 2024**  
**Executive Committee, Wednesday, February 28, 2024**

### **TOPIC/ISSUE:**

Budget and Expenditure summary for period 7/01/2023 – 12/31/2023

### **BACKGROUND:**

The budget has been updated for changes in revenue. The attached is a summary of the budget and actual expenditures by cost pool.

### **POINTS OF CONSIDERATION:**

The following reports provide status updates of spending by revenue stream and cost pool for planning purposes.

### **STAFF RECOMMENDATIONS:**

Approve the mid-year budget and expenditure reports.

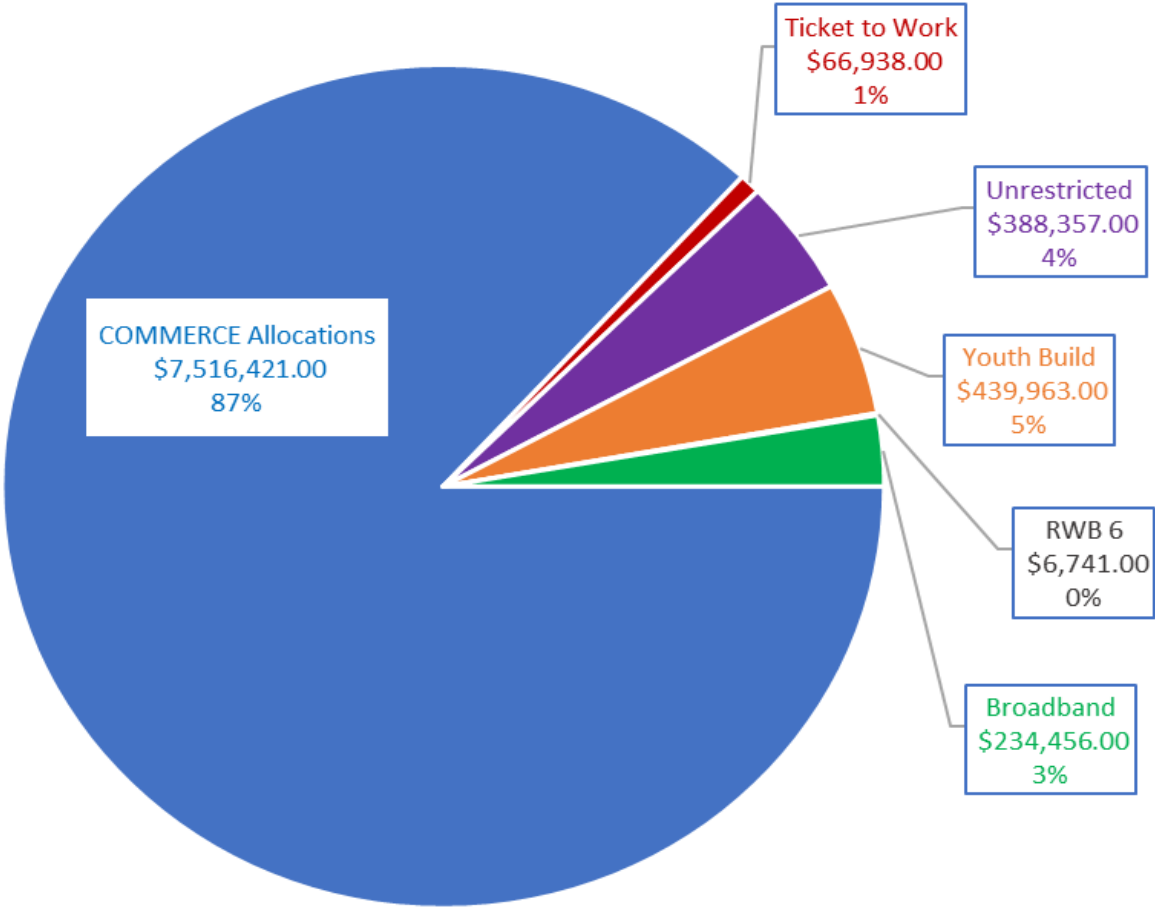
### **COMMITTEE ACTION:**

Charles Harris made a motion to approve the budget report. Al Jones seconded the motion. Motion carried.

### **BOARD ACTION:**

2023-2024 Total Revenues

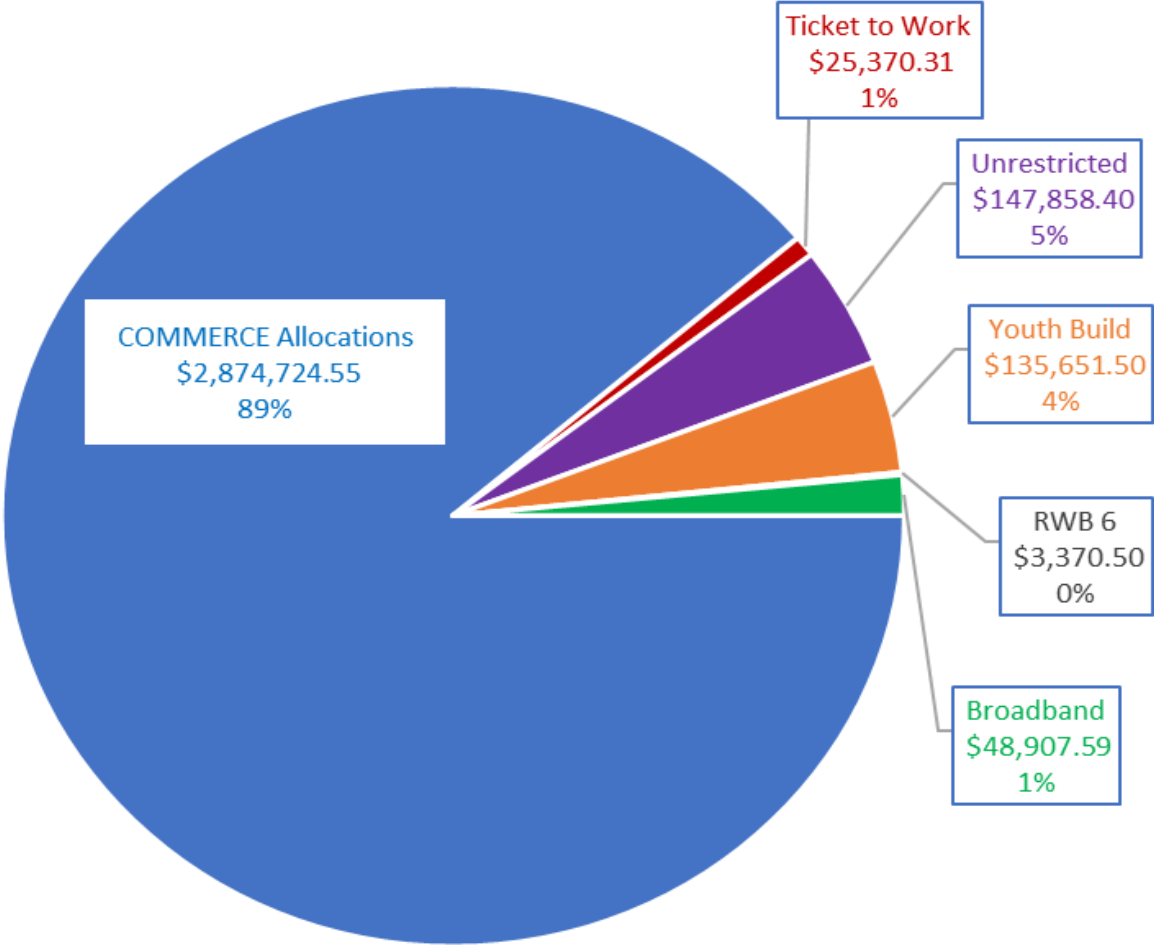
REVENUE RESOURCES	
\$8.65 M	
COMMERCE ALLOCATIONS	
ADULT	\$2,167,409
YOUTH	\$1,181,062
DISLOCATED WORKER	\$865,989
WAGNER PEYSER	\$194,053
WTP	\$1,684,097
SNAP	\$235,908
VETS	\$90,174
REA	\$374,883
OTHER	\$722,846
TOTAL Commerce Allocations	\$7,516,421



TOTAL REVENUE = \$8,652,876.00

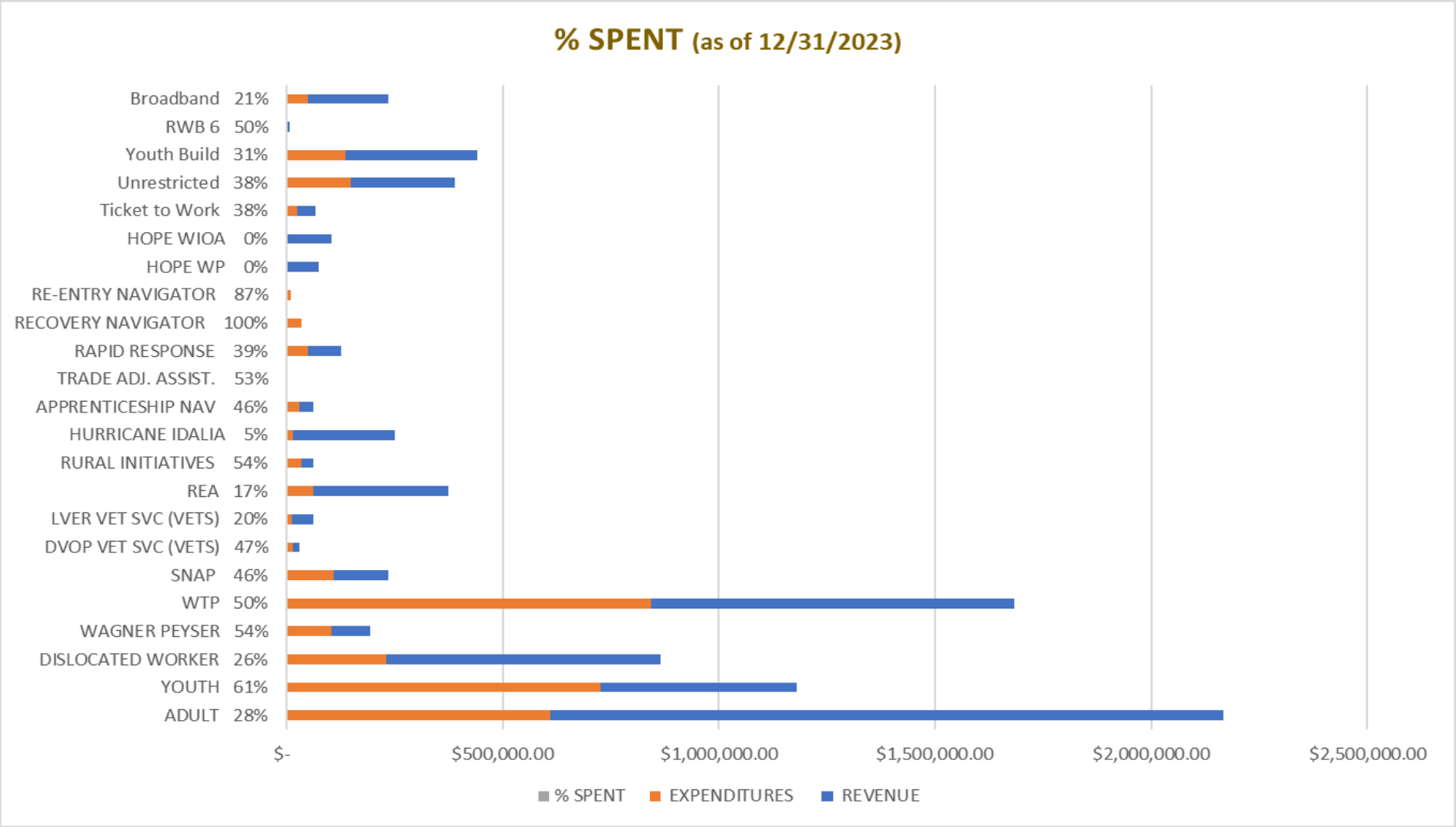
Expenditures as of December 31, 2023

ADULT	\$610,405.19
YOUTH	\$725,173.89
DISLOCATED WORKER	\$229,421.47
WAGNER PEYSER	\$104,345.26
WTP	\$841,862.87
SNAP	\$108,214.57
VETS	\$25,772.11
REA	\$62,258.89
OTHER	\$167,270.30
TOTAL Commerce Allocations	\$2,874,724.55

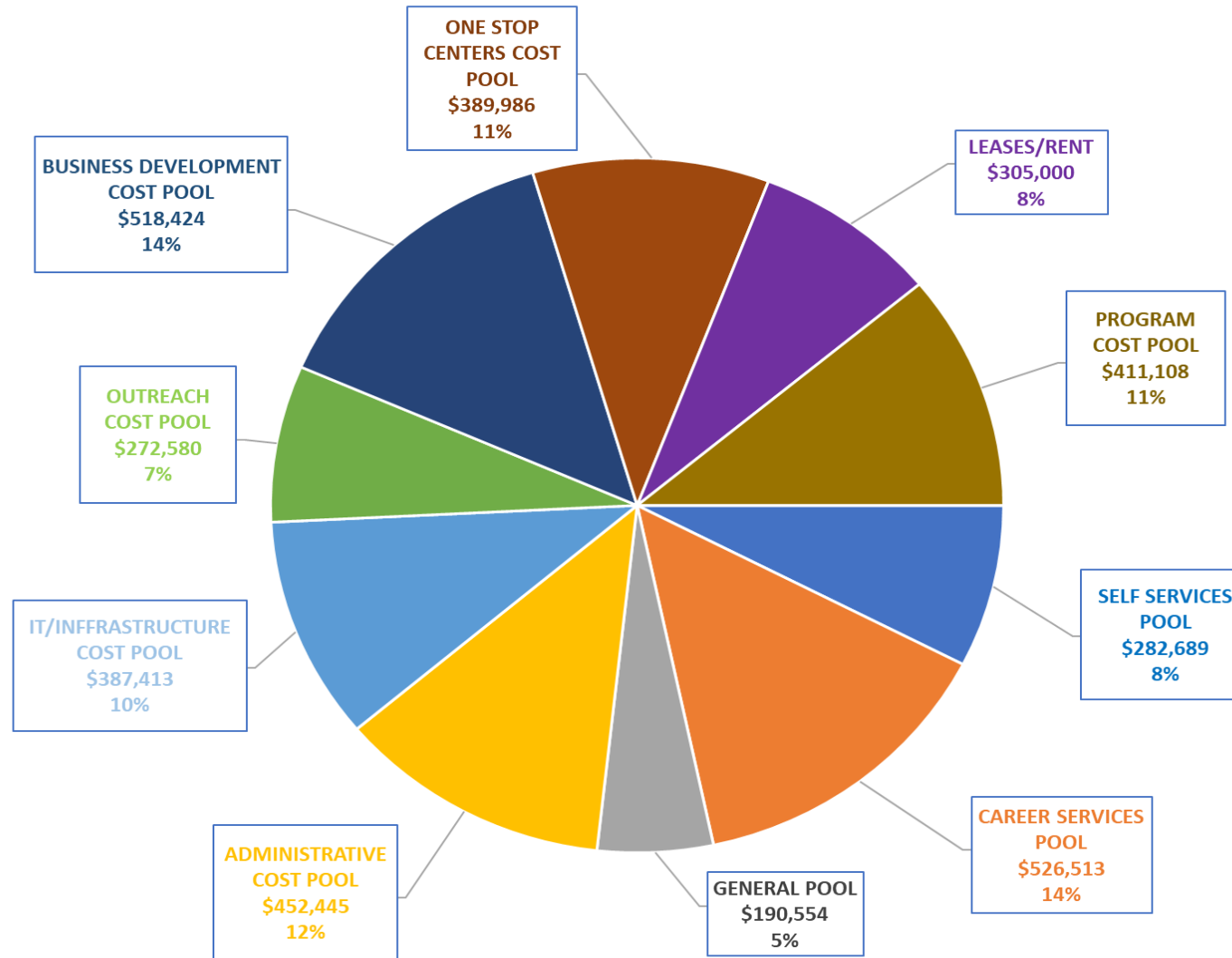


**Total Expenditures = \$3,235,882.85**

Spend Rate by Unique Revenue Source

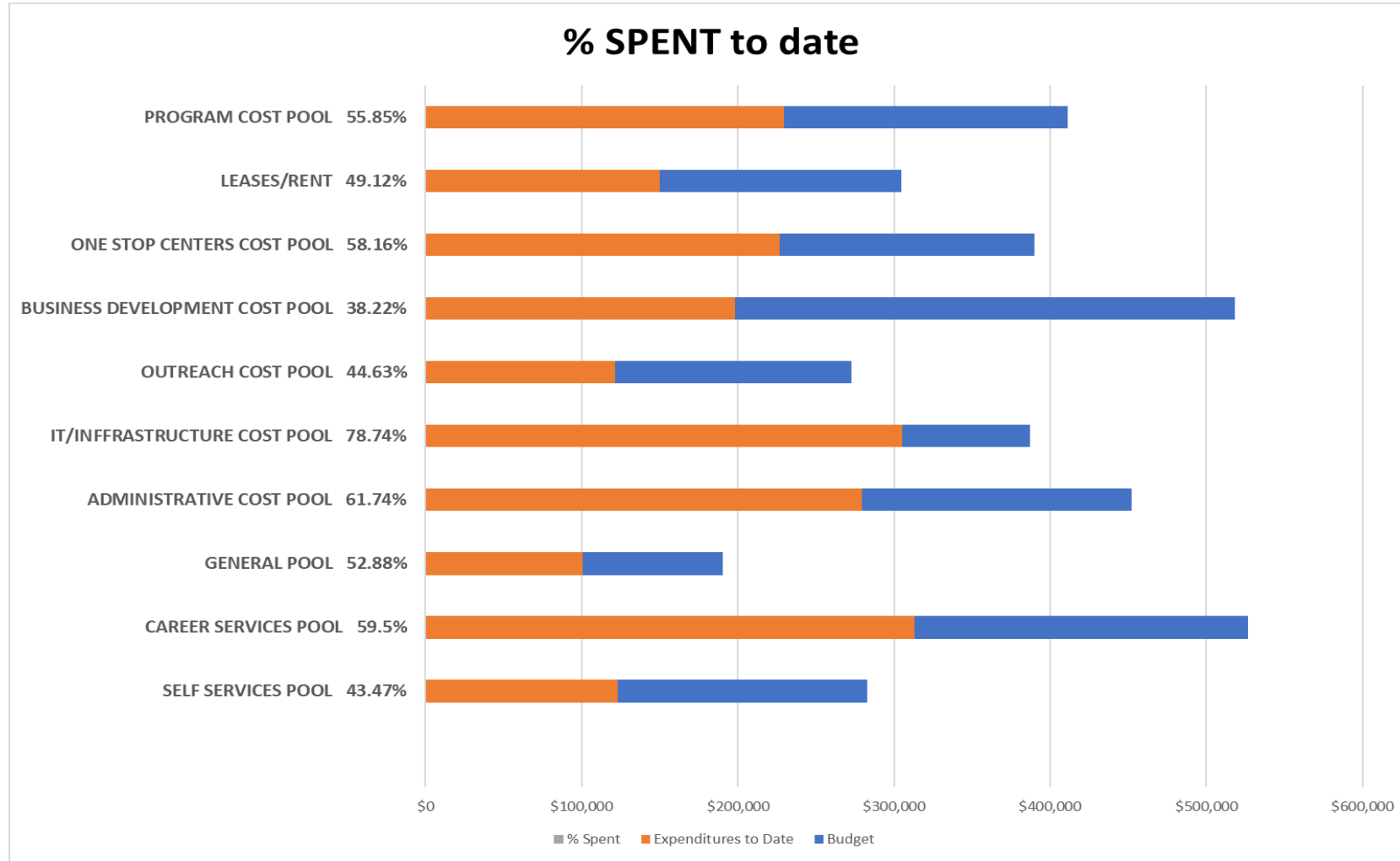


## Cost Pools by Budget



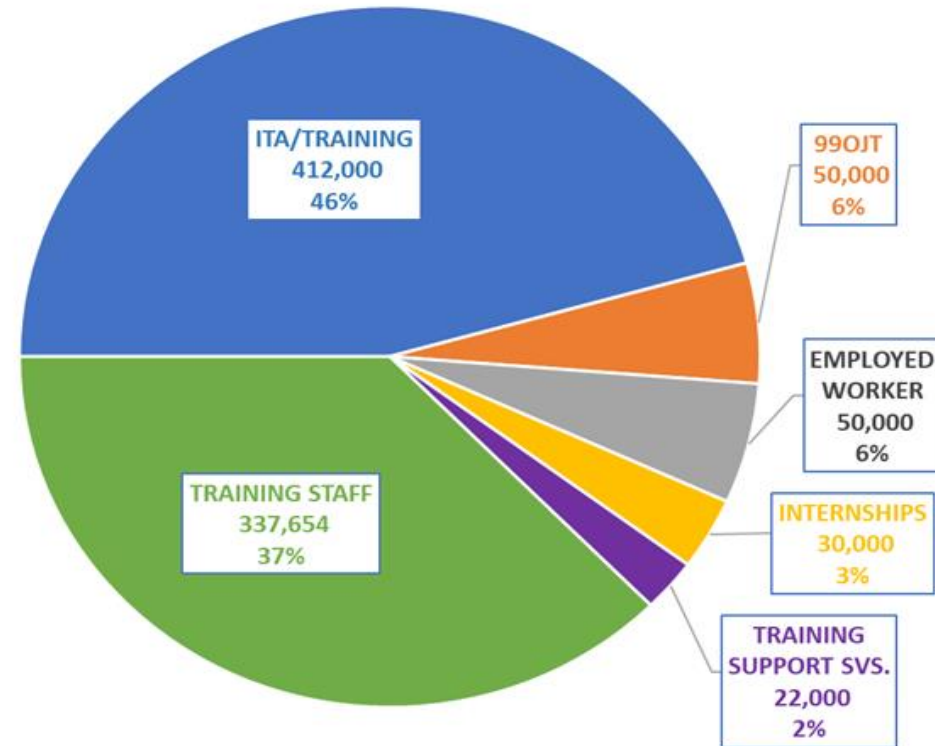


## Spend Rate by Cost Pools

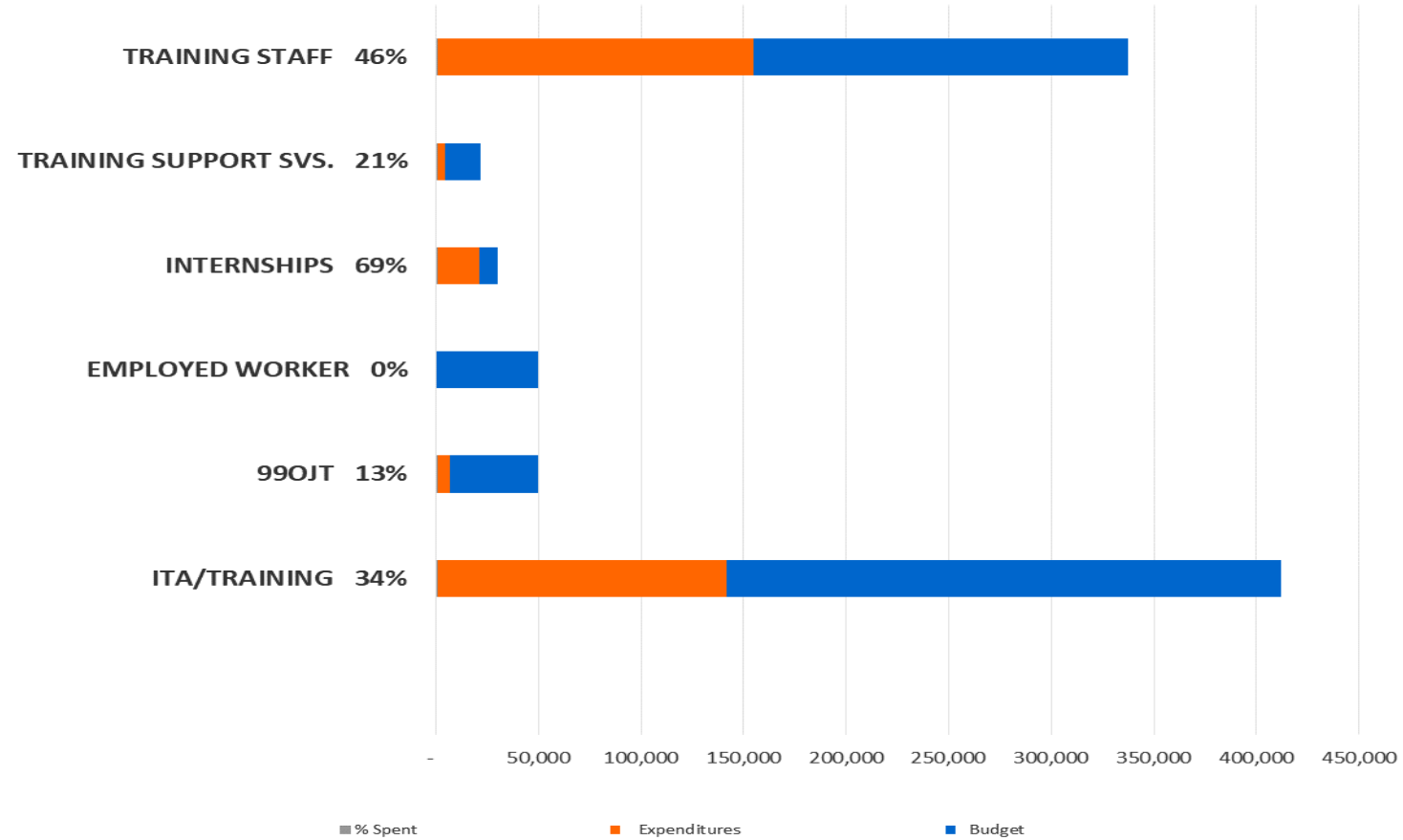


## Training Budgets

INDIVIDUAL TRAINING ACCOUNTS	\$412,000.00
TRAINING STAFF	\$337,654.00
ON THE JOB TRAINING	\$50,000.00
EMPLOYED WORKER	\$50,000.00
INTERNSHIPS/PAID WORK EXPERIENCE	\$30,000.00
SUPPORT SERVICES	\$22,000.00



## Training Budget Spend Rate





## RECORD OF ACTION/APPROVAL

Board Meeting  
Wednesday, March 20, 2024

### **TOPIC/ISSUE:**

Approval of 2024-2025 contracts

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

### **STAFF RECOMMENDATIONS:**

### **COMMITTEE ACTION:**

### **BOARD ACTION:**

## CareerSource CLM - All Contracts July 1, 2024 - June 30, 2025

Item #	Contractor	Purpose/Scope of Work Summary	Funding	Board Action	Contractor / SubContractor	Conflicts
		<b>Master Contracts Requiring 2/3rds Vote</b>				
1	Citrus County Chamber of Commerce	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 20,000.00		C	John Murphy, Carl Flanagan, Kevin Cunningham
2	Ocala Metro Chamber & Economic Partnership (CEP)	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00		C	Kevin Sheilley
3	Levy County Schools	Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed.	\$ 10,000.00		C	Chris Cowart
4	College of Central Florida	Facility usage and rental fees. This is a blanket approval but to not exceed. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage.	\$ 200,000.00		C	Mark Paugh
5	Marion County School Board	Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at MTC.	\$ 50,000.00		C	Ben Whitehouse
		<b>Master Contracts Requiring 2/3rds Vote - OJT, CBT, or Apprenticeship Training Opportunities</b>				
6	ANCORP	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Arno Proctor
7	Key Training Center	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Theresa Flick
8	A&M Manufacturing	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	John Hemken
9	Ocala Housing Authority	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Angela Juaristic
10	Citrus County Schools	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Deb Stanley
11	Lockheed Martin	CBT and/or OJT Training Services - approval but to not exceed	\$ 20,000.00		C	Jeff Chang
		<b>Contracts Not Requiring 2/3rds Vote</b>				
12	Nature Coast Business Development Council	Employer outreach and job development services. Have been determined to be contractor for services and not subrecipients for the purpose of providing goods or services.	\$ 30,000.00		C	
13	Powell and Jones	Joint auditing (Financial)	\$ 17,505.00		C	
14	Powell and Jones	Subrecipient monitoring	\$ 3,800.00		C	
15	CD Staffing	Payroll for PWE/PWI agreements	Cost + 30% Mark up		C	
16	Region 6	Financial Services Agreement	\$ 55,000.00		C	
17	Underwood and Sloan	Third party monitoring	\$ 50,000.00		C	
18	Quality Labor Management	Disaster Recover Employment Services (staffing)	Cost + 42% Mark up		C	



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 20, 2024**  
**Executive Committee, Wednesday, February 28, 2024**

### **TOPIC/ISSUE:**

Acceptance of the Department of Labor (DOL) YouthBuild monitoring report.

### **BACKGROUND:**

Eric Dent (Federal Project Officer) from the DOL was onsite to conduct monitoring of the current YouthBuild program December 4-15, 2023. He reviewed customer files, financial records and processes, and interviewed grant related staff.

### **POINTS OF CONSIDERATION:**

The final report revealed no Other Non-compliance issues or Findings. No other issues were reported. Eric stated that he was extremely pleased by the quality of our program and staff. Additionally, he asked staff to present the best practices listed in the report to the regional peer-to-peer training group.

### **STAFF RECOMMENDATIONS:**

Accept the monitoring report as submitted to us from the DOL.

### **COMMITTEE ACTION:**

Carl Flanagan made a motion to accept the report. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 20, 2024**  
**Executive Committee, Wednesday, February 28, 2024**

### **TOPIC/ISSUE:**

Cedar Key Disaster Recovery Staffing

### **BACKGROUND:**

We are currently engaged with the UF/IFAS office in Cedar Key to use our disaster recovery grant funds from Hurricane Idalia to re-employ dislocated workers and growers/owners in the shellfish cultivation industry. We have met with approximately 80 submerged land lease holders to date. We also have agreed to provide services to 14 lease holders that are located in Dixie County. Funding for these activities will be transferred to us as needed. This has been approved by CareerSource Florida Crown (Region 7) and endorsed by Florida Commerce.

### **POINTS OF CONSIDERATION:**

Due to the expected scope of the program that requires oversight of individual worksites, monitoring of allowable activities, communications with growers, timesheet verification, and coordination of services between CareerSource CLM and Quality Labor Management (employer of record) we would like flexibility to add two full-time, temporary positions that will be funded through disaster grant funds. Positions would only be filled dependent on need. We will have a better idea of actual enrollments by the end of March. We will continue to provide quarterly updates to committees and board.

### **STAFF RECOMMENDATIONS:**

Approve hiring up to two full-time staff members to manage grant activities in Levy and Dixie counties.

### **COMMITTEE ACTION:**

Charles Harris made a motion to approve the hiring of up to two temporary full-time staff to manage grant activities in Levy and Dixie Counties. Kim Baxley seconded the motion. Motion carried.

### **BOARD ACTION:**



## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 20, 2024**  
**Executive Committee, Wednesday, February 28, 2024**

### **TOPIC/ISSUE:**

Declaration of Surplus- Large Mobile Unit

### **BACKGROUND:**

See attached email

### **POINTS OF CONSIDERATION:**

The condition of the mobile unit has required a continued level of maintenance and repair that have only solved the problem then at hand. Suspension and frame concerns will require an on-going level of repair expenditure that, because of the vehicle's age, is unwarranted.

### **STAFF RECOMMENDATIONS:**

Declare the mobile unit surplus and dispose in accordance with state requirements. Seek state help in purchasing two small vans, trailers and generators to provide a modern, more versatile mobile career center response.

### **COMMITTEE ACTION:**

Carl Flanagan made a motion to declare the mobile unit as surplus and disposed in accordance with state requirements. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**





## **RECORD OF ACTION/APPROVAL**

**Board Meeting, Wednesday, March 20, 2024**  
**Executive Committee, Wednesday, February 28, 2024**

### **TOPIC/ISSUE:**

HR 6655 A Stronger Workforce for America Act

### **BACKGROUND:**

The U.S. House of Representatives is considering HR 6655. It is designated to amend and update WIOA. A NAWB piece outlining the areas that should be of concern to the local workforce system has been previously provided to the Board members.

### **POINTS OF CONSIDERATION:**

The draft attached is a response to the bill and designed to be sent to each local member of Congress.

### **STAFF RECOMMENDATIONS:**

Consider expressing the concerns to our Representatives.

### **COMMITTEE ACTION:**

Carl Flanagan made a motion to approve sending the response letter to local representatives. Jeff Chang seconded the motion. Motion carried.

### **BOARD ACTION:**