



## MEETING AGENDA

### Finance Committee Meeting

**Meeting # 2**  
**Wednesday, April 23, 2025**  
**10:00 a.m.**

The public may attend and participate both in-person or by Zoom.

**1112 N. Main St.**  
**Gainesville, FL 32601**

### Join Zoom Meeting

<https://us02web.zoom.us/j/83701321023?pwd=QGMjl7iz89QEFupHdql0mhj1zd7vCF.1>

**Phone No:** 1-929-205-6099 (EST)  
**Meeting ID:** 837 0132 1023  
**Passcode:** 849807

*The Board/Council is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board/Council 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict.*

*Please also fill out form 8B prior to the meeting, whether or not you are able to attend the meeting, if you have a conflict with any agenda items.*



**I. Call to Order**

**II. Approval of the Agenda**

<b>Agenda</b>	<b>Committee</b>
<b>Recommendation</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>N/A</i>

**III. Approval of the Minutes**

<b>Minutes</b>	<b>Committee</b>
<b>Recommendation</b>	<i>None</i>
<b>Action:</b>	<i>None</i>
<b>Exhibits:</b>	<i>N/A No meeting was held due to lack of quorum</i>

**IV. Public Comment**

**V. Old Business**

*N/A*

**VI. Reports**

*N/A*

**VII. New Business**

**1. Acceptance of \$102,727 for Veterans and Hope Florida Program Services**

Consideration to accept an additional \$102,727 in grant funds. The state has awarded us an additional \$102,727 for Veterans Programs and for a Hope Florida Navigator. We are requesting approval to accept the funds.

<b>NB1</b>	<b>Committee</b>
<b>Recommendation:</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>CSNCFL FY25 NFA</i>



**2. Acceptance of Fiscal Report**

Consideration of approval of the Fiscal Report provided by the Clerk's Office. The Clerk's Office generates a report of our expenditures on a regular basis. They are asking that the CSNCFL governing boards review and approve the report. The payments reported align with our budget including modifications made throughout the year. We are recommending approval of the report and direction to be able to place this on the Consent Agenda going forward. Should any board or council member wish to see the detail regarding any item on the report we will coordinate with the Clerk's Office to make the information available.

NB2	Committee
<b>Recommendation:</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>Fiscal Summary Reports</i>

**3. Approval of office relocations and new office opening**

Our Lake City and Old Town Center leases will expire July1, 2025. We took over the existing Region 7 centers as we entered program year 24/25 so we could review the space and determine whether to remain at those locations or issue a procurement for new space. We are recommending that we relocate at the end of PY 24/25 and open an office in each of our new member counties. This will provide job seekers and employers better access to services in each of our 6 counties. We have sufficient budget and preliminary inquiries indicate we will be able to reduce costs from what we are paying now in the current locations. Recommend approval.

NB3	Committee
<b>Recommendation:</b>	<b>Approval</b>
<b>Action:</b>	<b>Motion</b>
<b>Exhibits:</b>	<i>Office Location memo</i>

**VIII. Public Comment**

**IX. Adjournment**



# Journal Edit Listing

Sort By Entry

Department	Number	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification	Journal Type
4600 - CAREERSOURCE NORTH CENTRAL FL	2025-00000009	BA	GL	03/14/2025	CSNCFL-FY25 2nd QTR NFA Increases				
<i>G/L Date</i>	<i>G/L Account Number</i>	<i>Account Description</i>		<i>Description</i>		<i>Source</i>	<i>Increase Amount</i>	<i>Decrease Amount</i>	
03/14/2025	137.00.331.500	Fed Grant Economic Environment		CSNCFL-FY25 2nd QTR NFA Increases			3,374.00	.00	
		Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024							
03/14/2025	137.43.510.40.10	Travel - Staff Travel		CSNCFL-FY25 2nd QTR NFA Increases			3,374.00	.00	
		Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024							
03/14/2025	135.00.331.500	Fed Grant Economic Environment		CSNCFL-FY25 2nd QTR NFA Increases			8,147.00	.00	
		Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024							
03/14/2025	135.43.510.52.00	Operating Supplies		CSNCFL-FY25 2nd QTR NFA Increases			8,147.00	.00	
		Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024							
03/14/2025	145.00.331.500	Fed Grant Economic Environment		CSNCFL-FY25 2nd QTR NFA Increases			79,685.00	.00	
		Project: PY 2023.NFA43973 - Program Year 2023, WIOA Hope Florida							
03/14/2025	145.43.510.52.00	Operating Supplies		CSNCFL-FY25 2nd QTR NFA Increases			79,685.00	.00	
		Project: PY 2023.NFA43973 - Program Year 2023, WIOA Hope Florida							
03/14/2025	137.00.331.500	Fed Grant Economic Environment		CSNCFL-FY25 2nd QTR NFA Increases			3,374.00	.00	
		Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024							
03/14/2025	137.43.510.52.00	Operating Supplies		CSNCFL-FY25 2nd QTR NFA Increases			3,374.00	.00	
		Project: PY 2024.NFA44849 - Program Year 2024, DVOP-LVER (Consolidated) PY2024							
03/14/2025	135.00.331.500	Fed Grant Economic Environment		CSNCFL-FY25 2nd QTR NFA Increases			8,147.00	.00	
		Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024							
03/14/2025	135.43.510.40.10	Travel - Staff Travel		CSNCFL-FY25 2nd QTR NFA Increases			8,147.00	.00	
		Project: PY 2024.NFA44866 - Program Year 2024, DVOP PY2024							
Number of Entries: 10							\$205,454.00	\$.00	

**Total Increase in Revenue-\$102,727**  
**Total Increase in Expense-\$102,727**  
**Overall Budget Impact \$205,454**

<b>Date of Notice:</b>	1/28/2025
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**Notice of Grant Award/Fund Availability**  
**General Information**

<b>Subrecipient Name:</b>	LWDB26 - North Central Florida Workforce Development Board	
<b>Universal Entity Identification Number (UEI #):</b>	HDF7SP48NSA7	
<b>Federal Award Name:</b>	WIOA Youth/Adult/Dislocated Workers Formula Combined	
<b>Grantor:</b>	United States Department of Labor	
<b>Federal Award Identification Number (FAIN):</b>	23A55AT000009, 23A55AY000003, 23A55AW000012	
<b>Federal Award Year:</b>	PY2023/FY2024	
<b>CFDA/CSFA Title and Number:</b>	WIOA Formula Adult; WIOA Formula Youth; WIOA Formula Dislocated Worker	17.258 17.259 17.278
<b>Award for Research &amp; Development (Y/N):</b>	No	
<b>Action being Taken:</b>	Increase Award and Release	

**Award Information**

<b>Program Year in SERA:</b>	PY2023
<b>Program Group in SERA:</b>	WIOA
<b>Program Name in SERA:</b>	WIOA – State Level
<b>Project in SERA:</b>	Hope Florida – A Pathway to Promise
<b>FLAIR Contract #:</b>	RWB26
<b>NFA ID #:</b>	043973
<b>FLAIR Grant #:</b>	WIS24
<b>Award Period Begin Date:</b>	July 1, 2024
<b>Award Period End Date:</b>	June 30, 2025
<b>Close Out Due by:</b>	August 31, 2025

**Award and Fund Availability**

	<b>Award</b>	<b>Funds Available / Release</b> (Maximum cash available for draw)
<b>Current Award/Release:</b>	\$61,584.61	\$61,584.61
<b>This Action:</b>	\$79,685.00	\$79,685.00
<b>Revised Award/Release:</b>	\$141,269.61	\$141,269.61

## ***AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS***

***General Conditions:*** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or cost allocation method.

***Special Grant Conditions:*** Hope Florida – A Pathway to Prosperity is a comprehensive approach to addressing poverty and promoting economic mobility in Florida. Through this initiative, the Florida Department of Children and Families (DCF) is guiding Floridians on an individualized path to prosperity, economic self-sufficiency and hope by focusing on community collaboration among the private sector, faith-based community organizations, non-profits and government entities to break down silos and connect Floridians to resources that lead to stability and new economic opportunities. This funding and focused effort by the CareerSource Florida network represent a workforce system-led expansion of the state's Hope Florida initiative to provide specialized services and programming through the workforce system and connect Hope Florida participants seeking jobs with employment and career opportunities. A separate Wagner-Peyser award funds Hope Florida Navigators to strengthen coordination between DCF and local workforce development boards.

This funding supports the delivery of specialized services and programming to help Hope Florida program participants find jobs, enroll in training and launch new career pathways that lead to self-sufficiency and economic prosperity. Funds may be used for staffing and the purchase of supplies and other expenses related to these services.

These specialized services and programming should include at a minimum:

- Processes that meet Hope Florida participants where they are, for example through online intake meetings.
- Robust assessments, development and refinement of individualized employability plans to include career pathways that lead to self-sufficiency.
- Leveraging available resources, such as local formula Wagner-Peyser and WIOA funds, to provide critical services. For example, WIOA formula funds may be used to provide supportive services when needed.
- Specialized services and programming for Hope Florida participants, through in-person peer support/job club settings, to acquire soft/foundational skills essential for job retention; engage in robust career exploration through site visits and/or virtual reality experiences; acquire occupational skills through classroom training (including quick

credentials); participate in work-based learning experiences; and encounter a broad mix of local employers from a variety of sectors. The duration of this programming needs to be suitable to the differing circumstances of Hope Florida participants.

- Joint case management of Hope Florida participants with DCF.

Participating areas should leverage the Florida CLIFF Dashboard suite of tools in case management, career coaching, and identifying necessary supportive services when working with Hope Florida participants.

Use of these funds must be compliant with all WIOA laws, rules, and regulations and must be consistent with the WIOA PY2023 Annual Funding Agreement (between USDOL and FloridaCommerce). The WIOA PY2023 Annual Funding Agreement is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

***Program/Participant Reporting Requirements:*** See Attachment

***Financial Reporting Requirements:*** All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the following cost categories. The cost category definitions are located at:

[http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0\\_2](http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0_2)

**Add-Up Cost Categories:**

- Local Administration
- Career Services
- Training

**Non-Add-Up Cost Categories:**

- In-School Youth
- Out-of-School Youth
- ITA Federal-Youth

***Closeout Procedures:*** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

***Other Notes/Comments:*** Award is being moved from LWDB09 to LWDB26.

***Questions:*** Fiscal questions regarding these funds should be addressed to Carolyn Bishop at (850) 245-7489 or via email at [carolyn.bishop@commerce.fl.gov](mailto:carolyn.bishop@commerce.fl.gov). Program policy questions should be addressed to Lorena Clark at (850) 245-7400 or via e-mail at [lorena.clark@commerce.fl.gov](mailto:lorena.clark@commerce.fl.gov). Subrecipient Enterprise Resource Application (SERA) questions should be sent to the SERA Help Desk via email at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).

## ATTACHMENT

### PROGRAM AND PARTICIPANT REPORTING INSTRUCTIONS

**Project Name:** 864 Hope Florida Initiative – Statewide Adult  
 862 Hope Florida Initiative – Statewide Youth  
 863 Hope Florida Initiative – Statewide Dislocated Worker

**Date Range:** July 1, 2023 – June 30, 2025

**Local Workforce Development Board Affected:** All LWDBs

**Funding Source:** WIOA Statewide Funds

**Target Populations:** WIOA-eligible participants (Adults, Dislocated Workers, Youth) served by the Florida Department of Children and Families’ Hope Florida – A Pathway to Prosperity initiative in need of training and employment services.

**Program Narrative:** Participants will receive education, training, and employment.

**Application Eligibility:**

1. On the **Eligibility and Grants** page, scroll to **WIOA Grant Eligibility** section.
2. Scroll to the appropriate subsection - **Statewide Dislocated Worker Eligibility or Statewide Adult Eligibility or Statewide Youth Eligibility** and select “Yes”.
3. Scroll down to the **Grants** section and click **View Available Grants**.
4. Select **Statewide Dislocated Worker or Statewide Adult or Statewide Youth Eligibility** from the list by clicking **Add** on the far right of the grant title.
5. Scroll to the bottom of the page and select **Finish**.

**Note:** Veterans and eligible spouses receive priority of service.

**Enrollment into Employ Florida:** Program participants must be enrolled into Employ Florida in appropriate project-related activities for adults, dislocated workers or youth.

**To enroll a participant in Employ Florida, use:**

1. **Project Code:** 864  
**Customer Program Group:** Statewide Adult  
**Grant:** 864 Hope Florida Initiative – Statewide Adult
2. **Project Code:** 863  
**Customer Program Group:** Statewide Dislocated Worker  
**Grant:** 863 Hope Florida Initiative – Statewide Dislocated Worker
3. **Project Code:** 862  
**Customer Program Group:** Statewide Youth  
**Grant:** 862 Hope Florida Initiative – Statewide Youth  
**Note:** Under the current waiver, WIOA requires a minimum of 50 percent of out-of-school youth (OSY) funds available to local workforce development areas be used to serve OSY.



**All Hope Florida participants must be enrolled in Activity Code A32, Initial Intake Screening – HOPE Florida Applicant.** This code is recorded when indicating a recipient of public assistance (TANF or SNAP benefits) or an individual receiving other services from the Department of Children and Families (DCF) who was referred by DCF staff. A case note is required and must include the result of the screening, the specific eligibility category(ies) identified (i.e., TANF and/or SNAP recipient, other DCF program), and the outcome (i.e., to whom the individual was referred for services). This code does not trigger or extend participation.

### **Program Outputs and Outcomes:**

- Collaborative case management activities with DCF
- Number of Hope Florida participants served
- Number of participants with whom the Florida CLIFF Suite of Tools were used to assist with case management, career coaching and the identification of supportive services
- Number of Hope Florida participants receiving public assistance and/or served by other DCF initiatives (and through what programs)
- Specialized services and programming
- Supportive services
- Referrals to other agencies
- Job search services
- Post-secondary education
- WIOA training services
- WIOA work-based activities
- Follow-up through the fourth quarter after exit

Program outcomes include all core WIOA performance measures, including employment after exit, average wages, credentials and measurable skills gains.

Participation in periodic meetings scheduled by DCF, Florida Commerce and/or CareerSource Florida is required.

Service codes must be entered based on the activities and services provided in accordance with [Administrative Policy 115: Common Exit](#) and the [Employ Florida Service Code Guide](#).

**Data Input Deadline:** Participant data must be entered into Employ Florida as soon as it becomes available, or as soon as possible thereafter, but no later than the fifteenth day after a service or activity is provided to a participant. Failure to enter data by the fifteenth day after a service or activity is provided to a participant will result in lockdown issues. If you have questions, please contact Lorena Clark at 850-245-7400 or [Lorena.Clark@commerce.fl.gov](mailto:Lorena.Clark@commerce.fl.gov).

**Quarterly Narrative Reports:** Awardees must submit quarterly narrative reports by the 10<sup>th</sup> day of the month following the end of the quarter to [GrantsandSpecialProjects@commerce.fl.gov](mailto:GrantsandSpecialProjects@commerce.fl.gov) in a format provided by FloridaCommerce.

<b>Date of Notice:</b>	<b>01/14/2025</b>
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## **Notice of Grant Award/Fund Availability**

### **General Information**

<b>Subrecipient Name:</b>	See Attached Spreadsheet	
<b>Universal Entity Identification Number (UEI #)</b>	See Attached Spreadsheet	
<b>Federal Award Name:</b>	Jobs for Veterans' State Grant	
<b>Grantor:</b>	USDOL/Veterans' Employment and Training	
<b>Federal Award Identification Number (FAIN):</b>	25555DV000157	
<b>Federal Award Year:</b>	FY2025	
<b>CFDA/CSFA Title and Number:</b>	Jobs for Veterans' State Grant	17.801
<b>Award for Research &amp; Development (Y/N):</b>	N	
<b>Action being Taken:</b>	Increase Award and Release January 2025	

### **Award Information**

<b>Program Year in SERA:</b>	PY2024
<b>Program Group in SERA:</b>	Veterans Program
<b>Program Name in SERA:</b>	Disabled Veterans
<b>Project in SERA:</b>	Veterans Program - Disabled Veterans
<b>FLAIR Contract #:</b>	See Attached Spreadsheet
<b>NFA ID #:</b>	See Attached Spreadsheet
<b>FLAIR Grant #:</b>	DVP25
<b>Award Period Begin Date:</b>	October 1, 2024
<b>Award Period End Date:</b>	September 30, 2025
<b>Close Out Due by:</b>	November 14, 2025

### **Award and Fund Availability**

	<b>Award</b>	<b>Funds Available / Release</b> (Maximum cash available for draw)
<b>Current Award/Release:</b>	See Attached Spreadsheet	See Attached Spreadsheet
<b>This Action:</b>	See Attached Spreadsheet	See Attached Spreadsheet
<b>Revised Award/Release:</b>	See Attached Spreadsheet	See Attached Spreadsheet

## **AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS**

**General Conditions:** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or the cost allocation method.

**Special Grant Conditions:** The purpose of this award is to support the jointly managed staff in the local workforce development boards' various locations (e.g., the proportionate share of rent, supplies, utilities, travel, etc.). This award is subject to the following terms, conditions, and provisions:

- 38 USC Chapter 41 – Job Counseling, Training, and Placement Service for Veterans is located at:  
[38 USC Ch. 41: JOB COUNSELING, TRAINING, AND PLACEMENT SERVICE FOR VETERANS \(house.gov\)](https://www.house.gov/legislation/comp/38usc41.htm)
- [20 CFR 1001](https://www.ecfr.gov/current/title-20/chapter-I/subchapter-A/part-1001) – Services for Veterans
- [2 CFR Part 200](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-200) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- [2 CFR Part 2900](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-2900) - DOL Exceptions to 2 CFR Part 200
- The VETS Special Grant Provisions and Assurances are located at:  
<https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/FY-2021-JVSG-Special-Grant-Provisions-revised-3-2021.pdf>
- Active Veterans Program Letters (VPLs) are located at:  
<https://www.dol.gov/vets/VPLS/VPLDirectory.html>
- These funds include the support of jointly managed staff in local workforce development boards in various locations. This includes rent, supplies, utilities, travel, etc.

**Financial Reporting Requirements:** All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and any subcost categories established for the particular grant program.

**Program/Participant Reporting Requirements:** Job seekers receiving staff-assisted-services funded under the Jobs for Veterans State Grant (JVSG) must be registered in the EmployFlorida Marketplace (EFM) reporting system.

***Closeout Procedures:*** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

***Other Notes/Comments:*** Awards and releases will be issued monthly. The funding indicated on this NFA is intended to provide fair-share costs for DVOP staff.

***Questions:*** Fiscal questions regarding these funds should be addressed to Derrick Kimble at (850) 245-7387 or via email at [derrick.kimble@commerce.fl.gov](mailto:derrick.kimble@commerce.fl.gov). Program policy questions should be addressed to Mark Brennan at (850) 245-7405 or via email at [mark.brennan@commerce.fl.gov](mailto:mark.brennan@commerce.fl.gov). The Subrecipient Enterprise Resource Application (SERA) questions may be addressed to the SERA Helpdesk via e-mail at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).



**2025 DVOP October 2024- September 2025  
Award and Release January 2025**

Local Workforce Development Boards	Unique Entity ID	FLAIR Contract #	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
LWDB01 - Workforce Escarosa, Inc. (DBA CareerSource Escarosa)	QLDTNNF9GMF5	RWB01	044851	33,533.74	7,199.00	40,732.74	33,533.74	7,199.00	40,732.74
LWDB02 - Okaloosa-Walton Jobs and Education Partnership Inc. (DBA CareerSource Okaloosa Walton)	CRQKHBVMD835	RWB02	044852	30,078.67	7,199.00	37,277.67	30,078.67	7,199.00	37,277.67
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCHKTGVF5	RWB04	044853	10,079.45	4,900.00	14,979.45	10,079.45	4,900.00	14,979.45
LWDB05 - Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	JXBJD75ZSLU7	RWB05	044854	6,578.00	3,387.00	9,965.00	6,578.00	3,387.00	9,965.00
LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	N69QHEEPJS84	RWB08	044855	29,023.00	15,633.00	44,656.00	29,023.00	15,633.00	44,656.00
LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	F317N2U1V8B4	RWB10	044856	5,138.00	15,210.00	20,348.00	5,138.00	15,210.00	20,348.00
LWDB12 - Central Florida Regional Workforce Development Board, inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	044857	37,683.00	30,000.00	67,683.00	37,683.00	30,000.00	67,683.00
LWDB16 - Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	YWBYNKTKK5W8	RWB16	044858	14,398.00	7,199.00	21,597.00	14,398.00	7,199.00	21,597.00
LWDB17 - Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)	H5P3WBX8KMK8	RWB17	044859	21,623.00	1,993.00	23,616.00	21,623.00	1,993.00	23,616.00
LWDB18 - Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	D2U6C81AN1W8	RWB18	044860	13,378.05	5,787.00	19,165.05	13,378.05	5,787.00	19,165.05
LWDB20 - Workforce Development Board of the Treasure Coast, Inc. (DBA CareerSource Research Coast)	PNKUKLTD7MC6	RWB20	044861	12,244.00	4,942.00	17,186.00	12,244.00	4,942.00	17,186.00
LWDB21 - CareerSource Palm Beach County, Inc.	KEE2CVK8TVV7	RWB21	044862	47,663.00	7,515.00	55,178.00	47,663.00	7,515.00	55,178.00
LWDB22 - CareerSource Broward	HL9AA84QLED4	RWB22	044863	24,890.00	14,622.00	39,512.00	24,890.00	14,622.00	39,512.00
LWDB23 - South Florida Workforce Investment Board (DBA CareerSource South Florida)	MY3JU46PLT3	RWB23	044864	4,097.00	259.00	4,356.00	4,097.00	259.00	4,356.00
LWDB24 - Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	HSFYCWE457X4	RWB24	044865	6,855.31	4,860.00	11,715.31	6,855.31	4,860.00	11,715.31
LWDB26 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB26	044866	18,154.00	8,147.00	26,301.00	18,154.00	8,147.00	26,301.00
LWDB27 - Brevard Workforce Development Board, Inc. (dba CareerSource Brevard Flagler Volusia)	SJ5CYQ7UYAW9	RWB27	044867	46,159.00	14,859.00	61,018.00	46,159.00	14,859.00	61,018.00
LWDB28 - Tampa Bay Workforce Alliance, Inc (dba CareerSource Hillsborough Pinellas)	KSRPXN1L8K99	RWB28	044868	48,878.00	22,583.00	71,461.00	48,878.00	22,583.00	71,461.00
<b>STATEWIDE TOTALS</b>				<b>410,453.22</b>	<b>176,294.00</b>	<b>586,747.22</b>	<b>410,453.22</b>	<b>176,294.00</b>	<b>586,747.22</b>

Date of Notice: 01/14/2025

## Notice of Grant Award/Fund Availability General Information

<b>Subrecipient Name:</b>	See Attached Spreadsheet	
<b>Universal Entity Identification Number (UEI #)</b>	See Attached Spreadsheet	
<b>Federal Award Name:</b>	Jobs for Veterans' State Grant	
<b>Grantor:</b>	USDOL/Veterans' Employment and Training	
<b>Federal Award Identification Number (FAIN):</b>	25555DV000157	
<b>Federal Award Year:</b>	FY2025	
<b>CFDA/CSFA Title and Number:</b>	LVER Program	17.801
<b>Award for Research &amp; Development (Y/N):</b>	N	
<b>Action being Taken:</b>	Increase Award and Release January 2025	

### Award Information

<b>Program Year in SERA:</b>	PY2024
<b>Program Group in SERA:</b>	Veterans Program
<b>Program Name in SERA:</b>	Local Veterans
<b>Project in SERA:</b>	Consolidated DVOP-LVER
<b>FLAIR Contract #:</b>	See Attached Spreadsheet
<b>NFA ID #:</b>	See Attached Spreadsheet
<b>FLAIR Grant #:</b>	DLC25
<b>Award Period Begin Date:</b>	October 1, 2024
<b>Award Period End Date:</b>	September 30, 2025
<b>Close Out Due by:</b>	November 14, 2025

### Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
<b>Current Award/Release:</b>	See Attached Spreadsheet	See Attached Spreadsheet
<b>This Action:</b>	See Attached Spreadsheet	See Attached Spreadsheet
<b>Revised Award/Release:</b>	See Attached Spreadsheet	See Attached Spreadsheet

## **AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS**

**General Conditions:** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies, and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or the cost allocation method.

**Special Grant Conditions:** The purpose of this award is to support the jointly managed staff in the local workforce development boards' various locations (e.g., the proportionate share of rent, supplies, utilities, travel, etc.). This award is subject to the following terms, conditions, and provisions:

- 38 USC Chapter 41 - Job Counseling, Training, and Placement Service for Veterans is located at:  
[38 USC Ch. 41: JOB COUNSELING, TRAINING, AND PLACEMENT SERVICE FOR VETERANS \(house.gov\)](https://www.house.gov/legislation/comm/41/)
- [20 CFR 1001](#) – Services for Veterans
- [2 CFR Part 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- [2 CFR Part 2900](#) - DOL Exceptions to 2 CFR Part 200
- The VETS Special Grant Provisions and Assurances are located at:  
<https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/FY-2021-JVSG-Special-Grant-Provisions-revised-3-2021.pdf>
- Active Veterans Program Letters (VPLs) are located at:  
<https://www.dol.gov/vets/VPLS/VPLDirectory.html>
- These funds include the support of jointly managed staff in local workforce development boards in various locations. This includes rent, supplies, utilities, travel, etc.

**Financial Reporting Requirements:** All cash draws, and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and any sub cost categories established for the grant program.

***Program/Participant Reporting Requirements:*** Job seekers receiving staff-assisted-services funded under the Jobs for Veterans State Grant (JVSG) must be registered in the Employ Florida Marketplace (EFM) reporting system.

***Closeout Procedures:*** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

***Other Notes/Comments:*** Awards and releases will be issued monthly. The funding indicated on this NFA is intended to provide fair-share costs for Consolidated LVER-DVOP staff.

***Questions:*** Fiscal questions regarding these funds should be addressed to Derrick Kimble at (850) 245-7387 or via email at [derrick.kimble@commerce.fl.gov](mailto:derrick.kimble@commerce.fl.gov). Program policy questions should be addressed to Mark Brennan at (850) 245-7405 or via email at [mark.brennan@commerce.fl.gov](mailto:mark.brennan@commerce.fl.gov). The Subrecipient Enterprise Resource Application (SERA) questions may be addressed to the SERA Helpdesk via e-mail at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).





**2025 Consolidated DVOP-LVER October 24 - September 25  
Increase Award and Release January 2025**

Local Workforce Development Boards	Unique Entity ID	FLAIR Contract #	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
LWDB03 - Chipola Regional Workforce Development Board, Inc. (CareerSource Chipola)	GJ8ML6XGYGR6	RWB03	044842	2,315.48		2,315.48	2,315.48		2,315.48
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	CSBFCHKTGVF5	RWB04	044843	7,694.94	4,800.00	12,494.94	7,694.94	4,800.00	12,494.94
LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	RLLFJXR4NR43	RWB06	044844	15,032.00	7,713.00	22,745.00	15,032.00	7,713.00	22,745.00
LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	044845	7,014.00	3,097.00	10,111.00	7,014.00	3,097.00	10,111.00
LWDB19 - Heartland Workforce Investment Board, Inc. (CareerSource Heartland)	M14KJLY12JN4	RWB19	044846	6,578.00	3,387.00	9,965.00	6,578.00	3,387.00	9,965.00
LWDB21 - CareerSource Palm Beach County, Inc.	KEE2CVK8TVV7	RWB21	044847	10,732.00	3,366.00	14,098.00	10,732.00	3,366.00	14,098.00
LWDB26 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB26	044849	9,282.00	3,374.00	12,656.00	9,282.00	3,374.00	12,656.00
LWDB27 - Brevard Workforce Development Board, Inc. (dba CareerSource Brevard Flagler Volusia)	SJ5CYQ7UYAW9	RWB27	044850	5,154.00	2,577.00	7,731.00	5,154.00	2,577.00	7,731.00
<b>STATEWIDE TOTALS</b>				<b>63,802.42</b>	<b>28,314.00</b>	<b>92,116.42</b>	<b>63,802.42</b>	<b>28,314.00</b>	<b>92,116.42</b>

Date of Notice: 02/13/2025

## Notice of Grant Award/Fund Availability General Information

<b>Subrecipient Name:</b>	See Attached Spreadsheet	
<b>Universal Entity Identification Number (UEI #)</b>	See Attached Spreadsheet	
<b>Federal Award Name:</b>	Jobs for Veterans' State Grant	
<b>Grantor:</b>	USDOL/Veterans' Employment and Training	
<b>Federal Award Identification Number (FAIN):</b>	25555DV000157	
<b>Federal Award Year:</b>	FY2025	
<b>CFDA/CSFA Title and Number:</b>	LVER Program	17.801
<b>Award for Research &amp; Development (Y/N):</b>	N	
<b>Action being Taken:</b>	Increase Award and Release February 2025	

### Award Information

<b>Program Year in SERA:</b>	PY2024
<b>Program Group in SERA:</b>	Veterans Program
<b>Program Name in SERA:</b>	Local Veterans
<b>Project in SERA:</b>	Consolidated DVOP-LVER
<b>FLAIR Contract #:</b>	See Attached Spreadsheet
<b>NFA ID #:</b>	See Attached Spreadsheet
<b>FLAIR Grant #:</b>	DLC25
<b>Award Period Begin Date:</b>	October 1, 2024
<b>Award Period End Date:</b>	September 30, 2025
<b>Close Out Due by:</b>	November 14, 2025

### Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
<b>Current Award/Release:</b>	See Attached Spreadsheet	See Attached Spreadsheet
<b>This Action:</b>	See Attached Spreadsheet	See Attached Spreadsheet
<b>Revised Award/Release:</b>	See Attached Spreadsheet	See Attached Spreadsheet

## **AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS**

**General Conditions:** FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies, and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or the cost allocation method.

**Special Grant Conditions:** The purpose of this award is to support the jointly managed staff in the local workforce development boards' various locations (e.g., the proportionate share of rent, supplies, utilities, travel, etc.). This award is subject to the following terms, conditions, and provisions:

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[38 USC Ch. 41: JOB COUNSELING, TRAINING, AND PLACEMENT SERVICE FOR VETERANS \(house.gov\)](https://www.house.gov/legislation/committees/veterans/)
- [20 CFR 1001](https://www.ecfr.gov/current/title-20/chapter-I/subchapter-A/part-1001) – Services for Veterans
- [2 CFR Part 200](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- [2 CFR Part 2900](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-2900) - DOL Exceptions to 2 CFR Part 200
- The VETS Special Grant Provisions and Assurances are located at:  
<https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/FY-2021-JVSG-Special-Grant-Provisions-revised-3-2021.pdf>
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- These funds include the support of jointly managed staff in local workforce development boards in various locations. This includes rent, supplies, utilities, travel, etc.

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***Questions:*** Fiscal questions regarding these funds should be addressed to Derrick Kimble at (850) 245-7387 or via email at [derrick.kimble@commerce.fl.gov](mailto:derrick.kimble@commerce.fl.gov). Program policy questions should be addressed to Mark Brennan at (850) 245-7405 or via email at [mark.brennan@commerce.fl.gov](mailto:mark.brennan@commerce.fl.gov). The Subrecipient Enterprise Resource Application (SERA) questions may be addressed to the SERA Helpdesk via e-mail at [serahelpdesk@commerce.fl.gov](mailto:serahelpdesk@commerce.fl.gov).



**2025 Consolidated DVOP-LVER October 24 - September 25  
Increase Award and Release February 2025**

Local Workforce Development Boards	Unique Entity ID	FLAIR Contract #	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
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LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCHKTGVF5	RWB04	044843	14,775.59	2,400.00	17,175.59	14,775.59	2,400.00	17,175.59
LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	RLLFJXR4NR43	RWB06	044844	22,745.00	7,713.00	30,458.00	22,745.00	7,713.00	30,458.00
LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	044845	10,111.00	3,097.00	13,208.00	10,111.00	3,097.00	13,208.00
LWDB19 - Heartland Workforce Investment Board, Inc. (CareerSource Heartland)	M14KJLY12JN4	RWB19	044846	9,965.00		9,965.00	9,965.00		9,965.00
LWDB21 - CareerSource Palm Beach County, Inc.	KEE2CVK8TVV7	RWB21	044847	14,098.00		14,098.00	14,098.00		14,098.00
LWDB26 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB26	044849	12,656.00	3,374.00	16,030.00	12,656.00	3,374.00	16,030.00
LWDB27 - Brevard Workforce Development Board, Inc. (dba CareerSource Brevard Flagler Volusia)	SJ5CYQ7UYAW9	RWB27	044850	7,731.00	2,577.00	10,308.00	7,731.00	2,577.00	10,308.00
<b>STATEWIDE TOTALS</b>				<b>94,397.07</b>	<b>19,161.00</b>	<b>113,558.07</b>	<b>94,397.07</b>	<b>19,161.00</b>	<b>113,558.07</b>



**March 25, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

Payment Date	Payment Type	Payment Number	Amount
03/24/2025	Check	400000 - 400019	26,132.02
	ACH	1 - 17	65,235.59

Detailed payment register attached.

Sponsored by CareerSource North Central Florida and the State of Florida, Department of Economic Opportunity. CareerSource North Central Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Programs funded by CareerSource NCFL as a grantee of the U.S. Department of Labor. A proud partner of the American Job Center Network.

# Alachua County, FL CareerSource Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 03/24/2025

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: AP - Accounts Payable ZBA</b>					
Check	03/24/2025	400000 Accounts Payable	BARKLEY SECURITY AGENCY INC		6,576.00
Check	03/24/2025	400001 Accounts Payable	BARNES & NOBLE COLLEGE BOOKSTORES		15.99
Check	03/24/2025	400002 Accounts Payable	BIOFLORIDA INC		975.00
Check	03/24/2025	400003 Accounts Payable	CARASOFT TECHNOLOGY CORPORATION		70.94
Check	03/24/2025	400004 Accounts Payable	CATALYST QLM, LLC		530.40
Check	03/24/2025	400005 Accounts Payable	CFX Office Technology		65.05
Check	03/24/2025	400006 Accounts Payable	CITY OF STARKE		439.49
Check	03/24/2025	400007 Accounts Payable	CITY WIDE FACILITY SOLUTIONS		4,800.00
Check	03/24/2025	400008 Accounts Payable	FU , LINDA		69.11
Check	03/24/2025	400009 Accounts Payable	FUENTES , JOANNA		83.19
Check	03/24/2025	400010 Accounts Payable	GRU		143.08
Check	03/24/2025	400011 Accounts Payable	HAECO AIRFRAME SER LLC		405.00
Check	03/24/2025	400012 Accounts Payable	LANDS' END OUTFITTERS		1,349.40
Check	03/24/2025	400013 Accounts Payable	LONG , ERIC MICHAEL		84.71
Check	03/24/2025	400014 Accounts Payable	National Assoc of Workforce Professionals Inc		82.80
Check	03/24/2025	400015 Accounts Payable	OEC BUSINESS INTERIORS		969.88
Check	03/24/2025	400016 Accounts Payable	SCAD MEDIA LLC		6,250.00
Check	03/24/2025	400017 Accounts Payable	UNIV OF FL - TREEO CENTER		1,455.00
Check	03/24/2025	400018 Accounts Payable	VERIZON WIRELESS		1,588.81
Check	03/24/2025	400019 Accounts Payable	WASTE PRO OF FLORIDA		178.17
EFT	03/24/2025	1 Accounts Payable	ARMSTRONG , ROY		42.14
EFT	03/24/2025	2 Accounts Payable	BLAIR , ALEXIS		41.59
EFT	03/24/2025	3 Accounts Payable	BRADFORD COUNTY BOCC		1,800.00
EFT	03/24/2025	4 Accounts Payable	CANON FINANCIAL SERVICES INC		712.00
EFT	03/24/2025	5 Accounts Payable	COMPLETE TECHNOLOGY SOLUTIONS		5,946.73
EFT	03/24/2025	6 Accounts Payable	COX COMMUNICATIONS		704.99
EFT	03/24/2025	7 Accounts Payable	EDWARDS , LISA		37.66
EFT	03/24/2025	8 Accounts Payable	EGP GAINESVILLE II, LLC		19,562.73
EFT	03/24/2025	9 Accounts Payable	HOWARD , ELISSA		61.81
EFT	03/24/2025	10 Accounts Payable	HOWARD , ERIKA A		23.94
EFT	03/24/2025	11 Accounts Payable	LCPP LLC		24,768.27
EFT	03/24/2025	12 Accounts Payable	MARC RADIO GAINESVILLE, LLC		2,100.00

## Alachua County, FL CareerSource Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 03/24/2025

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
EFT	03/24/2025	13 Accounts Payable	MCCRAE , JESSICA		23.59
EFT	03/24/2025	14 Accounts Payable	MENDOZA , ANNA		318.55
EFT	03/24/2025	15 Accounts Payable	MY CAREER ASSIST LLC		2,800.00
EFT	03/24/2025	16 Accounts Payable	N FL REGIONAL CHAMBER OF COMMERCE		6,250.00
EFT	03/24/2025	17 Accounts Payable	TAYLOR , GLORIA		41.59
AP Accounts Payable ZBA Totals:			Transactions: 37		\$91,367.61
	Checks:	20	\$26,132.02		
	EFTs:	17	\$65,235.59		





**April 3, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

Payment Date	Payment Type	Payment Number	Amount
04/03/2025	Check	400020 - 400028	9,057.19
	ACH	18 - 20	6,788.38

Detailed payment register attached.

# Alachua County, FL CareerSource Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 04/04/2025

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> AP - Accounts Payable ZBA					
Check	04/04/2025	400020 Accounts Payable	CATALYST QLM, LLC		1,645.93
Check	04/04/2025	400021 Accounts Payable	CFX Office Technology		371.57
Check	04/04/2025	400022 Accounts Payable	DMS Division of Telecommunications		235.40
Check	04/04/2025	400023 Accounts Payable	Gainesville Neon & Signs, LLC		656.73
Check	04/04/2025	400024 Accounts Payable	Gilchrist County Chamber of Commerce, Inc		30.00
Check	04/04/2025	400025 Accounts Payable	HUDSON PROPERTIES, INC		4,979.00
Check	04/04/2025	400026 Accounts Payable	MORRIS , RESA R		449.40
Check	04/04/2025	400027 Accounts Payable	SCAD MEDIA LLC		590.16
Check	04/04/2025	400028 Accounts Payable	WELLS FARGO VENDOR FINANCIAL SERVICES LLC		99.00
EFT	04/04/2025	18 Accounts Payable	Amazon Capital Services, Inc.		2,275.88
EFT	04/04/2025	19 Accounts Payable	COMMUNITIES IN SCHOOLS OF BRADFORD CO. FL		4,500.00
EFT	04/04/2025	20 Accounts Payable	FL AWARDS & TROPHY CO INC		12.50
AP Accounts Payable ZBA Totals:			Transactions: 12		\$15,845.57
	Checks:	9	\$9,057.19		
	EFTs:	3	\$6,788.38		



**April 10, 2025**

**Memorandum**

**To: Ken Cornell, CSNCFL Council Chair  
Ethan Fieldman, LWDB 26 Chair**

**From: Todd Hutchison, Chief Deputy Comptroller  
Phyllis Marty, Chief Executive Officer**

**Subject: Check/ACH Payment Register**

Payment Date	Payment Type	Payment Number	Amount
04/10/2025	Check	400029 - 400032	5,219.95
	ACH	21 - 24	26,980.00

Detailed payment register attached.

Sponsored by CareerSource North Central Florida and the State of Florida, Department of Economic Opportunity. CareerSource North Central Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Programs funded by CareerSource NCFL as a grantee of the U.S. Department of Labor. A proud partner of the American Job Center Network.

1112 N. Main St., Gainesville FL 32601 | Phone (352) 955-2245  
925 North Temple Ave., Suite C Starke, FL 32091 | Phone (904) 964-8092

# Alachua County, FL CareerSource Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 04/11/2025

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> AP - Accounts Payable ZBA					
Check	04/11/2025	400029 Accounts Payable	CARASOFT TECHNOLOGY CORPORATION		74.94
Check	04/11/2025	400030 Accounts Payable	CITY WIDE FACILITY SOLUTIONS		2,000.00
Check	04/11/2025	400031 Accounts Payable	GRU		2,968.27
Check	04/11/2025	400032 Accounts Payable	WASTE PRO OF FLORIDA		176.74
EFT	04/11/2025	21 Accounts Payable	ALA CO COALITION FOR THE HOMELESS & HUNGRY INC		6,720.00
EFT	04/11/2025	22 Accounts Payable	BRADFORD COUNTY BOCC		1,800.00
EFT	04/11/2025	23 Accounts Payable	DANIELS, ATTORNEY , ROCHELLE		12,210.00
EFT	04/11/2025	24 Accounts Payable	N FL REGIONAL CHAMBER OF COMMERCE		6,250.00
AP Accounts Payable ZBA Totals:			Transactions: 8		\$32,199.95
	Checks:	4	\$5,219.95		
	EFTs:	4	\$26,980.00		



### **Memorandum # CEO125**

TO: The CSNCFL Governing Boards  
FROM: Phyllis Marty, CEO  
SUBJECT: Office Locations  
DATE: April 17, 2025

#### SUMMARY

Our Lake City and Old Town Center leases will expire July 1, 2025. We took over the existing Region 7 centers as we entered program year 24/25 so we could review the space and determine whether to remain at those locations or issue a procurement for new space. We are recommending that we relocate at the end of PY 24/25 and open an office in each of our new member counties. This will provide job seekers and employers better access to services in each of our 6 counties. We have sufficient budget and preliminary inquiries indicate we will be able to reduce costs from what we are paying now in the current locations.

#### BACKGROUND

In July we recommended remaining in the space previously occupied by Region 7, so we could take the time to determine whether to remain in those offices going forward. We were able to negotiate down the lease costs.

We have determined that the Lake City space which includes the no longer needed administrative staff offices is larger than what we require. The Old Town space, which houses only 2 staff, has 2 extra offices, eight stations in the resource room and two large conference rooms, is also more than is needed.

Further, we have struggled with ongoing internet issues in Old Town. This is problematic as the one stop center 1) needs to maintain an accessible website, 2) staff needs to enter data directly into EmployFlorida the state's data system, 3) the staff needs to communicate via a reliable email application and 4) due to our rural location staff needs to be able to conduct virtual as well as in person meetings with jobseekers.

#### DISCUSSION

As we realized that we might benefit from relocating our offices, we met with the county managers and/or commissioners in each of our four new counties to inquire regarding available space in

their governmental facilities. We already have offices in Alachua and Bradford Counties. Both Columbia and Dixie Counties have told us that they can find a space for us in County buildings.

In Columbia County we can relocate to a county owned building directly across from the courthouse in a more accessible area. The County can offer us 6,000 sq ft. We currently pay \$24,768/mo. The rent would go up to \$18.00 / sq ft but by leasing less space we will save \$15,768/mo.

In Dixie County, we would be able to relocate to Cross City, the centrally located county seat, which is much more accessible to participants. We would move into 1500 sq ft in the Emergency Management Center which has stable internet and would provide great support during weather events which we regularly experience. This would be a reduction of 2500 sq ft of space we do not need. We currently pay \$14.94/sq ft or \$4,979/mo. The rent would go up to \$18.00 / sq ft but by leasing less space we will save \$2,700/mo.

	<b>Current</b>	<b>Proposed</b>
<b>Columbia Co</b>	Lake City	Lake City
<b>Square Feet</b>	12,743	6,000
<b>Monthly Rent</b>	\$24,768	\$9,000
<b>Annual Rent</b>	\$297,216	\$108,000
<b>Savings</b>		(\$189,206)

<b>Dixie Co</b>	Old Town	Cross City
<b>Square Feet</b>	4,000	1500
<b>Monthly Rent</b>	\$4,979	\$2,250
<b>Annual Rent</b>	\$59,748	(\$27,000)
<b>Savings</b>		(\$32,748)

While space is unlikely to be available in County owned buildings in Gilchrist or Union Counties we are working with county officials to identify appropriate space, get quotes and report back once the space is identified.

The 16 staff currently in Old Town and Lake City would be reassigned to the new locations, we would not need additional staff.

If the moves are approved we could save money and provide access to services in each of our counties.

#### RECOMMENDATION

Motion to approve negotiations with Columbia and Dixie Counties and the solicitation of quotes for space in Gilchrist and Union Counties.