

March 29, 2024

Via Certified Mail and e-mail

Sharon Langford, County Commissioner
Chief Local Elected Official, CareerSource Florida Crown
c/o Gilchrist County Board of County Commissioners
209 SE 1st Street
Trenton, FL 32693

Subject: Specific Conditions, Fiscal Controls, and Sanctions

Dear Commissioner:

Effective immediately, CareerSource Florida Crown (CSFC) will receive its funding on a cost reimbursement basis only.

FloridaCommerce and CareerSource Florida have lost confidence in the leadership at CSFC due to their inability to appropriately manage its finances and adequately execute its duties and responsibilities. CSFC's leadership has been unable to adequately explain its deteriorating financial condition, failed to start its financial audit for the period that ended June 30, 2023, and has not executed the Executive Committee of the CSFC Board of Director's direction to cooperate with CareerSource North Central Florida (LWDB 9) for LWDB 9 to assume the fiscal agent role.

FloridaCommerce and CareerSource Florida remain focused on providing services to Floridians in an open, transparent, and accountable manner. As stewards of taxpayers' dollars, it is critical that we work together to ensure that workforce services are provided efficiently, ethically, and transparently to serve jobseekers and businesses in Columbia, Dixie, Gilchrist, and Union counties.

SPECIFIC CONDITIONS, FISCAL CONTROLS, AND SANCTIONS

1. CSFC will receive grant funds on a cost reimbursement basis only, effective immediately. FloridaCommerce will begin authorizing draw requests on a cost reimbursement basis. See below for a list of supporting documentation and evidence which the Board must submit to receive funding. FloridaCommerce may request additional supporting documentation prior to approving the cash draw and reserves the right to partially or wholly deny the draw based upon denial of this request or insufficient documentation to support the allowability and reasonableness of the expenses.

Prior to FloridaCommerce approving cash draw requests, CSFC must provide the following:

- Copies of invoices
- Copies of cancelled checks

- Documentation of allocation methodology and statistics used
 - Spreadsheet summarizing the following for each payment:
 - NFA Identification Number
 - Organization receiving payment
 - Invoice amount
 - Invoice Date
 - Invoice Due Date
 - Amount requested within the draw
 - Brief description of services or products within the invoice
 - For costs that are internal and not invoiced (e.g., payroll and indirect), CSFC must provide the following:
 - NFA Identification Number
 - Supporting documentation for how the cost was determined, e.g., timesheets
 - Indirect calculation
 - Documentation of allocation methodology and statistics used
2. CSFC shall cooperate fully with FloridaCommerce and CareerSource Florida's efforts to provide technical and management assistance. This includes cooperating fully with any fiscal and administrative agent(s) designated by FloridaCommerce to continue providing services in the CSFC region.
 3. CSFC is required to provide a detailed reconciliation and detailed financial and performance reports with its invoices and supporting documentation requesting payment.
 4. All costs incurred by CSFC, going back to the beginning of the period in which CSFC began demonstrating a deteriorating financial condition, are questioned and subject to disallowance.

If CSFC fails to comply with the specific conditions set forth above, then FloridaCommerce may, pursuant to section 184(b) of WIOA, in its discretion, take one or more of the following steps:

1. Withhold payments until all deficiencies have been corrected.
2. Disallow costs for which adequate documentation has not been provided by CSFC.
3. Suspend CSFC's federal awards, in whole or in part, until CSFC complies with the Specific Conditions.
4. Suggest an alternative entity be selected to administer the program for the local area involved.
5. Suggest CSFC be decertified.
6. Terminate the Grant Agreement and one or more of CSFC's federal awards.

FloridaCommerce and CareerSource Florida are committed to empowering CSFC to serve jobseekers and businesses in Columbia, Dixie, Gilchrist, and Union counties. Once appropriate and adequate steps have been taken to restore CSFC's ability to appropriately manage its finances and adequately execute its duties and responsibilities, FloridaCommerce may remove CSFC from cost reimbursement status.

If you have any questions regarding this notice, please contact Tisha Womack at (850) 245-7126 or via email at caroline.womack@Commerce.fl.gov.

Sincerely,



Lindsay Volpe
Deputy Secretary
Division of Workforce Services
FloridaCommerce



Adrienne Johnston
President & CEO
CareerSource Florida

cc: Ethan Fieldman, CareerSource North Central Florida, Board Chair
Sharon Langford, Gilchrist County Commissioner
David Osteen, Dixie County Commissioner
Mac Johns, Union County Commissioner
Robby Hollingsworth, Columbia County Commissioner
Robert Jones, Executive Director, CareerSource Florida Crown