



May 28, 2019- 9:00 AM
13805 58th Street North, Clearwater, FL, 33760
Conference Dial: 1-844-815-8411
Conference Code: 268-750#

Finance Committee

Agenda

- I. **Welcome and Introductions**David Fetkenher, Chair
- II. **Action/Discussion Items**
 - 1. Approval of Minutes – April 23, 2019..... Page 2
 - 2. Vendor Recommendation: Insurance Brokerage Services..... Page 4
 - 3. Approval of Planning Budget for PY 2019-2020.....Page 5
- III. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)
- IV. **Information Items**
 - 1. Grants Status Report..... Page 11
 - 2. Cost Allocation/Expenditure Report..... Page 12
 - 3. Pooled Cost Expenditure Report Page 13
- V. **Public Comments**
- VI. **Open Discussion**
- VI. **Adjournment**

Next Finance Committee Meeting- August 28, 2019



CareerSource Pinellas Finance Committee Minutes

Date: April 23, 2019 - 9:00 A.M.

Location: 13805 58th Street North, Clearwater, 33760

Call to Order

Chair David Fetkenher called the meeting to order at 9:00am. There was a quorum present with the following Finance Committee members participating.

Committee Members in attendance

David Fetkenher, Jack Geller (phone), Barclay Harless (phone), William Law, Amy Van Ness (phone), Scott Wagman (phone).

Staff Present

Jennifer Brackney, Steven Meier, Luna Clarke.

Action/Discussion Items

Action Item 1 – Approval of Minutes of November 27, 2018 Finance Committee Meeting

The minutes of February 26, 2019 Finance Committee Meeting were presented for approval.

Motion: Jack Geller
Second: William Law

The minutes were approved as presented. The motion carried.

Action Item 2 – PY 18-19: Budget Modification 3

Total budgeted revenues/expenses have increased from \$13,093,764 to \$13,572,493 for an overall increase of \$478,729. This is due to the following:

Workforce Innovation and Opportunity Act (WIOA) Programs:

- Increase for Apprenticeship Expansion grant- \$100,000.
- Increase for WIOA Soft Skills grant - \$100,000.

Employment Services Programs:

- Decrease in Wagner-Peyser - \$<42,000>. Did not receive Co-op Outreach grant as anticipated in the original budget.
- Increase in Unemployment Services - \$3,889. Grant awarded effective 10/1/18, higher than estimated in budget.

Supplemental Nutrition Assistance Program:

- Increase in Unemployment Services - \$9,484. Grant awarded effective 10/1/18, higher than estimated in budget.

Welfare Transition Program:

- Increase in Welfare Transition - \$150,000. Increase grant award of \$130,000 in February 2019.

Trade Adjustment Assistance:

- Increase in Trade Adjustment Assistance - \$118,365. Increase grant award of in March 2019.

Direct Grants and Special Programs:

- Increase in Youthbuild 2019 of \$80,000. Received a new 3-year grant for \$1,100,000; authorization to spend is limited to \$80,000.
- Decrease in JWB Youth Innovators - \$<22,853>. Grant closed out without spending all allocated funds.
- Decrease in AmeriCorps grant - \$<18,156>. Grant closed out without spending all allocated funds.

Motion: Scott Wagman
Second: Barclay Harless/ William Law

The Finance Committee recommends approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried.

Discussion: Mr. Wagman applauded the leadership team for returning the unused funds to the organizations such as JWB and AmeriCorps, as opposed to unnecessarily spending those monies.

Other Administrative Matters

None

Information Item 1- Grant Status Report – As of 03/21/19

The current grant expenditures throughout the program year. Items shaded in light orange/salmon color, represent the closed out grants for the year.

As part of the USDOL process, an initial amount of \$80,000 is authorized to be spent out of the \$1.1million total amount of the 2019 Youthbuilt grant, to address start-up activities. As the grant parameters are negotiated and finalized, the remaining balance will be released and be spread out through the grant period.

Information Item 2 – Cost Allocation/Expenditure Report for PE 02/28/19

The cost allocation report was provided for budget line items. Items are grouped by programs, such as WIOA, Employment Services, WTP, SNAP, etc.

Information Item 3 – Pooled Cost Expenditure Report for PE 02/28/19

A pooled cost expenditure report was provided to cover the period ended on February 28, 2019. Most of the expenditures during that period are associates with personnel salaries and training-related activities. CareerSource Pinellas has expended 51% of its total 2018-2019 budget.

Public Comments

None.

Discussion

Planning has begun for the 2019-2020 budget. Some decreases are expected. The planning budget will be presented at the June board meeting and subsequently be presented to the Board of County Commissioners. Associated costs with the Science Center will be excluded from the planning budget.

Adjournment

The meeting was adjourned at approximately 9:17 a.m.



Action Item 2

Contractor Recommendation: Insurance Brokerage Services

On April 3, 2019, the Board of Directors approved the issuance of an RFP for Insurance Brokerage Services. The RFP was issued on April 10th to solicit proposals from qualified companies via multiple communication channels including the Tampa Bay Times, CareerSource Pinellas Website, and email notification to interested bidders.

In response to this RFP, five companies submitted their proposal. On May 16th, the review committee, consisted of staff associates, met to discuss their independent assessment and ranked each proposal.

Criteria	Weight Factor
1. Responsiveness of the proposal to the submission requirements set forth in the RFP CSPIN will consider all materials submitted to determine whether proposer's offering is in compliance with the RFP as specified under "RFP Terms and Conditions"	15 Points
2. The Proposer has the technical ability and capacity to perform the contract. Evaluation will be based on Proposer's response to part IV, #4-7.	85 Points

Proposer by ranking order	Ave. Score
Gallagher Insurance	92.00
Hub International	96.50
USI Insurance	79.50
Binger Financial Services	63.75
Great Florida Insurance	Non-responsive

The review committee recommends entering into contract negotiation with Hub International for the following reasons:

- Ranked in the top 10 largest Insurance Brokerage Firms
- Robust offering of Insurer options
- As the incumbent contractor, Hub International has excelled at providing great customer service experience
- Compensation remains as commission only and in line with other proposals

Recommendation

Approval of the contract award to Hub International for the provision of Insurance Brokerage Services upon a successful contract negotiation.



Action Item 3

Program Year 2019-2020 Planning Budget

Information:

Career Source Pinellas has received planning allocations from the State of Florida and is anticipating a decrease in overall funding as compared to the prior year. The budgeted revenue has decreased from 2018-2019 budget of \$11,564,332 to a projected budget of \$10,433,031, an overall decrease of \$1,131,301 or 9.8%.

Most of the revenue/expenditure reductions are related to federal and state awards that have ended or will be ending during 2018-2019 such as the Community Based Sector Strategy Training Initiatives, Able Trust and Americorps grants, Governor's Challenge and Hurricane Maria initiatives. In addition, overall DEO WIOA allocations are down approximately 12.4%; however, variances from year-to-year are a result of allocations, current year spending and reserves carry forward to 2019-2020. Carry-forward amounts are estimated and will be adjusted after Fiscal Year close in July.

Another significant item impacting the budget is the pending sale of the St. Petersburg Science Center as no items have been budgeted for STEMe for 2019-2020

Also, there are a few new funding sources for 2019-2022: WIOA Soft Skills grant, WIOA Apprenticeship Expansion grant and a new 3-year Youthbuild grant with the DOL. Lastly, CareerSource Pinellas is budgeting for general items that haven't been budgeted in the past; Ticket to Work, Tobacco Free Florida and Career Fair sponsorships.

Attachments:

1. FY 20 CareerSource Pinellas Planning Budget
2. FY 20 Budgeted Revenues
3. FY 20 Budget Preparation – Revenue Variances from Prior Year
4. FY 20 Expenditure Report

Recommendation:

Approval of the planning budget effective July 1, 2019 and provide to the Pinellas Board of County Commissioners for their approval. Final submission will be provided to the State Workforce Board for review.

**CareerSource Pinellas
Cost Allocation/Expenditure Report
2019-2020 Planning Budget**

Description	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants, Admin and Special Projects		2019-2020 Proposed Budget	2018-2019 Approved Budget	Variance
Allocations\Funding Available	3,775,576	1,155,000	2,279,121	475,000	348,000	133,440	8,166,137			
Reserve from 2018-2019	2,410,000	454,000	-	115,000	-	1,146,443	4,125,443			
Reserve to 2020-2021	(773,813)	(377,500)	-	(120,000)	-	(587,236)	(1,858,549)			
Proposed 2019-2020 Budgeted Revenue	5,411,763	1,231,500	2,279,121	470,000	348,000	692,647	10,433,031	11,564,332	(1,131,301)	
Expenditures to Date:										
Direct Costs										
Personnel Expenses	-	-	-	-	-	325,826	325,826	747,000	421,174	
Service Provider Contracts	485,000	-	90,000	-	-	-	575,000	695,000	120,000	
Subsidized Employment (OJT/PWE/EWT)	-	-	-	-	-	-	-	-	-	
OJT	182,000	-	-	-	-	-	182,000	-	-	
EWT	150,000	-	-	-	-	-	150,000	-	-	
PWE	400,000	-	-	-	-	-	400,000	-	-	
Total Subsidized Employment	732,000	-	-	-	-	-	732,000	1,140,000	408,000	
Other Training Related Costs	-	-	-	-	-	-	-	-	-	
Customer Training	1,700,000	-	83,000	-	238,000	-	2,021,000	-	-	
Customer Support Services	170,240	-	72,000	-	2,000	126,148	370,388	-	-	
Training Related Material	150,000	-	-	-	-	13,100	163,100	-	-	
Fees/Exams/Certifications	22,000	-	-	18,000	-	14,960	54,960	-	-	
Total Customer Training	2,042,240	-	155,000	18,000	240,000	154,208	2,609,448	2,110,000	(499,448)	
Other Direct Operating Costs	41,017	19,997	55,710	2,549	-	144,880	264,153	40,000	(224,153)	
Total Direct Costs	3,300,257	19,997	300,710	20,549	240,000	624,914	4,506,427	4,732,000	225,573	
Pooled Costs										
Business Services	533,566	241,091	328,918	110,459	-	-	1,214,034	1,310,000	95,966	
Administrative	595,819	234,939	183,380	30,865	36,000	50,398	1,131,401	1,198,314	66,913	
One-Stop Operating	33,524	360,164	82,331	16,981	-	-	493,000	650,000	157,000	
MIS\Technology	147,596	48,105	69,471	12,627	1,801	1,000	280,600	380,000	99,400	
Case Management	769,055	316,575	1,298,885	275,786	70,199	-	2,730,500	2,941,500	211,000	
Outreach and Marketing	31,946	10,629	15,426	2,733	-	-	60,734	266,758	206,024	
Total Pooled Costs	2,111,506	1,211,503	1,978,411	449,451	108,000	51,398	5,910,269	6,746,572	836,303	
Total Budgeted Costs	5,411,763	1,231,500	2,279,121	470,000	348,000	676,312	10,416,696	11,478,572	1,061,876	
Budget Surplus <Deficit>	-	-	-	-	-	16,335	16,335	85,760	(69,425)	

**CareerSource Pinellas
2019-2020 Planning Budget
Budgeted Revenues**

Funding Streams	Funding Available PY 2019-2020	Reserve from 2018-2019	Reserve to 2020-2021	Funding Budgeted for 2019-2020
Workforce Innovation & Opportunity Act				
Adult	1,350,737	750,000	(301,356)	1,799,381
Dislocated Worker	1,391,813	700,000	(241,813)	1,850,000
Youth	1,033,026	800,000	(230,644)	1,602,382
Apprenticeship Expansion	-	90,000		90,000
Soft Skills	-	70,000		70,000
Total WIOA	3,775,576	2,410,000	(773,813)	5,411,763
Employment Services				
Wagner-Peyser	665,000	140,000	(120,000)	685,000
Local Veterans	45,000	9,000	(12,500)	41,500
Disabled Veterans	120,000	20,000	(30,000)	110,000
RESEA	280,000	280,000	(210,000)	350,000
Reemploy. Assistance Program	45,000	5,000	(5,000)	45,000
Total Employment Services	1,155,000	454,000	(377,500)	1,231,500
Welfare Transition	2,279,121	-	-	2,279,121
Supplemental Nutrition Assistance Program	475,000	115,000	(120,000)	470,000
Trade Adjustment Assistance				
TAA Administration	36,000			36,000
TAA Training	240,000			240,000
TAA Case Management	72,000			72,000
Total TAA	348,000	-	-	348,000
TOTAL DEO	8,032,697	2,979,000	(1,271,313)	9,740,384
Youthbuild - Department of Labor	-	1,132,443	(587,236)	545,207
Juvenile Welfare Board of Pinellas County	-	14,000		14,000
Other Revenue				
Ticket to Work	96,000	-	-	96,000
Tobacco Free Florida	24,000	-	-	24,000
Career Fair Sponsorships	12,000	-	-	12,000
Interest	1,440	-	-	1,440
TOTAL NON-DEO	133,440	1,146,443	(587,236)	692,647
TOTAL 2019-2020 BUDGETED REVENUE	8,166,137	4,125,443	(1,858,549)	10,433,031

**CareerSource Pinellas
2019-2020 Planning Budget
Revenue Variances**

Funding Streams	Projected Budget for 2019-2020	2018-2019 Approved Budget	\$ Variance	% Variance	Comments
Workforce Innovation & Opportunity Act					
Adult	1,799,381	1,719,865	79,516	4.6%	DEO funding down 12.4% from prior year; inc from from lower current yr spending and reserve to 2018-2019
Dislocated Worker	1,850,000	2,323,141	(473,141)	(20.4%)	DEO funding down 12.4% from prior year; dec from higher spending and lower reserve than prior yr
Youth	1,602,382	1,567,146	35,236	2.2%	DEO funding down 12.4% from prior year; increase resulting from higher reserve to 2018-2019
Apprenticeship Expansion	90,000	-	90,000	-	New grant in 2018-2019; Funding allocated to 2019-2020
Soft Skills	70,000	-	70,000	-	New grant in 2018-2019; Funding allocated to 2019-2020
Community Based Sector Strategy Career READY	-	135,000	(135,000)	(100.0%)	Grant ended 6/30/19; no budgeted funding for 2019-2020
Community Based Sector Strategy IT Training	-	138,000	(138,000)	(100.0%)	Grant ended 6/30/19; no budgeted funding for 2019-2020
Community Based Sector Strategy Construction	-	30,000	(30,000)	(100.0%)	Grant ended 6/30/19; no budgeted funding for 2019-2020
Governor's Challenge	-	333,334	(333,334)	(100.0%)	No spending in 2018-2019 and no budgeted funding or spending for 2019-2020
National Emergency Grant - Hurricane Maria	-	75,000	(75,000)	(100.0%)	No spending in 2018-2019 and no budgeted funding or spending for 2019-2020
Governor's Challenge - Hurricane Maria Outreach	-	10,000	(10,000)	(100.0%)	No budgeted funding for 2019-2020
Total WIOA	5,411,763	6,331,486	(919,723)	(14.5%)	
Employment Services					
Wagner-Peyser	685,000	597,688	87,312	14.6%	DEO funding flat with prior year; increase resulting from increased reserve from 2018-2019
Wagner-Peyser Coop Outreach Program	-	42,000	(42,000)	(100.0%)	Funding not awarded in 2018-2019; No budgeted funding for 2019-2020
Veterans Services	151,500	150,000	1,500	1.0%	Based upon 2018-2019 spending and anticipated allocations for 2019-2020
RESEA	350,000	400,000	(50,000)	(12.5%)	Based upon 2018-2019 spending and anticipated allocations for 2019-2020
Reemploy. Assistance Program	45,000	55,000	(10,000)	(18.2%)	Based upon 2018-2019 spending and anticipated allocations for 2019-2020
Total Employment Services	1,231,500	1,244,688	(13,188)	(1.1%)	
Welfare Transition					
	2,279,121	2,248,158	30,963	1.4%	DEO funding increase in allocation from DEO for 2019-2020
Supplemental Nutrition Assistance Program					
	470,000	550,000	(80,000)	(14.5%)	Based upon 2018-2019 spending, reserve for 2019-2020 and anticipated allocations for 2019-2020
Trade Adjustment Assistance					
	348,000	##### ##	73,000	26.5%	Based upon need; can request additional funding. Consistent with 2018-2019 spending
TOTAL DEO					
	9,740,384	10,649,332	(908,948)	(8.5%)	
Youthbuild - Department of Labor					
	545,207	325,000	220,207	67.8%	New 3-year grant for \$1.1 MM; Spending for two grants for 9 months of the year.
Juvenile Welfare Board of Pinellas County					
	14,000	65,000	(51,000)	(78.5%)	Final quarter of grant spending; not anticipating new grant for 2019-2020
Other Revenue					
Ticket to Work	96,000	-	96,000	-	Ticket to Work not budgeted for 2018-2018
Tobacco Free Florida	24,000	-	24,000	-	Tobacco Free Florida not budgeted for 2018-2019
Career Fair Sponsorships	12,000	-	12,000	-	Career Fair sponsorships not budgeted for 2018-2019
Americorp	-	25,000	(25,000)	(100.0%)	Grant ended in 2018-2019
Able Trust	-	85,000	(85,000)	(100.0%)	Grant ended in 2018-2019
Science Center/STEMe	-	415,000	(415,000)	(100.0%)	Science Center in negotiations to be sold; no budget for 2019-2020
Interest	1,440	-	1,440	-	Interest not budgeted for 2018-2019
TOTAL NON-DEO	692,647	915,000	(222,353)	(24.3%)	
TOTAL 2019-2020 BUDGETED REVENUE	10,433,031	11,564,332	(1,131,301)	(9.8%)	

**CareerSource Pinellas
Expenditure Report
2019-2020 Planning Budget**

Expenditure	Admin	MIS/Tech Cost Pool	Outreach & Marketing Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Total	Direct and Admin	Total Career Source Pinellas
Salary Expense	641,313				1,875,464	798,973	3,315,751	232,454	3,548,205
Salary Expense - Benefit Stipend	171,017				483,652	196,722	851,391	56,496	907,887
Payroll Taxes	56,986				190,517	72,640	320,143	23,948	344,091
Retirement	40,617				114,867	41,011	196,494	12,928	209,422
Total Personnel Costs	909,933	-	-	-	2,664,500	1,109,346	4,683,779	325,826	5,009,605
Customer Training								2,021,000	2,021,000
Service Provider Contract								575,000	575,000
PWE								400,000	400,000
Customer Supportive Services								370,388	370,388
Contract IT Services		273,600					273,600		273,600
Office Rent/Lease	30,963			152,075	17,441	40,695	241,173	23,254	264,427
OJT								182,000	182,000
Training Related Material								163,100	163,100
EWT								150,000	150,000
Communications	6,360			72,294	6,900	9,180	94,734	2,320	97,054
Comp Software/License/Maintenance	3,000	7,000		1,800	1,800		13,600	59,700	73,300
Legal Fees							-	60,000	60,000
Utilities				57,960			57,960		57,960
Insurance - General Liability	4,200			36,060	4,920	7,440	52,620	4,300	56,920
Fees/exams/certifications								54,960	54,960
Outreach/Marketing			52,984				52,984	-	52,984
Professional Service				51,884	-		51,884		51,884
Insurance - Workers Comp	7,506					11,186	18,692	28,892	47,584
Equipment Rent/Lease	2,460			34,230	1,800	5,760	44,250		44,250
Accounting/Audit Fees	43,500						43,500	-	43,500
Depreciation Expense								42,000	42,000
Travel - Out of Town	14,300				11,000	4,700	30,000	11,300	41,300
License/Dues & Other Fees	19,485		7,750	2,400		695	30,330	1,185	31,515
Contract Labor	22,500				5,000		27,500		27,500
Janitorial Expense				22,950			22,950		22,950
Office Supplies	6,480			11,220	2,400	2,400	22,500	400	22,900
Insurance - Commercial Property	1,440			14,130	1,740	3,000	20,310		20,310
Copy Machine Usage/Maintenance	1,320			9,030	2,100	5,280	17,730		17,730
Equipment < \$5,000	6,000			7,500		3,000	16,500		16,500
Travel - Mileage	900				2,400	4,200	7,500	8,300	15,800
Repairs & Maintenananc	2,400			8,040	3,600		14,040		14,040
Meetings/Conferences	8,875				2,200	600	11,675	-	11,675
401K Administrative Fees	11,520						11,520	-	11,520
Payroll Processing Fees	10,324						10,324		10,324
Insurance - Auto							-	9,600	9,600
Postage/Shipping	3,360			3,420		600	7,380	75	7,455
Staff Training/Education	1,800				1,800	1,800	5,400	1,500	6,900
HRIS Administrative Fees	6,900						6,900	-	6,900
Vehicle Expenses								5,600	5,600
Recruitment	1,800				660	600	3,060	2,400	5,460
Operating Supplies				3,000		300	3,300	1,047	4,347
Pest Control				3,096			3,096		3,096
Bank Fees	2,700						2,700		2,700
Document Shredding	240			860	240		1,340		1,340
FSA Administrative Expenses	1,135						1,135	-	1,135
Security				1,050			1,050		1,050
Other Leases							-	780	780
Other						3,252	3,252	1,500	4,752
Total Cost Pools	1,131,401	280,600	60,734	493,000	2,730,500	1,214,034	5,910,269	4,506,427	10,416,696



Information Items

1. Grant Status Report
2. Cost Allocation / Expenditure Report - for PE 03-31-2019
3. Pooled Costs Report

CareerSource Pinellas												
Grant Status Report												
As of 4/17/19												
NFA ID	Program Name	Start Date	End Date	NFA Award	Cash Drawn thru 4/24/2019	Funds Available	LTD Expenditures As of 3/31/19	Unexpended Funds	2018/2019 Budget	2018/2019 Spending	Notes	
Workforce Innovation & Opportunity Act												
33414	WIOA Youth 2017	4/1/2017	6/30/2019	1,155,284	1,155,284	-	1,155,284	-	535,904	535,904		
37288	WIOA Youth 2018	4/1/2018	6/30/2020	1,290,270	82,500	1,207,770	57,758	1,232,512	1,290,271	57,758		
33664	WIOA - Adult - 2017	7/1/2017	6/30/2019	1,567,483	1,567,483	-	1,567,483	-	255,129	255,129		
37502	WIOA - Adult - 2018	7/1/2018	6/30/2020	1,626,425	660,000	966,425	565,305	1,061,120	1,624,709	565,305		
33689	WIOA - Dislocated Worker - 2017	7/1/2017	6/30/2019	2,011,296	2,011,296	-	2,011,296	-	1,047,616	1,047,616		
37478	WIOA - Dislocated Worker - 2018	7/1/2018	6/30/2020	1,825,041	615,000	1,210,041	461,721	1,363,320	1,822,995	461,721		
36533	Community Based Sector Training Init	4/1/2017	6/30/2019	30,750	30,750	-	30,750	-	30,750	30,750		
33194	Community Based Sector Training Init	4/1/2017	9/30/2018	104,000	98,540	-	98,540	5,460	-	-		
35284	Sector Strategies - Career Ready	9/1/2017	6/30/2019	275,935	257,500	18,435	239,863	36,072	254,699	218,627		
35259	Sector Strategies - IT Training	7/1/2017	6/30/2019	318,285	192,900	125,385	180,620	137,665	223,031	85,366		
35059	Community Based Training - Construction	7/1/2017	6/30/2019	147,125	147,125	-	141,098	6,027	51,376	45,349		
37380	SFY 18-19 Supplemental WIOA State Level	7/1/2018	12/31/2019	148,624	148,624	-	148,624	-	148,624	148,624		
35629	Governors Challenge 2017 - Hurricane	1/1/2018	9/30/2019	21,280	1,000	20,280	652	20,628	20,844	216		
35819	Hurricane Maria Evacuees	10/1/2017	9/30/2019	125,000	-	125,000	-	125,000	125,000	-		
34829	Governors Challenge 2016	7/1/2017	12/31/2018	333,334	-	333,334	-	333,334	-	-		
37918	Apprenticeship Expansion	2/1/2019	8/31/2020	100,000	-	100,000	-	100,000	-	-		
37958	WIOA Soft Skills	2/1/2019	8/31/2020	100,000	-	100,000	-	100,000	-	-		
				11,180,132	6,968,002	4,206,670	6,658,994	4,521,138	7,430,948	3,452,365		
Employment Services												
35334	Local Veterans -2017	10/1/2017	9/30/2018	50,000	39,730	-	39,730	10,270	21,393	11,123		
37736	Local Veterans -2018	10/1/2018	9/30/2019	31,443	31,377	66	27,210	4,233	48,563	27,210	Inc \$3,772 on 4/4	
35359	Disabled Veterans - 2017	10/1/2017	9/30/2018	130,062	130,062	-	130,062	-	53,253	53,253		
37753	Disabled Veterans -2018	10/1/2018	9/30/2019	78,670	70,261	8,409	58,380	20,290	90,188	58,380	Inc \$15,704 on 4/4	
37451	Wagner Peyser -2018	7/1/2018	9/30/2019	696,049	430,763	265,286	395,832	300,217	696,049	395,832		
33819	Wagner Peyser- 2017	7/1/2017	9/30/2018	725,827	725,827	-	725,827	-	150,583	150,583		
	Wagner Peyser Coop Outreach								42,000			
35669	Reemployment and Eligibility Assessments -2018	1/1/2018	12/31/2018	289,143	289,143	-	289,143	-	129,441	129,441	Closed out 2/13	
38014	Reemployment and Eligibility Assessments -2019	1/1/2019	3/31/2020	336,280	-	-	-	336,280	250,000	-		
37823	RESEA - Bridge Funds - 2018	1/1/2019	6/30/2019	47,137	47,137	-	38,180	8,957	-	38,180	Increase of 19,581 on 3/6	
34782	Reemployment Assistance Program - 2017	10/1/2017	11/30/2018	44,800	44,800	-	44,800	-	13,177	13,177	Closed out 2/13	
37708	Reemployment Assistance Program -2018	10/1/2018	9/30/2019	45,711	37,500	8,211	30,754	14,957	41,823	30,754		
				2,475,122	1,846,600	281,972	1,779,918	695,204	1,536,470	907,933		
Supplemental Nutrition Assistance Program												
37579	Supplemental Nutrition Assistance Prog - SNAP 2018	10/1/2018	9/30/2019	397,310	227,625	169,685	194,651	202,659	350,404	194,651		
34879	Supplemental Nutrition Assistance Prog - SNAP 2017	10/1/2017	9/30/2018	547,394	509,974	-	509,974	37,420	199,595	162,174		
				944,704	737,599	169,685	704,625	240,079	549,999	356,825		
Welfare Transition												
37610	Welfare Transition Prog - Oct - June 2018	10/1/2018	6/30/2019	1,816,119	1,192,040	624,079	1,032,407	783,712	1,686,119	1,032,407	Increase of \$130k on 2/13	
37419	Welfare Transition Prog - July - Sept 2018	7/1/2018	11/30/2018	562,039	562,039	-	562,039	-	562,039	562,039		
				2,378,158	1,754,079	624,079	1,594,446	783,712	2,248,158	1,594,446		
Trade Adjustment Assistance												
36549	Trade Adj Assistance - TAA Administration - 2017	7/1/2017	6/30/2019	54,121	49,621	4,500	48,118	6,003	15,845	30,842	Increased \$21,000 on 3/21	
	Trade Adj Assistance - TAA Administration - 2018								17,500			
37633	Trade Adj Assistance - Training 2018	7/1/2018	6/30/2019	240,864	178,364	62,500	145,507	95,357	131,250	146,506	Increased \$210,000 on 3/21	
37653	Trade Adj Assistance - Case Management	7/1/2018	6/30/2019	71,489	23,500	47,989	20,771	50,718	26,250	20,771	Increased \$31,500 on 3/21	
34584	Trade Adj Assistance - Case Management	7/1/2017	9/30/2018	2,939	2,939	-	2,939	-	40,703	714		
34609	Trade Adj Assistance - Training 2017	7/1/2017	9/30/2018	284,705	253,841	-	253,841	30,864	114,177	83,313		
				654,118	508,265	114,989	471,176	182,942	345,725	282,146		
Direct Services												
	Americorps			302,495	67,057		66,577	235,918	25,000	6,844		
	USDOL Youthbuild 2016	10/17/2016	2/16/2020	1,100,000	876,118	223,882	943,322	156,678	349,728	268,050		
	USDOL Youthbuild 2019	2/1/2019	5/31/2022	1,100,000	-	1,100,000	-	1,100,000	-	-		
	JWB Youth Innovators- 2018	10/1/2017	9/30/2018	40,808	10,168	30,640	13,304	27,504	24,193	772		
	JWB Youth Innovators- 2018-2019	10/1/2018	9/30/2019	40,808	13,059	27,749	17,475	23,333	40,000	17,475		
	Able Trust - Ability Initiative Grant			250,000	125,999	124,001	135,990	114,010	128,543	25,033		
	Tech Hire	7/1/2016		-	-	-	8,239	-	-	8,239		
	Corporate\Unrestricted			-	-	-	140,327	-	-	139,328		
	Science Center			-	-	-	193,936	-	415,000	193,936		
				2,834,111			1,519,170		982,464	659,678		
				20,466,345	11,814,545	5,397,395	12,728,329	6,423,075	13,093,764	7,253,393		

**CareerSource Pinellas
Cost Allocation/Expenditure Report
For the Nine Months Ended March 31, 2018**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Approved Budge Modification #2	7,430,948	1,536,469	2,248,158	550,000	345,725	982,464	13,093,764
Budget Modification #3	200,000	(38,111)	150,000	9,484	118,365	38,991	478,729
Proposed Budget Modification #3	7,630,948	1,498,358	2,398,158	559,484	464,090	1,021,455	13,572,493
Expenditures to Date:							
Pooled Costs							
Case Management	491,500	108,925	500,583	123,470	242	-	1,224,720
Business Services	521,917	28,068	264,188	56,401	-	-	870,574
One-Stop Operating	13,903	314,478	43,000	12,139	14,816	4,669	403,006
MIS\Technology	7,391	190,835	995	6,702	6,384	3,322	215,629
Outreach and Marketing	1,090	33,897	-	951	43	716	36,697
Administrative	343,580	134,313	172,252	34,934	30,842	130,825	846,745
Total Pooled Costs	1,379,381	810,517	981,018	234,597	52,326	139,533	3,597,372
	40%	89%	62%	66%	19%	21%	50%
Direct Costs							
Personnel Expenses	510,473	79,112	476,523	114,808	-	283,140	1,464,055
Service Provider Contracts	293,726	-	21,338	-	-	-	315,064
Subsidized Employment (OJT/PWE/EWT)	128,032	-	2,046	-	-	-	130,078
Other Direct Operating Costs	1,140,754	18,305	113,521	7,420	229,820	237,005	1,746,824
Total Direct Costs	2,072,984	97,417	613,428	122,228	229,820	520,145	3,656,021
	60%	11%	38%	34%	81%	79%	50%
Total Costs	3,452,366	907,933	1,594,446	356,825	282,146	659,678	7,253,393
Unexpended Budget Balance	4,178,582	590,425	803,712	202,659	181,944	361,777	6,319,100
Percentage of Budget Expended	45.2%	60.6%	66.5%	63.8%	60.8%	64.6%	53.4%

**CareerSource Pinellas
Pooled Cost Expenditure Report
For the Nine Months Ended March 31, 2019**

Expenditure	Admin	MIS/Tech Cost Pool	Outreach & Marketing Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Total
Salary Expense	495,691				1,029,737	682,323	2,207,751
Payroll Taxes	30,521				69,442	47,332	147,295
Retirement	15,317				46,337	33,050	94,703
Contract IT Services	4,557	200,525					205,083
Office Rent/Lease	10,917			108,717	19,307	64,679	203,620
Accounting/Audit Fees	93,752						93,752
Communications	4,942		89	69,259	3,652	7,005	84,948
Legal Fees	63,217						63,217
Utilities	2,498			55,295			57,793
Insurance - Workers Comp	6,415				25,875	8,580	40,870
Equipment Rent/Lease	1,102			33,785	1,315	4,407	40,610
Insurance - General Liability	3,080			32,486	3,696	5,544	44,806
Outreach/Marketing	5,074		36,324	73		279	41,751
Contract Labor	31,209			228			31,437
Professional Service	3,495	-		22,604	3,019		29,118
Repairs & Maintenan	1,791			18,457	3,006	145	23,398
Payroll Processing Fees	25,199						25,199
License/Dues & Other Fees	14,854		250	2,371	173	71	17,719
Janitorial Expense				17,678			17,678
Insurance - Commercial Property	1,068			12,833	1,301	2,111	17,312
Office Supplies	6,681			6,851	1,950	1,879	17,361
Equipment < \$5,000	2,399	8,188			312	1,045	11,944
Travel - Out of Town	11,782				10,087	3,912	25,781
Copy Machine Usage/Maintenance	1,120			8,054	1,722	4,392	15,288
Comp Software/License/Maintenance	1,899	6,916		1,305	180		10,299
Travel - Mileage	439				1,113	2,969	4,522
Postage/Shipping	751		34	4,869			5,654
Pest Control				3,468			3,468
Operating Supplies	225			1,333	142		1,700
Meetings/Conferences	5,034				1,909	577	7,519
Security				1,234			1,234
Recruitment	907				78	123	1,108
Document Shredding				732	68	-	800
Staff Training/Education	349						349
Bank Fees	345						345
Other Leases				316			316
Other Expenses	113	-		1,058	300	151	1,622
Total Expenses to Date	846,745	215,629	36,697	403,006	1,224,720	870,574	3,597,372
2018/2019 Planning Budget	819,899	300,000	268,000	650,000	2,941,500	1,310,000	6,319,399
Unexpended Balance	(26,846)	84,371	231,303	246,995	1,716,780	439,426	2,722,027
% of Budget Spent	103%	72%	14%	62%	42%	66%	57%
Salaries, Retirement and PR Taxes as a % of Total	64%	0%	0%	0%	94%	88%	68%