

November 18, 2020 - 11:45 A.M.

Virtual Zoom Meeting

*Join via Zoom – Meeting ID: 986 2818 8097

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**Board of Directors
Agenda**

I. Welcome and Introductions	Barclay Harless, Chair
II. Public Comment	
III. Roll Call	
IV. Chair's Report	
V. CEO Report.....	Jennifer Brackney
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One-Stop Committee Report..... John Howell (Michelle Moeller)

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IX. Other Administrative Matters

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XI. Open Discussion

XII. Adjournment

Finance Committee – December 16, 2020 (10:00 am - 11:00 am)

Audit Committee – December 16, 2020 (11:00 am - 12:00 pm)

Compensation Committee – February 4, 2020 (11:00 am - 12:00 pm)

Workforce Solutions Committee – February 9, 2020 (2:30 pm - 3:00 pm)

One-Stop Committee –February 18, 2020 (9:00 am - 10:00 am)

Next Board of Directors Meeting – January 20, 2020 (11:45 am - 12:45 pm)

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact Cindy Hockridge at 727-608-2426 or chockridge@careersourcepinellas.com at least two business days in advance of the meeting.*



Action Item 1

Approval of Minutes

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws: Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate.

The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

The draft minutes from the September 16, 2020 meeting of the Board of Directors have been prepared and are enclosed.

RECOMMENDATION

Approval of the draft minutes, to include any amendments necessary.

CareerSource Pinellas Board of Directors Minutes

Date: Wednesday, September 16, 2020 at 11:45 am.
Location: *Virtual Zoom

Call to Order

Committee Chairman, Barclay Harless called the meeting to order at 11:45 a.m. and welcomed all participants. There was a quorum present with the following board members.

Board Members in attendance

Ivonne Alvarez, Jody Armstrong, Manny Bhuller, Candida Duff, Celeste Fernandez, Jack Geller, Commissioner Patricia Gerard, Barclay Harless, Mark Hunt, Michael Jalazo, Samuel Kolapo, Russell Leggette, Michael Logal, Michele Mathews, Chris Owens, Debbie Passerini, Michael Ramsey, Dr. Rebecca Sarlo, Patty Sawyer, Amy Van Ness, Zachary White, Kenneth Williams, Glenn Willocks.

Board Members Absent

Rebecca Avrin, Andrea Cianek, David Fetkenher, John Howell, Joanne Lentino, Kay McKenzie, Michael Meidel, Sheryl Sheppard.

Board Counsel

Stephanie Marchman

Guests

Dan McGrew, Marivett Gerena-Marrapodi

Staff in attendance

Jennifer Brackney, Steven Meier, Michelle Moeller, April Torregiante, Mary Jo Schmick, Cindy Hockridge.

Welcome & Introductions

Barclay Harless, Board Chairman welcomed the Board of Directors. Barclay addressed the Chairman's Report that was included in the packet. The report contained information and statistics regarding the Federal Lost Wages Assistance Program, unemployment at a glance, residential and business impact and a Florida consumer sentiment index. Barclay communicated that a productive Board Orientation meeting had taken place on Tuesday, September 15th for the new Board members and thanked the leadership team for putting that together.

CEO Report

Jennifer Brackney, CEO thanked all members for attending the meeting today.

Jennifer Brackney spoke about transitioning the business model to a more virtual and remote platform. The first course of action was moving 50 percent of our workforce to telework. Currently CareerSource Pinellas is working with Saint Petersburg College to offer virtual workshops.

CareerSource Pinellas has been assisting DEO with the RA/re-employment application process. Twenty percent of our workforce was moved to re-employment activities. In March, there were 87,499 initial RA claims in Pinellas County. Currently, there are about 42,000 individuals receiving these services. DEO is not providing resources for staffing this initiative, therefore, there has been an impact to staffing as we have begun to transition team members back to completing the work associated with the mission of our organization.

As we move to a virtual platform, we must ensure that we have the technology infrastructure in place to support it and DEO has approved resources to upgrade IT and the network systems. Our new vCIO, Paul Ashe, will be managing this project and ensuring the connectivity between Abacode, CareerSource and CTS.

With over 42,000 individuals on re-employment, many of them will be reaching out to CareerSource Pinellas for assistance, especially after December 5, when the Governor is expected to remove the job seeking waiver. The biggest challenge ahead for us is how to manage the anticipated influx of job seekers once that occurs. Jennifer

has asked all CareerSource Pinellas directors and HR consultant to think strategically to find ways to adjust services to meet this looming demand.

On the DEO front, there was a major leadership change at the Department. Ken Lawson left, and State Representative and House Majority Leader, Dane Eagle was appointed as the Executive Director. We look forward to meeting him as he takes on this role.

Jennifer Brackney wrapped up by saying how excited she is to begin implementation of the new Strategic Plan. This will become the framework for the growth and sustainability of our organization as we move forward.

Action Item 1 – Approval of the Minutes – 7.15.20 Board of Directors

The minutes of the June 3, 2020 Board of Directors meeting were presented for approval.

Motion: Pat Gerard
Second: Jack Geller

The minutes were approved as presented. This motion carried unanimously. There was no further discussion.

Action Item 2 – Employee Onboarding Checklist

On November 20, 2019 the Board of Directors approved the Employee Onboarding Checklist due to the request of the Compliance Review of USDOL/DEO.

In an effort to continue to improve and streamline the processes for all new hires the Employee Onboarding Checklist has been revised.

The revised, draft Employee Onboarding Checklist was included in the packet.

Recommendation

Approval of the CareerSource Pinellas 2020 Employee Onboarding Checklist.

Discussion: None

Motion: Mark Hunt
Second: Jody Armstrong

The Board of Directors approved the CareerSource Pinellas 2020 Employee Onboarding Checklist. The motion carried unanimously.

Action Item 3 – Schedule of Operations

As part of the Grantee-Subgrantee Agreement, DEO requires the Board to adopt a schedule of operations for the upcoming state fiscal year.

“Such schedule of operations shall include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers.”

The proposed schedule must be posted on the website and the Board must approve any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances.

The schedule of operations was included in the packet.

RECOMMENDATION

Approval of the CareerSource Pinellas Schedule of Operations.

Discussion: None

Motion: Pattye Sawyer
Second: Michael Legal

The Board of Directors approved the proposed CareerSource Pinellas Schedule of Operations. The motion carried unanimously.

Action Item 4 – Conflict of Interest Disclosure Policy

On May 17, 2017, the CareerSource Florida Board of Directors approved the “Conflict of Interest Disclosure Policy”. This policy promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Board members may not accept benefits when it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision, or to reward a past decision. Board members will not use the powers and resources of CareerSource for personal benefit or for the benefit of immediate family members.

As part of the Grantee-Subgrantee Agreement between CareerSource Pinellas and the Florida Department of Economic Opportunity, the Board of Directors *“will adopt and abide by a conflict of interest policy that ensures compliance with state and federal law and applicable State Board and DEO policies. The Board will make reasonable modifications to the policy if requested by DEO. The Board must ensure that adequate firewalls are in place to prevent actual or perceived conflicts of interest, poor internal controls, or the appearance of impropriety.”*

To align with the requirements of the Grantee-Subgrantee Agreement, we recommend adopting the CareerSource Florida Conflict of Interest Disclosure Policy.

Once approved by the CareerSource Pinellas Board of Directors, all board members shall sign the Conflict of Interest Disclosure Acknowledgement for this policy.

RECOMMENDATION

Approval of the CareerSource Florida Conflict of Interest Disclosure Policy for LWDB 14.

Discussion: None

Motion: Jack Geller
Second: Pat Gerard

The Board of Directors approved the CareerSource Pinellas Conflict of Interest Disclosure Policy for LWDB 14. There was no further discussion. The motion carried unanimously.

Action Item 5 – Annual Performance Evaluation

Annually, the Board of Directors approve annual performance evaluations to be completed for each staff on a program year basis, from July 1 to June 30.

In previous years, CareerSource Pinellas utilized a rating scale outlining three levels of performance; exceeds, meets and below standard. In an effort to better align with DEO’s evaluation process, and to provide more effective and expanded review options, the recommendation is to move to a five level performance rating scale; exceptional, successful, meeting, developing and not meeting.

On August 6, 2020, the Compensation Committee reviewed and approved the Annual Performance Evaluation.

RECOMMENDATION

Approval of the PY 2020-2021 Annual Performance Evaluation Form.

Discussion: None

Motion: Mark Hunt
Second: Michael Jalazo

The Board of Directors approved the PY 2020-2021 Annual Performance Evaluation Form. There was no further discussion. The motion carried unanimously.

Action Item 6 – Approval of Training Vendor – Academy for Dental Assistants

Academy for Dental Assistants has a license from the Commission for Independent Education. Staff conducted a site visit on Thursday, July 23, 2020. Academy for Dental Assistants has begun reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Academy for Dental Assistants	\$270	\$2,495	\$2,670	284 hours	94%	\$14	94%

- School Opened for 5 years
- Total enrollments for prior year: 147
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other private schools that offer the same type of training.

RECOMMENDATION

Approval of Academy for Dental Assistants as an approved training vendor for LWDB 14.

Discussion: None

Motion: Michael Ramsey
Second: Jody Armstrong

The Board of Directors approved Academy for Dental Assistants as an approved training vendor for LWDB 14. There was no further discussion. The motion carried unanimously.

Action Item 7 – Approval of Training Vendor – ServiceSource Florida Career Institute

ServiceSource Florida Career Institute has a license from the Commission for Independent Education. Staff conducted a site visit on Friday, July 24, 2020. ServiceSource Florida Career Institute has begun reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Opportunity Calls, Customer Service and Contact Center Training	N/A	\$2,995	\$2,995	180 hours	95%	\$12	75%

- School opened for 3 years

- Total enrollments for prior year: 17
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other private schools that offer the same type of training.

RECOMMENDATION

Approval of ServiceSource Florida Career Institute as an approved training vendor for LWDB 14.

Discussion: None

Motion: Jack Geller
Second: Pat Gerard

The Board of Directors approved ServiceSource Florida Career Institute as an approved training vendor for LWDB 14. There was no further discussion. The motion carried unanimously.

Action Item 8 – YouthBuild Construction Services-Award of Contract

As the Tampa Bay YouthBuild program gears up for its next cohort, there will be new staff and a new way of operating the program. In addition to changing the daily operations to meet COVID-19 safety requirements, the introduction of technology and potential virtual services will significantly change the day-to-day operations of the program. During the first year of YouthBuild, CareerSource Pinellas (CSP) hired instructors to teach the NCCER curriculum to the YouthBuild students.

However, based on the recent realities and a review of program goals/performance, the recommendation is to outsource the construction component. This allows the expansion of hands-on activities and the opportunity to explore other curricula options such as PACT.

CareerSource Pinellas solicited proposals from qualified and experienced entities to provide construction curriculum and related services for the YouthBuild program. CareerSource received one proposal from Home Builders Institute (HBI). HBI is considered one of the national leaders in providing construction training for YouthBuild. Other entities were contacted to better understand the reasons for their non-response. The most often cited reason was the scope of service was outside their current programming.

The proposal received from HBI is \$389,940. We hope to review and potentially modify the scope of work to negotiate a contract that is acceptable to HBI and still meets the needs of the program. The costs associated with this contract will be paid through the YouthBuild grant.

RECOMMENDATION

Approval to negotiate and enter into contract with Home Builders Institute (HBI) to secure construction services for YouthBuild.

Discussion: None

Motion: Pat Gerard
Second: Pattye Sawyer

The Board of Directors approved to negotiate and enter into contract with Home Builders Institute (HBI) to secure construction services for YouthBuild.

Action Item 9 – Fiscal Year 2020-2021 Budget Modification No. 1

REVENUE: Total budgeted revenues estimated to increase from \$9,859,371 to \$12,167,795 for an overall increase of \$2,308,424.

- Pinellas County CARES grant of \$2,000,000

- COVID-19 Dislocated Worker Grant of \$555,385 that goes through March 31, 2022; \$305,461 estimated to be spent this fiscal year.

Workforce Innovation and Opportunity Act (WIOA) Programs (Total increase of \$110,458):

- Final allocations from DEO decreased \$232,000 from preliminary allocations that were used to prepare original budget.
- Increase in WIOA Adult - \$20,907
 - Increased carryforward from 2019-2020 (\$133,000) offset by lower final allocations of \$112,000
- Decrease in WIOA Dislocated Worker - \$<253,526>
 - Decrease carryforward from 2019-2020 (\$220,000) in addition to lower final allocations of \$33,000
- Decrease in WIOA Youth - \$<199,284>
 - Decrease carryforward from 2019-2020 (\$112,000) in addition to lower final allocations of \$87,000
- Increase in WIOA Supplemental Grant (\$138,000) and SFY 19-20 Performance Incentives (\$32,000) as awarded funds increased from estimates used for budgeted amounts.
- Increases for Apprenticeship Expansion (\$6,000) and WIOA Soft Skills grants (\$20,000)
 - Lower than expected spending in 2019-2020 due to COVID 19.
- COVID 19 grants from DEO - \$325,000
 - Dislocated Worker Grant - \$555,000 awarded to provide temporary jobs to assist with humanitarian aid, clean up and restoration activities. Budgeted to spend \$305,000 this fiscal year.
 - COVID 19 PPE - \$30,000 awarded to allow local workforce boards for supplies, services, and protective equipment necessary to ensure the health and safety of jointly managed staff and local workforce board staff in providing services to job seekers and business. \$20,000 of the grant remains as of June 30, 2020.
- Increase in WIOA Foundational Skills grant - \$20,833
 - Grant issued from CareerSource Florida; every LWDB received same amount. Did not spend any of these funds during 2019-2020

Welfare Transition:

- Increased in Welfare Transition - \$180,000
 - Increased carry forward from 2019-2020; received DEO approval to utilized funds for upgrade of IT equipment.

Employment Services

- Increased RESEA (\$18,000) due to additional funds received from DEO on grant scheduled to end on July 31, 2020

Pinellas County CARES Grant

- CareerSource Pinellas finalizing grant with Pinellas County for \$2,000,000 to administer CARES funds and assist dislocated workers in Pinellas County impacted by COVID 19.

EXPENSES:

Total budgeted expenses estimated to increase from \$9,746,764 to \$12,055,188 for an overall increase of \$2,308,424.

Personnel Expenses

- Personnel Expenses expected to decrease \$372,000, or 8.3% from original budget.
 - The Budget includes the reduction of additional positions based on the transition to contract services, a retirement, and adjustments to staffing based on grant requirements.

Program Expenses

- Workforce Services increasing \$211,750
 - Virtual workshops offered by St. Petersburg College in lieu of in-person training offered at career centers - \$96,000. Originally budgeted in training.
 - Construction vendor for Youthbuild - \$115,750
- Paid-Work Experience (PWE) decreasing \$48,000
 - With decrease in WIOA Youth, 20% PWE requirement reduced

- Dislocated Worker Grant (DWG) Work Experience
 - Almost \$1,500,000 to be paid as salaries, benefits, incentives and expenses for work experience for dislocated workers
 - Pinellas County CARES Grant - \$1,350,000
 - COVID-19 Dislocated Worker Grant - \$143,000
- Apprenticeships increasing \$4,000 due to larger carry-over funds to this fiscal year
- Increased Training and Training Related Material - \$871,000
 - Occupational Skills training associated with Pinellas County CARES Grant - \$380,000.
 - Increased WIOA Adult and Dislocated Worker training (\$553,000) due to available dollars from savings in other categories.
 - Reclassification of virtual training classes from Training to Workforce Services (reduction of \$96,000).

Professional Fees

- Contract Labor increased \$80,000
 - Virtual Chief Information Officer - \$70,000
 - HR Consulting - \$12,500
 - Financial Software Consulting - \$5,000
 - Employee survey (\$7,500)

Office Supplies

- Increase in personal protective equipment (PPE) for COVID-19 PPE Grant

Insurance

- Final renewal premiums for 2020-2021 came in lower than we had originally budgeted

Occupancy

- Decreased Security (\$50,094). Originally budgeted for security guard at South County location. This position will be funded as a COVID-19 Dislocated Worker Experience.
- Decrease in Office Rent/Lease. Rent expense reduced by partners' share of Infrastructure Funding Agreements.

Office Equipment

- Received approval from DEO for IT upgrades for servers, Office 365, workstations, other hardware to be charged to Welfare Transition Grant. This represents funds not spent by June 30, 2020.

Recommendation

Approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.

Discussion: None

Motion: Pat Gerard
Second: Jody Armstrong

The Board of Directors approved the adjustments to the revenue budgets and resultant modifications to the expenditures budgets. There was no further discussion. The motion carried unanimously.

Action Item 10 – 2020-2024 Strategic Plan

At the request of the Board of Directors, a Strategic Planning Committee was formed to develop a comprehensive strategic plan that will help to sustain growth and provide direction to the organization over the next three years.

The committee comprised of 20 members, consisting of Board Members, Partners and CareerSource Pinellas staff members and was facilitated by Lori Strumpf of Strumpf & Associates.

The Committee held four Strategic Planning sessions: January 17, January 29, February 7 and February 25.

In addition, five Focus Groups were held: Board Members, Partners, Employers, Employees and Job Seekers.

RECOMMENDATION:

Approval of the 2020-2024 Strategic Plan.

Discussion: None

Motion: Mark Hunt
Second: Pat Gerard

The Board of Directors approved the 2020-2024 Strategic Plan. There was no further discussion. The motion carried unanimously.

Action Item 11-RFP-Internal Monitoring Services/Award of Contract

The Board approved a Request for Proposal (RFP) for a qualified provider to conduct Internal Monitoring. The Internal Monitoring will align with the annual monitoring conducted by Department of Economic Development (DEO). Monitoring procedures will be conducted twice per program year.

CareerSource Pinellas solicited proposals from qualified and experienced entities to provide the above-described services. Two proposals were submitted for consideration. Both proposals offered budgets that exceeded the anticipated amount.

Internal Monitoring is an essential component of ensuring the programs align with USDOL and DEO policy and guidance. However, the Internal Monitoring quote should better align with the budgeted amount. Next steps will be to review and modify the Request for Proposal to ensure the scope of work clearly delineates expectations and to re-issue the Request for Proposal.

Recommendation:

Approval to re-issue the Request for Proposal for presentation at the next Board of Directors meeting.

Discussion: None

Motion: Pat Gerard
Second: Michael Jalazo

The Board of Directors approved to re-issue the Request for Proposal for presentation at the next Board of Directors meeting. There was no further discussion. The motion carried unanimously.

Action Item 12-Data Sharing Agreement (DSA)

The Department of Economic Opportunity (DEO) has put forth to all Local Workforce Development Boards (LWDBs) across the state the option to execute a data sharing agreement in order to receive the necessary reemployment data required for program determination at the LWDB level. The DSA between DEO and LWDB 14 was sent on August 24, 2020 for review with a request to submit a response for any changes by Wednesday, August 26th. DEO's goal is to have the fully executed DSA for each LWDB and associated Chief Local Elected Official (CLEO) by September 11th in order to get the data to the local areas as soon as possible.

The DSA was sent to Pinellas County for review. After review by the County Attorney's Office, they recommended two changes as follows:

1. Regarding the requested change to Section VI Liability and Indemnification, the CLEO may choose not to access the information. However, it still has the obligation to ensure the LWDB complies with the

safeguard requirements. That obligation is required by Federal regulation. **This requested change has been denied by DEO.**

2. Regarding the requested change to Section V.C., *By signing this Agreement, CLEO and LWDB acknowledge that all employees having access to Confidential Information will have been instructed in accordance with this provision prior to having access to Confidential Information. This change appears to be redundant but there is no issue with change.*

The process for obtaining approval by the Board of County Commissioners (BCC) on September 22nd required that the document be sent to the agenda clerk no later than September 4th. However, without confirmation from Pinellas County that this document is acceptable, with the denied requested change, we did not proceed. Potentially, we could request a waiver for signature or work with the county clerk to include this item on the next BCC agenda for review and consideration.

Recommendation:

Approval of the Data Sharing Agreement between DEO and LWDB #14 to be presented to the Board of County Commissioners for review and consideration.

Discussion: None

Motion: Jack Geller

Second: Jody Armstrong

The Board of Directors approved the Data Sharing Agreement between DEO and LWDB #14 to be presented to the Board of County Commissioners for review and consideration. There was no further discussion. The motion carried unanimously.

Board Counsel Update

Stephanie Marchman updated the board members on recent items she has been working on with CareerSource Pinellas.

Stephanie Marchman attended the Board Orientation on Tuesday, September 15th, providing training on the Sunshine Law to the new Board members. She and Jennifer have been working on the CEO/Counsel performance evaluation process, along with providing day-to-day legal advice with regards to various employment issues and contracts.

Other Administrative Matters – No Administrative Matters

Information Items

Information Item 1

**DEO Daily Governor's Report – (Placement as reported in the Employ Florida system)
Local Tracking for Program Year 2019-2020 and 2018-2019**

CareerSource Pinellas				
PY 18/19	Placements	Composite Score	Ranking	Statewide Placements
July	371	104.17%	11	8,426
August	341	117.58%	12	6,985
September	385	120.49%	11	7,974
October	370	88.83%	14	9,831
November	210	83.33%	12	6,391
December	234	96.23%	11	6,807

January	295	98.32%	13	7,419
February	251	98.23%	13	6,563
March	308	102.81%	12	7,901
April	163	105.22%	12	3,843
Totals	2,928	101.52%	12.1	72,140

CareerSource Pinellas				
PY 17/18	Placements	Composite Score	Ranking	Statewide Placements
July	799	166.01%	8	10,973
August	938	161.75%	8	12,656
September	955	162.37%	6	12,922
October	1,020	155.32%	6	14,407
November	765	143.56%	8	11,914
December	658	148.21%	8	11,230
January	711	137.22%	6	12,219
February	703	165.17%	6	9,840
March	654	144.95%	6	10,266
April	610	139.04%	8	10,234
May	660	139.25%	9	11,061
June	455	121.38%	6	8,606
Totals	8,473	151.17%	7.1	127,722

DEO Definitions and report methodology

The Monthly Job Placement Report - developed by the Florida Department of Economic Opportunity and [CareerSource Florida](#) - supports measurement, management and service improvements aimed at helping Floridians find jobs through services and resources provided by Florida's workforce system.

The Monthly Job Placement Report provides real-time measurement of job placement performance by the state's [24 Local Workforce Development Areas](#) and the nearly 100 [CareerSource centers](#) they direct. Monthly reports address Governor Rick Scott's call for enhanced performance measurement in workforce and economic development focused on critical results that bolster Florida's economic recovery and growth.

Information Item 2 - Financial Reports through

A brief overview of the following financial reports provided in the agenda was given: Statement of Federal Grant Revenue for the year ended June 30, 2020, Statement of Activities for Current Year vs. Prior Year, Statement of Activities for Current Year vs. Budget Mod 2, Cost Allocation/Expenditure Report for year ended 06/30/20, Pooled Cost Expenditure Report for year ended 06/30/20, Grants Status Report for year ended 06/30/20.

Information Item 3 – 401K Change of Fund Managers

Cash & Associates/HUB International was named broker of record of our 401K Plan in March 2020. As part of their duties as broker for the 401K Savings Plan, they performed their initial review of our current plan. They specifically:

- Benchmarked the funds offered in current plan against other company offerings
- Reviewed fees and services of the current plan and compared them against industry averages

They found that expenses charged by our current 401K Fund Manager, ADP Retirement Services, were considerably higher than found within the industry.

Company	Total Plan Expenses
ADP (Incumbent)	1.47%
John Hancock	0.97%
One America	1.13%
Voya	1.15%
Empower	1.17%
T-Rowe	1.24%

In addition, they found that the funds offered by ADP were generally rated lower than the funds offered by the other companies analyzed for funds in the same investment classes. Fiduciaries are responsible to act solely in the interest of the participants and their beneficiaries.

Based on the review, the recommendation is to move forward with John Hancock as the investment platform for the 401K Plan.

Information Item 4 – Asset Depreciation Reimbursement

In 2017, CareerSource Pinellas purchased signage and completed a buildout of the Career Resource Center at the Science Center with Wagner-Peyser and Welfare Transition funds. DEO approved the utilization of these funds for these assets. These assets were depreciated using the straight-line basis of depreciation over 5-years and 10-years, respectively. These assets were included in the sale of the Science Center in November 2019 and each had a remaining book value (not fully depreciated).

Asset	Net Book Value
Resource Center Buildout	\$3,358
Signage	\$24,696
Total	\$28,054

Because these assets were paid with federal grant dollars, were disposed by CareerSource Pinellas and were not fully depreciated, CareerSource Pinellas is required to reimburse the Federal agency, via DEO, per 2 CFR §200.313 for the net book value of the assets. Since these assets were sold as part of the Science Center and proceeds from the Science Center were set aside, the amount reimbursed to DEO will reduce the funds set aside. The amount of \$28,054 was dispersed from the proceeds, bringing this account to \$2,365,014.

Information Item 5 – Training Provider Spending Summary (July 1, 2019 – June 30, 2020)

A training provider summary was provided for the period from July 1, 2019 – May 31, 2020. Customer Training totaled \$2,465,057 for 815 participants and an average cost of \$3,025 per participant.

Information Item 6 – OJT Provider Spending: (July 1, 2019 – June 30, 2020)

A spending report for the On-the-Job training program was provided for the period from July 1, 2019 – June 30, 2020. OJT Spending totaled \$ 13,606 for 6 participants. Prior year OJT spending was \$295,759.

Information Item 7 – Monitoring Review Updates:

DEO Programmatic Monitoring July 1, 2016 – June 30, 2020

In January 2018, the Department of Economic Opportunity (DEO) completed the on-site PY'17 Programmatic Monitoring Review for the period of 7/1/2016-9/30/17, and in June 2019, completed the on-site PY'18 Program Monitoring Review for the period of 10/1/2017– 3/31/2019.

Because of the impending audits and/or compliance reviews by the United States Department of Labor (USDOL) Employment and Training Administration (ETA), issuance of DEO's programmatic monitoring report was held in

abeyance pending completion of USDOL's review. The USDOL compliance report detailing the results of the USDOL review was issued on May 15, 2019.

In December 2019, DEO issued the Final Report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a total of 2 years and 8 months. The final report included 20 Findings and 9 Other Non-compliance issues. CareerSource Pinellas responded by submitting a Corrective Action Plan (CAP), in February 2020, within the required 30 days. The Corrective Action Plan included over 30 exhibits and/or attachments, a request for DEO technical assistance and guidance, as well as DEO approval of policies that would guide program planning and procedures. To date CareerSource Pinellas has not received a response to the Corrective Action Plan.

The DEO on-site PY'19 programmatic Monitoring Review is scheduled for May 11, 2020 through Tuesday May 19, 2020 for the period of 4/1/2019 through 3/31/2020.

The completed Review, Preliminary Results and comments were submitted to DEO on June 4, 2020. We are waiting for the final report from DEO.

One Stop Operator Internal Monitoring

The One Stop Operator conducted an internal monitoring review in December 2019 for the period of 1/1/2019- 11/30/2019. The monitoring outlined several areas for review. There were several questions concerning the interpretation of policy. Based on these questions, CareerSource Pinellas and the One-Stop Operator met to review process and procedures. As a result of this meeting, the One-Stop Operator agreed to work with CareerSource Pinellas to update and review policy, procedures and to assist with updating desk guides. The One-Stop Operator resubmitted the monitoring review report in April 2020.

DEO Financial Compliance Monitoring July 1, 2017 – June 30, 2020

In April 2018, the Department of Economic Opportunity (DEO) completed the onsite PY'17 Financial Compliance Monitoring Review for the period of 7/1/2017-3/31/2018, and in June 2019, completed the onsite PY'18 Financial Compliance Monitoring Review for the period of 4/1/2018 – 3/31/2019. On August 23, 2019, the DEO issued the final monitoring report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a period of 2 years and 8 months. The final report included seven observations and seven technical assistance items. Half of the items pertained to the 2017-2018 monitoring period and half pertained to the 2018-2019 monitoring period. All observations and technical assistance items noted in the report have been addressed.

The DEO PY'19 Financial Compliance Monitoring Review was completed remotely in June 2020 for the period of 4/1/2019 through 3/31/2020. We are waiting for the final report from DEO.

USDOL Compliance Review

USDOL/ DEO Compliance Review Background: CareerSource Pinellas received the U.S. Department of Labor Employment and Training Administration (USDOL/ETA) Compliance Review of CareerSource Tampa Bay (CSTB) and Career Source Pinellas (CSPIN) on May 16, 2019. The report was submitted to Ken Lawson Executive Director Florida Department of Economic Opportunity (DEO) and was issued by the Atlanta Regional Office on May 15, 2019.

On June 28, 2019, the Florida Department of Economic Opportunity (DEO) submitted to the U.S. Department of Labor, Employment and Training Administration (ETA), Atlanta Regional Office, responses to the Findings contained in the ETA's May 15, 2019 report of the Compliance Review.

On October 14, 2019, USDOL/ETA issued a letter of response to DEO. USDOL/ETA acknowledged DEO efforts to begin to implement many of the corrective actions that are required to resolve the Findings. However, as reflected in the Compliance Review Report, the documentation provided and corrective actions taken to date are insufficient to fully address the required actions in the Findings. As a result, 16 of the 17 Findings remain unresolved.

In response, DEO submitted supplemental information. The supplemental information was due to DEO for review on or before November 12, 2019. DEO reviewed this information to provide a written response to USDOL/ETA as required by November 28, 2019.

In December, DEO submitted a request for technical assistance to the USDOL.

It is anticipated, the USDOL/DEO will provide information to the Local Workforce Development areas upon completion of the requested technical assistance.

DEO was tasked by USDOL to establish RFP for outside monitoring agency to review all OJT payments for PY 16-17.

DEO contracted with Carr, Riggs & Ingram CPAs and Advisors (CRI) to complete the independent monitoring. CRI stated the review early August and is currently completing the full review of all 2016 OJTs and support services.

Information Item 8 – Program vs. Expenditure Review/July through June 2020

CareerSource Pinellas Analysis through June 30, 2020						
Workforce Innovation and Opportunity Act			Welfare Transition Program		Trade Adjustment Assistance	
Participants Served			1,630		1,132	
Participants Served	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 676,711	\$ 415.16	\$ 1,254,522	\$ 1,108.23	\$ 10,199	\$ 175.84
Personnel Costs (DEO)	-	-	-	-	85,378	1,472.03
Service Provider	501,055	307.40	(4,757)	(4.20)	-	-
Training and Supportive Services	2,692,160	1,651.63	168,515	148.86	91,046	1,569.76
Other Direct Costs	39,610	24.30	43,356	38.30	14	0.24
Pooled Costs	1,251,080	767.53	784,599	693.11	34,349	592.22
TOTAL	\$ 5,160,616	\$ 3,166.02	\$ 2,246,235	\$ 1,984.31	\$ 220,986	\$ 3,810.10
Supplemental Nutrition Assistance Program			Employment Services		Total	
Participants Served	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Participants Served	2,722		26,942		32,484	
Participants Served	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 180,049	\$ 66.15	\$ 240,396	\$ 8.94	\$ 2,362,477	\$ 72.73
Personnel Costs (DEO)	-	-	606,168	22.50	\$ 691,546	21.29
Service Provider	-	-	-	-	\$ 496,298	15.28
Training and Supportive Services	4,932	1.81	9,813	0.36	\$ 2,966,466	91.32
Other Direct Costs	1,817	0.67	9,743	0.36	\$ 94,540	2.91
Pooled Costs	147,507	54.19	906,053	33.63	\$ 3,123,588	96.16
TOTAL	\$ 334,305	\$ 122.82	\$ 1,772,773	\$ 65.80	\$ 9,734,915	\$ 299.68

Workforce Innovation and Opportunity Act					Welfare Transition Program		Trade Adjustment Assistance	
PINELLAS		AD		DW	Youth	Total	PINELLAS	
Number Served	679	546	405		1,630		Number Served	1,132
Placements	210	163	135		508		Placements	348
Average Wage	\$22.04	\$27.72	\$11.73		\$21.12		Average Wage	\$12.03

Supplemental Nutrition Assistance Program			Employment Services				
PINELLAS			PINELLAS	RESEA	VETS	Employment Services	Total
Number Served	2,722		Number Served	2,012	1,306	23,624	26,942
Placements	255		Placements	1,426	306	1,282	3,014
Average Wage	\$10.67		Average Wage	\$15.69	\$17.49	\$13.26	\$14.84

One Stop Center Traffic		Pinellas		Website Traffic		Pinellas		Employer Services	
Pinellas						Pinellas		Employer Services	
Number of Visitors		19,831		Total # of Visits		98,561		Employers Served	
Number of Visits		50,734		Returning		23.5%		Job Orders Posted	
				New		76.5%		Referrals to Job Orders	
						10,302			

Information Item 9 – Compensation Summary Report

On November 14, 2019, the Compensation Committee requested a periodic compensation summary report.

As of August 6, 2020, there is a total of 53 current CareerSource Pinellas employees. Since the last compensation summary there has been five staff who left CareerSource Pinellas, including one Business Service Account Executive, one Specialist, one Instructor, and two Directors. There has been one new hire, a Coordinator.

The pay range summary represents each position by Job Title listed by maximum, mid-point or minimum salary, with percentage to total staff for each pay range.

The current average pay is \$52,547.

Information Item 10 – Employee Position and Salary Information

As part of the Grantee-Subgrantee Agreement between CareerSource Pinellas and the Florida Department of Economic Opportunity, the following information is required to be posted to the website:

“Employee positions and salary information for each position (including any benefits and performance bonuses).”

The Employee Position and Salary Information was included for review.

Annual Performance Review:

0% - 5% merit increase, performance stipend or other performance-based option is considered for approval by the Board of Directors annually.

Holidays - Nine paid holidays each year:

New Year's Day, Martin Luther King Jr's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

Personal Days (PD):

Four personal days each program year.

Paid Time Off:

Year 1-2 = 136 hours

Year 3-4 = 160 hours

Year 5-6 = 184 hours

Years 7+ = 208 hours

Performance Bonus:

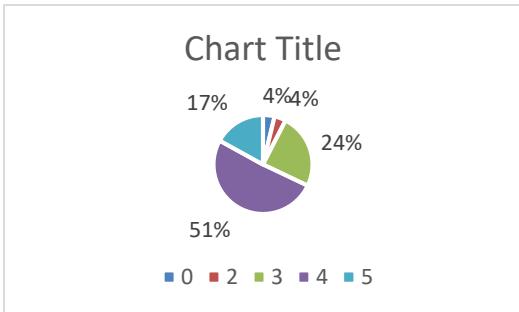
No Performance Bonus

Information Item 11 – Evaluation Rating Summary

On July 15, 2020 the Board of Directors approved an annual performance merit increase if 0% to 5% of base salary determined by the individual's overall rating on his/her annual performance evaluation.

The PY 2019-2020 annual performance evaluation has an overall performance rating scale of 1 to 3. The average score was 2.64. The percentage of the score awards a merit increase in base wage of 1% to 5%.

The program year concluded June 30, 2020 with the following results of the annual performance evaluations.



The annualized increase total is \$63,371.

Information Item 12 – Individual Non-Disclosure and Confidentiality Certification Form

The Individual Non-Disclosure and Confidentiality Certification Form which was previously signed only by employees (see attached) has been updated and expanded.

As part of the Grantee-Subgrantee Agreement between CareerSource Pinellas and the DEO, the following Individual Non-Disclosure and Confidentiality Form is required:

"Staff of the Board, its agents, contractors, subcontractors and any other entity performing services on behalf of the Board granted access to workforce information systems, including systems containing confidential information, must complete Exhibit B to this Agreement, "Individual Non-Disclosure and Confidentiality Certification Form", prior to accessing said workforce information systems. A copy of each completed form must be retained by the Board and made available to DEO upon request."

The updated Individual Non-Disclosure and Confidentiality Certification Form was included for review.

Information Item 13 – Ethics and Transparency Policy Acknowledgement Form

On September 25, 2018, the CareerSource Florida Board of Directors approved the "Ethics and Transparency Policy" and subsequently it was approved by the CareerSource Pinellas Board of Directors on October 31, 2018 (see attached). This policy communicates expectations about ethics and transparency in Florida's workforce system to maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust.

All workforce development board members, employees and other stakeholders are subject to the Code of Ethics and are required to read and sign this acknowledgement upon appointment or employment.

The CareerSource Pinellas Ethic and Transparency Policy Acknowledgement Form was included for review.

Information Item 14 - DEO 2020-2021 Internal Control Questionnaire and Assessment

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal controls.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Based on the Grantee Subgrantee Agreement, the ICQ is required to be completed and certified by the Executive Director and Board Chair or their designee and submitted to DEO by September 30, 2020. However, this year DEO indicated that they would be providing an updated ICQ. In anticipation of a tight turnaround timeline, management has reviewed the prior year form and modified responses as appropriate. Some of the new controls implemented during the last year were as follows:

- Updated Financial and Procurement Policies and Cost Allocation Policy were approved by the Board
- Improved and strengthened Sub-recipient monitoring
- Implemented quarterly unannounced audits of supportive service cards
- Initiated 24/7/365 cyber-security monitoring (12/2019)
- Initiated a Strategic Planning Process (11/2019)
-

Recommendation: Once the 2020-2021 revised ICQ has been completed, it will be distributed to the Board of Directors for review and comment. If no comments, the Board Chair and CEO will certify it and submit it to DEO by the requested deadline. The final ICQ will then be included in the Audit Committee and presented at the November Board of Directors meeting to ensure full transparency.

Update: The updated ICQ was received on September 11, 2020 offering an extended due date of October 30, 2020.

Information Item 15 – RFQ Human Resource Consultant

To ensure the smooth transition of the Human Resource Department, CareerSource Pinellas is seeking the services of an HR Consultant to assist in hiring an HR Director, provide oversight in establishing alignment with best practices, providing strategic planning guidance, and offering training to the supervisor/leadership team.

The RFQ was released September 3, 2020 with a timeline to have a consultant on board by the end of September. The estimated cost of the contract is within the small-purchase amount of \$30,000 through the end of June 2021.

Among the areas responsible, but not limited to, for reviewing and monitoring are:

- HR Information Systems.
- Employment paperwork including, I-9s, W-4s, benefit enrollment information, etc.
- Employee files.
- Annual employee evaluation process.
- Employee disciplinary process.
- Governmental compliance efforts in terms of HIPAA, COBRA and FMLA legislation, et al.
- Administrative hearings and legal proceedings including Division for Human Rights hearings, Unemployment hearings, Workers Compensation and Disability hearings.
- Development, maintenance and administration of Staff and Administrative policies and corresponding manuals.
- Recruitment and Staffing.
- Benefits Administration, including annual renewal and open enrollment.
- Liaison with Finance Coordinator for Payroll Processing.

After review of quotes, staff will negotiate and enter into contract and secure services for a Human Resource Consultant.

Public Comments: None

Open Discussion:

Michael Legal asked what obstacles and opportunities they might have in order to accomplish the mission of building a talent pipeline in the future while providing easy access to workforce solutions.

Jennifer Brackney said one obstacle is going to be the influx of job seekers anticipated, especially after December 5th, and how that will impact what we do. The second obstacle is making sure we are moving forward with a business model that is on a remote and virtual platform and possibly look into a call center approach. Right now we are moving toward updating our IT system. This should all be in place before December 5th. It's really a business model mind set change – how do we change the mind set of our employees, the structure we have in place, and the expectation that individuals and employers have on what the service looks like. Ms. Brackney welcomed input from Board members, looking at our Strategic Plan and how that is implemented.

Michael Legal suggested putting a plan together to include questions and ideas in order to address obstacles and opportunities.

Rebecca Sarlo added that we need to think about what our community resources are and how our job seekers and employers can access these resources.

Michael Jalazo also added that we really don't know what the new normal is going to be, but building that bridge between economic development and workforce development is crucial. We are going to be dealing with such a huge influx, and are we ready for it? Do we need to review the Strategic Plan now, because it is such a different world now than it was when we worked on the Plan earlier this year.

Jennifer Brackney answered, stating that the four main goals that came out of the Strategic Planning process: Accountability, Communicating the vision, and Developing robust partnerships with businesses and educational institutions are still very much on point, but our approach may need to change.

Barclay Harless agreed and appreciates the thoughts and humbly suggested the Workforce Solutions Committee have a brainstorming session to make recommendations to the leadership team and the Board as a whole on implementing some of these tactics based on the realities of what is going on.

Michael Legal asked what the call center approach would look like. Jennifer Brackney said at this point it's a brainstorming idea, but as we transition, how do we rapidly provide comprehensive services and at the same time, move a lot of people through the process. The Workforce Solutions Committee is a good place to start and she is willing to work with board members to help flush that idea out and make it happen. There is a Workforce Solutions Committee meeting scheduled for October 13th and we will add this to the agenda. Barclay Harless added that any Board member can join that Committee.

Adjournment: The meeting was adjourned 1:05 p.m.



Action Item 2

CEO Performance and Compensation Review

On November 1, 2019, the Board of Directors approved a three-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas. The Board of Directors also approved the CEO performance review that provided the annual goals, initiatives, actions to be taken and metrics.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee conducted the annual review of performance and compensation for the CEO on October 8, 2020. The review addressed the approved CEO Performance Goals, including Financial Management; Legal Compliance, Strategic Planning, Governance, Accountability and Transparency, Workforce Development Performance, Key Relationships and Partnerships, and Organizational Leadership.

The Ad Hoc CEO/Counsel Committee reviewed the consolidated performance review, federal and local salary guidelines and the annual report.

Based on this information, the Committee approved the performance review and a five percent merit increase on base salary for Ms. Brackney.

Recommendation:

Approval of the PY' 2019-2020 Performance Review and a five percent merit increase on base salary effective on December 1, 2020.

**CEO Performance Goals
Board of Directors Assessment
PY' 2019-2020**

Date Completed:	
Evaluation Period:	July 1, 2019 – June 30, 2020

SECTION 1: Achievement of Goals

PY'2019-2020

July 1, 2019 – June 30, 2020

Descriptions of Goals	Initiatives/*Metrics	Achievements of Goals	Exceeded Expectations	Met Expectations	Needs Improvement			
<p>Financial Management: Assure adequate control and accounting of all funds, including developing sound financial practices, to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum limitations established in applicable laws and regulations.</p>	<p>Initiative: Create greater transparency and accuracy in financial reporting to ensure the planning budget goals are met.</p> <ul style="list-style-type: none"> * Develop, submit and receive approval from US DOL for an indirect cost rate rather than 10 percent de minimis. Final implementation to be PY'20. * Provide financial reports to the Board, including cost allocation, grant budget/expenditures and training provider reports. * Continue to review, update and improve usage of the financial management system (i.e., Abila and Microix). * Review current contracts to identify cost savings and to ensure statement of work aligns with activities. * Provide detailed reports to better track and manage program budget vs expenditures by grant/program. 	<p>Provided leadership for the allocation of \$9.8 million in revenue, delivering monthly detailed reports to track and manage budget vs expenditures by grant, in turn creating greater transparency.</p> <p>Worked the Chief Financial Officer to build a Finance Team focused on assuring the development of adequate controls; developing sound financial practices, and ensuring overall financial performance remains within Board approved parameters.</p> <p>Received approval from US Department of Labor for the indirect cost rate of 15.3 percent to ensure accurate accounting of indirect activities.</p> <p>Updated and improved the usage of financial management systems (Abila and Microix) to better track</p>	X PG	X BH	X ML	X MM	<input type="checkbox"/>	<input type="checkbox"/>

		<p>expenditures and enhance the invoicing process.</p> <p>Reviewed 36 contracts, realizing cost savings of \$110,000 and ensuring statement of work aligns with deliverables.</p>		
Legal Compliance: Manage public records requests and legal issues in a timely manner.	<p>Initiative: Respond to monitoring reviews and audits to ensure activities identified from past practices are addressed.</p> <ul style="list-style-type: none"> * Provide DOL with an outline of changes initiated during the transition as requested. * Implement changes recommended through technical assistance provided by DOL, DEO, CSF and others. <p>Initiative: Endeavor to sell the Science Center</p> <ul style="list-style-type: none"> * Manage program during the process and realign programs after the sale of the Science Center, i.e., observatory, programs, staff, iguana habitat. * Complete closing activities associated with selling the Science Center on November 20, 2019. * If the Science Center sells, provide stewardship of the funds as directed by the Board. 	<p>For more than two years, led the response to the USDOL's Compliance Review; analyzed the 17 findings and 3 areas of concern, rectifying concerns where possible, addressing system issues, complying with regulations, and aligning programs and services with local, state, and federal guidelines. Currently, working with DEO to help mitigate related financial impacts.</p> <p>DEO conducted a Programmatic (May 2020) and Financial Monitoring (June 2020) Visit to ensure activities align with local, state, and federal guidance. Final reports from both monitoring visits are pending.</p> <p>Dynamic Workforce Solutions conducted independent semi-annual</p>	<input type="checkbox"/> X X X X PG BH ML MM	<input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> * Based on the study conducted of the current one-stop locations move forward with recommendations for future development i.e. Tarpon Springs, Lealman, HEP, etc. 	<p>internal monitoring activities.</p> <p>Powell and Jones, Inc. conducted an Annual Independent Financial Audit (September 2019), Agreed Upon Procedures (August 2019), and a Limited Scope Audit of the 401(k) Plan (August 2019).</p> <p>Completed closing activities associated with selling the Science Center of Pinellas County on November 20, 2019, including the realignment of programs and services, and providing stewardship of the funds.</p> <p>Worked closely with the One-Stop Committee to review current one-stop locations, maintaining 31 operational and strategic partnerships to provide services through CareerSource Pinellas including new partnerships with the Lealman Exchange and other community resources.</p>		
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<p>Strategic Planning: Engage the board in strategic planning activities to develop organizational goals and create sector strategies for the next 1yr, 3yr and 5 yr.</p>	<p>Initiative: Engage the board in the process of strategic planning with a third-party facilitator, by Q3, with the intent of:</p> <ul style="list-style-type: none"> * Leading the development of a strategic plan that focuses on the review of the organization's vision, goals, sector strategies, locations, and training programs. * Submit a comprehensive four-year strategic plan to DEO by 6/30/2020 based on policy released by DEO in early November 2019. 	<p>Engaged the board in a robust process of developing a Strategic Plan, including four strategic planning sessions with key stakeholders and five focus groups with businesses, job seekers, participants, employees and partners. The 2020-2024 Strategic Plan provides a dynamic blueprint for the sustainability and growth of the region's talent pipeline, including vision, mission, core values, strategic priorities, goals and key strategies for CareerSource Pinellas.</p> <p>Led the development of a comprehensive, four-year Local Workforce Development Plan, created through an inclusive approach to gathering system stakeholder feedback and input.</p>	<input type="checkbox"/> X X PG ML	<input type="checkbox"/> X X BH MM	<input type="checkbox"/>
<p>Governance: Works effectively with the Board, its officers and committees to define their roles and responsibilities. Works with Board Chair to enable the Board to fulfill its governance functions and manages the Board's due diligence process to assure timely attention to core issues.</p>	<p>Initiative: Facilitate the board and ad hoc committees to bring closure to the action initiated by the Board and/or Board of County Commissioners (BCC).</p> <ul style="list-style-type: none"> * Review and update the Interlocal Agreement as outlined by USDOL in the Compliance Review. * Review and update the 	<p>Facilitated 42 board, committee, and board-related meetings to fulfill governance functions and manage the Board's due diligence process and assure timely attention to core issues.</p> <p>Improved communication with the Pinellas Board of County</p>	<input type="checkbox"/> X X X PG BH ML	<input type="checkbox"/> X MM	<input type="checkbox"/>

	<ul style="list-style-type: none"> * Bylaws as outlined by USDOL in the Compliance Review. * Continue to work with the BCC to take a more active role in the selection of board members. * Establish an ad hoc committee to review and update board policy manual (last updated in 2010). 	<p>Commissioners (BCC) by providing regular performance, program and detailed budget updates.</p> <p>Worked closely with the Local Workforce Development Board (LWDB) and BCC to review and approve the Interlocal Agreement, Bylaws, and Grantee Subgrantee Agreement.</p>			
Accountability and Transparency: Promotes accountability and transparency by ensuring that this organization's employment and training programs are in alignment with policy and guidance, and accountable to the Pinellas Board of County Commissioners, the local workforce Board, CareerSource Florida, DEO, local employers, job seekers, and the general public.	<p><u>Initiative: Present pertinent program and organizational information on a regular basis to the Board, BCC and other stakeholders.</u></p> <ul style="list-style-type: none"> * Procure an organization to assume the role of conducting independent, semi-annual monitoring. * Provide regular program performance updates to the Board and BCC. * Schedule an annual DEO program performance presentation to the Board. * Provide an annual audit and audit presentation to the Board. * Understand the organization's liabilities and manage internal control procedures through the annual review and presentation of the Internal 	<p>Successfully navigated change, stabilized operations, fostered an environment of transparency, and realigned teams to support program fundamentals.</p> <p>Provided regular program performance updates to the LWDB and BCC.</p> <p>Hosted the annual DEO Program Performance Presentation to the Board of Directors on May 20, 2020 confirming that all performance goals were met or exceeded, including primary indicators, out of school youth, work experience and training. 87.8 percent of funding was expended on</p>	<input type="checkbox"/> X X X PG BH ML	<input type="checkbox"/> X MM	<input type="checkbox"/>

	<p>Controls Questionnaire (ICQ).</p> <ul style="list-style-type: none"> * Provide quarterly financial updates. 	<p>direct client services.</p> <p>Responded to a malware incident in October 2019. There was not a breach of PPI however there was a significant disruption to day-to-day business activities as the servers were rebuilt and email was re-installed; worked with the insurance carrier and legal to mitigate the financial and business impact; hired Abacode cybersecurity consultant to provide 24/7/365 protection and training; and most recently, hired a vCIO to provide strategic guidance to maintain and build out the current technology environment.</p> <p>Worked with the LWDB to procure legal counsel; Stephanie Marchman, of Gray Robinson, joined the team on December 1, 2019 via a letter of engagement for legal services. Since then, she has been instrumental providing guidance related to day-to-day operational issues and leading several large initiatives including: reviewing and rewriting the Employee</p>		
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		<p>Handbook, guiding developing response to COVID-19, reviewing the Grantee Subgrantee Agreement and numerous other contracts, and responding to USDOL Compliance Review-related activities.</p> <p>Mitigated risk by conducting a review of the organization's liability by utilizing the Internal Controls Questionnaire (ICQ). The results will be presented to the LWDB in October 2020. Improved internal controls by updating Financial and Procurement Policies and Cost Allocation Policy, improving and strengthening the Subrecipient monitoring, implementing quarterly unannounced audits, and initiating 24/7/365 cybersecurity monitoring.</p>			
<p>Workforce Development Performance: Programs: Strategically align workforce development programs to ensure that employment and training services provided by the core programs identified in the WIOA (WIA, Wagner-Peyser, Vocational rehabilitation and Adult Education) are coordinated and complementary so that job seekers</p>	<p><u>Initiative: Improve services to employers and continue to promote connections with qualified job seekers and work-based training to ensure that services are employer driven and contribute to economic growth and business expansion in our community. Provide access to quality training to help job seekers acquire industry</u></p>	<p>Worked with the team to achieve program expectations by meeting/exceeding all 14 U.S Department of Labor "Performance Indicators" for the Workforce Investment and Opportunity Act (WIOA) Program Year ending June 30,</p>	<input type="checkbox"/> X X X X PG BH ML MM	<input type="checkbox"/>	<input type="checkbox"/>

<p>acquire skills and credentials that meet employers' needs.</p>	<p>recognized credentials for in demand jobs.</p> <ul style="list-style-type: none"> * Promote sector strategy initiatives in health care, manufacturing, financial and professional services, IT and construction. * Provide WIOA Indicators of Performance updates on a quarterly basis for PY'20. * Provide Monthly Management Report (MMR) updates on a quarterly basis. * Host networking opportunities to connect job seekers and employers, including monthly career fairs at EPI, in-house recruitment, and weekly professional, executive and general networking meetings. * Provide regular business services reports, i.e., RESEA performance, Career Fairs, networking groups, WIOA programs (EWT, OJT, PWE, WARN, REACT) * Negotiate annual, local performance goals with DEO. 	<p>2020.</p> <p>Exceeded target for all metrics of the Continuous Improvement Initiatives (CIP), and as a result, qualified for an incentive award of \$238,479 to expand and enhance programs.</p> <p>Boosted operational performance by providing occupational skills training to 1,630 individuals placing 508 in employment. Average annual wages, per placement was \$57,657 for Dislocated Workers and \$45,843 for Adults.</p> <p>Streamlined business services providing more than 1,303 local employers with real time assistance, including labor market information, career fairs, internet-based job postings, employee recruitment/screening, employee referrals, career transition and customized services.</p> <p>Enrolled 288 individuals in special project training programs, including the Department of Labor Trade Adjustment Assistance Act (TAA), US Department of</p>		
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		<p>Labor YouthBuild, and State or CareerSource Florida-led initiatives.</p> <p>Hosted 113 onsite and virtual career fairs, recruitment and networking events connecting 302 businesses and local organizations with over 1,550 job seekers.</p> <p>Participated in the Ticket to Work program to assist individuals with disability return to work by utilizing career services provided through the Career Resource Center.</p>			
<p>Key Relationships and Partnerships: Identifies key relationships necessary to support an effective organization and assures proper planning, relationship building and communications to develop and maintain these.</p>	<p>Initiative: Facilitate the integration of the organization into the fabric of the community by ensuring the use of effective marketing and communication activities. Listen to stakeholders, customers, volunteers and others in order to improve services and generate community involvement.</p> <ul style="list-style-type: none"> * Review and update MOUs and IFAs by 11/20/19 to ensure activities with key community partners fully leverage resources and linkages, i.e., Saint Petersburg College, PTC, Pinellas Opportunities Council, Goodwill, and others. 	<p>Successfully facilitated the integration of the organization into the fabric of the community by maintaining 31 operational and strategic partnerships, in order to leverage resources to expand and enhance services.</p> <p>Provided 19,831 individuals with career services, including job search assistance, job referrals, career transition, resume assistance, career workshops and program orientations through the Career Resource Centers.</p>	<input type="checkbox"/> X PG	<input type="checkbox"/> X X X BH ML MM	<input type="checkbox"/>

	<ul style="list-style-type: none"> * Explore and make recommendations for the development of MOUs with new partners, i.e., Service Source and HEP. * Create a marketing plan and strategy, including marketing, website, success stories and employer highlights. * Continue to reach out to key local employers to rebuild relationships, e.g., Pinellas County Sheriff, Jabil, others. * Establish, maintain and enhance partnership activities through quarterly partner meetings and online customer service training provided by the One-Stop Operator. * Participate in partnership/sponsorship opportunities with local chambers and EDC, e.g., EDC of Pinellas, EDC of Greater St. Petersburg, and local chambers. * Partner with the Tampa Bay Partnership to help better understand the work they are doing and to continue the conversation regarding regional workforce opportunities. 	<p>Partnered with Pinellas County to create a Career Resource Center within the Lealman Exchange with an anticipated open date in October 2020.</p> <p>Completed MOUs and IFAs to fully leverage resources and linkages with partners.</p> <p>Created a comprehensive marketing and communications plan to support external communications, optimize social media, improve internal processes and create brand and program awareness supporting the efforts of the vision, mission and goals of CareerSource Pinellas.</p> <p>Partnered with PERC to host the STARS program, connecting 72 ex-offenders to services, assistance and resources in the community.</p> <p>Partnered with Pinellas County Schools and local community-based organizations to provide 29 YouthBuild students with the opportunity to complete their high school education, learn construction-related skills,</p>		
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		<p>develop leadership skills and work on building or renovating low income homes.</p> <p>Continued to participate in partnership with local chambers, St Pete EDC, Pinellas County EDC, Recruitment Networking Group (RNG), BAMA and Tampa Bay Partnership to promote regional workforce opportunities.</p>		
<p>Organizational Leadership: Effectively manages continuity, change and transition as CSPIN separates from CSTB.</p> <p>Deals effectively with demanding situations and designs and implements effective interventions.</p> <p>Establishes and leads an effective management team.</p>	<p>Initiative: Ensure that procedures and organizational culture reflect integrity and transparency. Lead staff in maintaining a climate of excellence, accountability and respect.</p> <ul style="list-style-type: none"> • Fully staff the organization, including the management 12/30/2019. • Begin the development of a succession plan for the organization by 6/30/19. • Implement an annual employee engagement survey which will become the benchmark for appropriate organization changes and activities. • Develop performance goals for each employee. Align annual performance evaluations with program year and determine 	<p>Successfully navigated change, stabilizing operations, fostering an environment of transparency, and realigning our teams with program fundamentals.</p> <p>Responded to the local economic pandemic by remaining open to the public to provide services to the customers that needed us the most; creatively developed solutions to continue to provide direct services to customers; shifted the business model to a virtual platform; transferred 50 percent of team members to telework; partnered with SPC to offer career services workshops via a virtual</p>	<input type="checkbox"/> X X PG MM	<input type="checkbox"/> X X BH ML

	<ul style="list-style-type: none"> merit/evaluation stipend. Review current programs, SOPs and Desk Guides to ensure alignment with guidance from DOL, DEO and CSF by Q4. 	<p>platform; and implemented efforts to help ensure the safety of our employees and customers.</p> <p>Re-deployed 20 percent of staffing to assist DEO with Reemployment Assistance (RA) by remotely assisting over 9,000 individuals with RA-related services; collecting and/or entering 1,830 applications and resetting 3,673 password/user names to allow online access.</p> <p>Reviewed, approved and updated Administrative, Strategic and HR policies, and the Employee Handbook to ensure alignment with US Department of Labor, Department of Economic Opportunity guidelines and standard HR practices.</p> <p>Lead a team of workforce professionals to continue our focus on developing an organizational culture that promotes independent ownership, integrity, transparency, excellence and respect.</p> <p>Implementing steps and programs to further drive a comprehensive culture</p>		
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transformation. This includes:

- Introducing meaningful and detailed behavioral and Leadership competencies to all employees creating a foundation from which all people programs are built and our cultural language is constructed.
- Continued focus on developing the Leadership team into strong leaders and thinkers vs. “doers.”
- Fostering a culture where we focus on the customer (Internal and External) and ensure excellence in every interaction by mapping internal and external processes and identifying customer touch points.
- Working to grow an agile organization that promotes business engagement, strengthens meaningful connections across partners, and expands the talent pipeline.

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Comments:

Commissioner Gerard – Vice-Chair

Jennifer has successfully guided the organization through another tumultuous year, continuing to respond to DEO and DOL reports, requests to assist the state, cyber-attack, etc. The reputation of the agency is greatly improved under her leadership.

Barclay Harless – Board Chair

The CEO has successfully led the organization out of our period of being on life support, staffed most of senior management positions with excellent, long-term team members who will re-shape the organization into the strategic plan adopted this year. She has shone a unique ability to deal with crisis and mitigate/learn/adapt post-crisis.

Overall, in the crisis areas and basics (including accountability), she has exceeded expectations. In the areas where the organization is adequate but we clearly know where we need to be in the near future for excellence, we are certainly meeting expectations.

Our next true challenge will be to see if the team can be managed and the partnership relationships engaged to bring the strategic plan into reality. CareerSource Pinellas has begun rebuilding its character and reputation, now we can begin to focus on leading in the State.

Michael Legal – Chair-Elect

I have been impressed with Jennifer's realistic approach to the CareerSource situation.

Jennifer has taken a pragmatic approach which has turned the organization from an internally focused and self-limited attitude to a market driven Organization ready to meet the needs of Pinellas county workforce and Business.

Clearly the rebuild need to continue. There are a lot of needs which the community has that are only just beginning to emerge.

Because of Jennifer's work in getting CareerSource to focus forward; CareerSource can now engage the community, and has a much better opportunity to meet the needs of the candidates, and the business community than in the 2 prior years of my time on the board.

Michael Meidel –

Jennifer has put together a great Finance team headed by Steve Meier and is using them with great effectiveness. Increasing indirect cost recovery above 10% allows us to fully recover the true cost of services and stabilize operations. Thorough review of contracts resulted in cost savings, but also in increased program accountability and effectiveness. Jennifer has done an excellent job in her dealings with DEO and DOL, being fully responsive to them while also watching out for our local board and operations. The successful sale of the Science Center reduced our costs and put needed money into unrestricted reserves. The new relationship with the Lealman Exchange will provide needed workforce services in a community

that is struggling. Jennifer has improved CSPIN's relationship with the Board of County Commissioners through improved communications and better financial reporting. Our workforce development performance met or exceeded goals even with the COVID-19 pandemic. The well-executed shift to virtual job fairs actually increased our ability to reach employers and potential employees. Once the COVID crisis has passed, Jennifer should focus on increasing outreach to partner organizations and continue efforts to repair damage to employer relationships caused by the previous leadership. Response to the malware incident was swift and helped prevent further damage. New cybersecurity efforts will help prevent future incidents. Jennifer has provided excellent leadership to the organization in a time of crisis, even with a significant percentage of her staff reassigned to help the State's Re-employment Assistance crisis.

Jennifer Brackney - CEO

As you know, we continue to chart a path forward while honoring the requirements of the USDOL Compliance Review. In November 2019, the Local Workforce Development Board (LWDB) engaged in a robust process of developing a Strategic Plan, including four planning sessions with key stakeholders and five focus group meetings. The resulting 2020-2024 Strategic Plan provides a dynamic blueprint for the sustainability and growth of the Tampa Bay region's talent pipeline.

There was a continued focus on communications and transparency during the last program year. CareerSource Pinellas facilitated 42 board, committee and board-related meetings to fulfill governance function.

Amid the uncertainty of the pandemic, we knew we were needed by our local community, and remained open to the public to provide services to the customers who need us most. We creatively developed solutions to continue providing direct services to customers, shifting the business model to a virtual and remote platform, transferring about 50 percent of our workforce to remote and implementing efforts to help protect the safety of our employees and customers. Additionally, LWDB team members served statewide needs as about 20 percent of our workforce was reassigned to assist DEO with Reemployment Assistance (RA) in response to the Governor's Executive Order.

Through all of this, we kept focus on our Mission, and wrapped up the year by meeting or exceeding all 14 USDOL Performance Indicators for the Workforce Investment and Opportunity Act (WIOA). CareerSource Pinellas exceeded target for all metrics of the Continuous Improvement

While there is continued opportunity for CareerSource Pinellas to grow and develop as an organization, we have made significant and impactful progress over the last year. We successfully navigated change, stabilized operations, fostered an environment of transparency, and realigned our teams with program fundamentals, while supporting the talent pipeline that keeps Pinellas County competitive.

The work of all team members, partners and board members is appreciated. We are grateful for each person who has come together to work with us to build a strong foundation and keep a transformation- centered mind-set as we continue to conquer challenges and focus on the opportunities ahead.

Action and Approvals

Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	

COMPENSATION REVIEW

Final Report
June 5, 2019



CareerSource Pinellas Compensation Review

Introduction

In February 2019, hrEdge Consulting was retained by CareerSource Pinellas to conduct a Compensation Review. The review was designed to focus on salary range equity externally, as well as internal structure of position titles. The review included the following deliverables:

- Review of all active positions and recommendations for continued, discontinued, and merged position titles.
- Review of external Compensation Survey Reports and analysis of CareerSource ranges for each position.
- Review of CareerSource Pinellas Compensation versus other Florida CareerSource Compensation Structures.
- Development of new pay structure to include Min-Mid-Max for each Grade and the Spread between Grades.
- Analysis of employee impact and cost of implementation.

Study Methodology

hrEdge Consulting included the following activities in the Compensation Review process:

- Project Kick-Off Meeting to discuss current Compensation Structure, additional Compensation Programs and desired market strategy.
- Compensation Benchmark Surveys were purchased from Willis Towers Watson. Data contained was gathered in April 2019.
- CareerSource Compensation Structures were obtained from Manatee, Polk, and CLM (Citrus, Levy Marion).
- Current positions and their ranges were compared to all external data sources.

Current Compensation Structure

Current Compensation Range Structure

The current Compensation Structure consists of 13 pay ranges numbered between 18 and 38. There is a 60% spread between each range.

Exhibit A illustrates CareerSource Pinellas's current Compensation Structure.

EXHIBIT A

Grade Level	Minimum Salary	Mid Salary (60% Spread)	Max Salary
18	\$ 25,200.00	\$ 32,800.00	\$ 40,300.00
21	\$ 31,700.00	\$ 41,300.00	\$ 50,800.00
22	\$ 34,300.00	\$ 44,600.00	\$ 54,800.00
23	\$ 37,000.00	\$ 48,100.00	\$ 59,200.00
24	\$ 40,000.00	\$ 52,000.00	\$ 64,000.00
25	\$ 43,200.00	\$ 56,100.00	\$ 69,000.00
26	\$ 46,600.00	\$ 60,600.00	\$ 74,600.00
27	\$ 50,400.00	\$ 65,500.00	\$ 80,600.00
32	\$ 74,000.00	\$ 96,200.00	\$ 118,400.00
33	\$ 79,900.00	\$ 103,900.00	\$ 127,900.00
34	\$ 86,300.00	\$ 112,200.00	\$ 138,100.00
35	\$ 93,204.00	\$ 121,176.00	\$ 149,148.00
38	\$ 140,000.00	\$ 182,000.00	\$ 224,000.00

Current Position Hierarchy

CareerSource Pinellas currently operates with 30 distinct job titles. The job titles rank from lowest level of competency required to highest competency required in the following order: **Specialist/Instructor, Specialist II/Technician, Counselor, Manager, Lead, Coordinator, Supervisor, Director, Executive.**

Current Incumbent Pay Grade Placement

CareerSource Pinellas has 60 employees assigned to positions with a specific pay grade. There are 5 employees with position titles that are not assigned to a pay grade. The employees have current salaries below the minimum of the range, at the minimum, at the midpoint, at the maximum of the range and over the maximum. There are also employees in between these points, which out be classified as min-mid (between the minimum and midpoint) of the range and mid-max (between the midpoint and the maximum) of the range. Close to half of the employees are at the minimum of the range with the second largest population between the minimum and midpoint of the range.

Exhibit B and **Exhibit C** demonstrate the count and percentage of distribution.

EXHIBIT B



EXHIBIT C



Current Departments

CareerSource Pinellas currently assigns employees to 9 Departments. The following information is a snapshot in time and is intended to provide basic information regarding how employees are distributed among the departments. Please note that Years of Service may include previous intern, contractor and/or other CareerSource tenure.

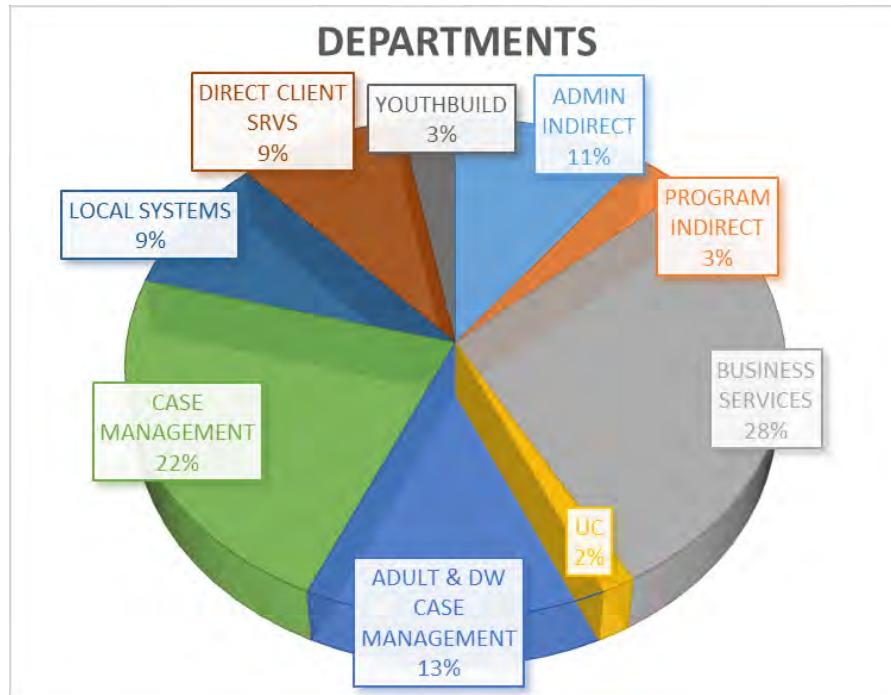
Exhibit D provides information regarding headcount and years of service.

EXHIBIT D

Department	Employees	Years of Service
ADMIN INDIRECT	7	3.75
ADULT & DW CASE MANAGEMENT	9	8.86
BUSINESS SERVICES	19	5.16
CASE MANAGEMENT	15	5.81
DIRECT CLIENT SRVS	6	8.55
LOCAL SYSTEMS	6	9.18
PROGRAM INDIRECT	2	5.30
UC	1	0.60
YOUTHBUILD	2	6.20

Exhibit E provides information regarding Department percentages.

EXHIBIT E



Compensation Review Results Summary

Proposed Salary Range Structure

The current Compensation Structure has a flat 60% spread between all grades. Companies of similar sizes and industries, including CareerSource's, utilize a progressive spread with smaller spreads in the positions with lower competency requirements, and a larger spread in the positions with higher competency. This will allow for growth and promotion from the entry level positions and longevity in the leadership and executive roles. The ranges were designed to cover the current top ranges and backed down to the lower ranges. Grade Levels start below all current wages paid and end two Grades above the current pay ranges. This allow for growth and availability of pay ranges for any new positions created.

Exhibit F outlines the new Salary Range Structure.

EXHIBIT F

2019 Salary Ranges				
Grade Level	Min Salary	Mid Salary	Max Salary	Spread
101	\$30,893	\$35,548	\$40,204	30%
102	\$33,580	\$38,640	\$43,700	30%
103	\$36,500	\$42,000	\$47,500	30%
104	\$39,420	\$45,360	\$51,300	30%
105	\$42,574	\$48,989	\$55,404	30%
206	\$45,979	\$52,908	\$59,836	30%
207	\$49,658	\$59,589	\$69,521	40%
208	\$53,630	\$64,356	\$75,083	40%
209	\$57,921	\$69,505	\$81,089	40%
210	\$62,555	\$75,065	\$87,576	40%
211	\$67,559	\$81,070	\$94,583	40%
212	\$71,110	\$89,027	\$106,945	50%
213	\$76,799	\$96,149	\$115,501	50%
214	\$82,943	\$103,841	\$124,741	50%
215	\$89,578	\$112,148	\$134,720	50%
216	\$96,744	\$121,120	\$145,497	50%
217	\$104,484	\$135,829	\$167,174	60%
218	\$112,843	\$146,695	\$180,548	60%
219	\$121,870	\$158,431	\$194,992	60%
220	\$131,620	\$171,105	\$210,591	60%
221	\$142,149	\$184,794	\$227,438	60%
222	\$153,521	\$199,577	\$245,633	60%

Proposed Job Title Families

The current Position Hierarchy at CareerSource Pinellas was found to be inconsistent with the external data. The most commonly adopted hierarchy ranked job titles from lowest level of competency required to highest competency required in the following order: **Technician, Specialist/Instructor, Career Counselor, Lead, Coordinator, Supervisor, Director, Executive.** The current 30 distinct job titles prohibit cross-training and multi-function positions. Job Title Families allow for employees to cover job duties in more than one area of expertise. In line with the external hierarchy data, like jobs have been grouped into Job Title Families.

Exhibit G outlines the Families and the specialties housed within each Family.

EXHIBIT G

Job Title Family
Technicians - Program, Placement
Instructor - Remedial, Skills, Workshops
Specialist - Placement, Program, Resource, Finance
Business Account Executive
Career Counselor
Instructor, Trades Assistant
Disability Navigator
Lead - Career Counselor, MIS, Business Services, Instructor Trades, Finance, Marketing
Coordinator - Admin, Finance, Program, Projects
Instructor - Trades
Supervisor - Program, Project
HR Business Partner
Director - Projects, Programs
CFO
CEO

Proposed Range Placement

Proposed Job Title Families were analyzed versus the three CareerSource organizations that participated. Proposed Job Title Families were also analyzed versus Wilson Towers Watson Compensation Benchmark Surveys. The Compensation Benchmark Surveys were drilled down to Non-Profit, Less than \$500 Million in the Southeast Region. Most Families were also drilled

down to the Tampa-St. Petersburg-Clearwater market except for the MIS positions. The new families were then slotted into the Grade Level that most closely matched the midpoints of the survey data.

Exhibit H outlines the Job Title Families with their assigned Grade Level and associated Salary Range.

Exhibit H

Job Family Titles					Grade	Exemption
Job Title Family	Grade Level	Min Salary	Mid Salary	Max Salary	Grade	Exemption
Technicians - Program, Placement	102	\$33,580	\$38,640	\$43,700		
Instructor - Remedial, Skills, Workshops	103	\$36,500	\$42,000	\$47,500	100s	Non-Exempt
Specialist - Placement, Program, Resource, Finance	103	\$36,500	\$42,000	\$47,500	200s	Exempt
Career Counselor	104	\$39,420	\$45,360	\$51,300		
Instructor, Trades Assistant	104	\$39,420	\$45,360	\$51,300		
Disability Navigator	104	\$39,420	\$45,360	\$51,300		
Business Account Executive	105	\$42,574	\$48,989	\$55,404		
Lead - Career Counselor, MIS, Business Services, Instructor Trades, Finance, Marketing	105	\$42,574	\$48,989	\$55,404		
Instructor, Trades	104	\$42,574	\$48,989	\$55,404		
Coordinator, Admin, Finance, Program, Projects	206	\$45,979	\$52,908	\$59,836		
Supervisor - Program, Project	208	\$53,630	\$64,356	\$75,083		
HR Business Partner	210	\$62,555	\$75,065	\$87,576		
Director - Projects, Programs	214	\$82,943	\$103,841	\$124,741		
CFO	219	\$121,870	\$158,431	\$194,992		
CEO	221	\$142,149	\$184,794	\$227,438		

Impact and Cost of Placement

CareerSource Pinellas's 65 employees were slotted with their new Job Title Family and Grade Level. Of the 65 employees, 1 employee was over the maximum of their range and 23 employees were below the minimum of their range. There are 2 employees whose positions have been eliminated. They will be given options to apply for currently available positions.

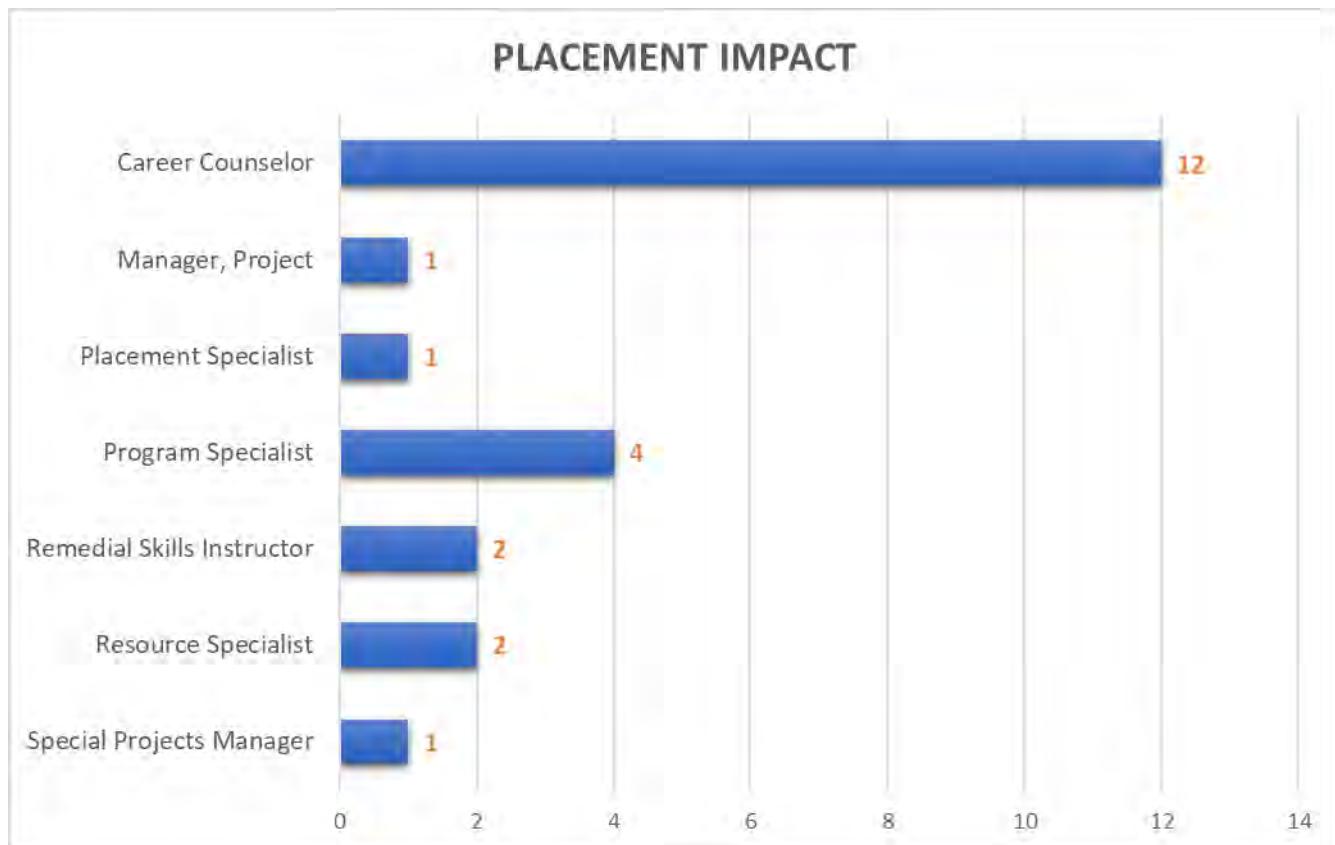
Exhibit I outlines the data for the 23 employees below the minimum of the range. All figures are annualized cost.

EXHIBIT I

Placement Impact	
Smallest Impact	\$ 245.60
Largest Impact	\$ 5,162.40
Average Impact	\$ 2,449.79
Total Impact	\$ 56,345.24

Exhibit J outlines the count of the 23 affected employees by their Current Job Title.

EXHIBIT J



Tenure

In order to begin the move to experience based rates, it is recommended to give an additional increase to those employees with at least 2 years of service whose move to the new pay ranges places their salary within \$1,000 of the minimum of the range. Of the 65 employees, 27 would be eligible for the 2% Tenure Increase.

Exhibit K outlines the data for the 27 employees eligible for the Tenure Increase. All figures are annualized cost.

EXHIBIT K

Tenure Impact	
Smallest Impact	\$ 671.60
Largest Impact	\$ 1,072.60
Average Impact	\$ 773.65
Total Impact	\$ 20,888.53

Conclusion

Based on external market data, it is recommended to adopt the proposed Job Title Family Structure with aligned Pay Grades. It is further suggested to review Pay Grade and Salary Range data for Cost of Living adjustments annually. While every position and/or range will not require updating annually, it is important to remain competitive in the market to avoid recruitment and retention challenges. It is recommended to place incoming employees in the range based on experience, not to exceed current employees with greater experience. Thus, internal equity will be preserved. It is further noted that the current process of offering the annual market increase in the form of a bonus, rather than an increase to base pay, will continue to pull the compensation behind market. It is recommended to move to a base salary increase versus an increase bonus.



Action Item 3

CEO Performance Goals PY' 2020-2021

On November 1, 2019, the Board of Directors approved a three-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas. The Board of Directors also approved the CEO performance review that provided the annual goals, initiatives, actions to be taken and metrics.

The Ad Hoc CEO/Legal Counsel Committee reviewed the current CEO performance goals and approved the draft performance goals for PY' 2020-2021.

Recommendation:

Approval of the CEO Performance Goals for PY' 2020-2021 for Ms. Brackney for the period of July 1, 2020 through June 30, 2021.

**CEO Performance Goals
Board of Directors Assessment
PY' 2020-2021**

DRAFT

Date Completed:	
Evaluation Period:	

SECTION 1: Achievement of Goals

PY'2019-2020
July 1, 2020 – June 30, 2021

Descriptions of Goals	Initiatives/*Metrics	Exceeded Expectations	Met Expectations	Needs Improvement
<p>Financial Management: Assure adequate control and accounting of all funds, including developing sound financial practices, to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum limitations established in applicable laws and regulations.</p>	<p>Initiative: Create greater transparency and accuracy in financial reporting to ensure the planning budget goals are met.</p> <ul style="list-style-type: none"> * Provide financial reports to the Board, including cost allocation, grant budget/expenditures and training provider reports. * Continue to review, update and improve usage of the financial management system i.e. Abila and Microix. * Review current contracts to identify cost savings and to ensure statement of work aligns with activities. * Provide detailed reports to better track and manage program budget vs expenditures by grant/program. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Legal Compliance: Manage public records requests and legal issues in a timely manner.</p>	<p>Initiative: Respond to monitoring reviews and audits to ensure activities identified from past practices are addressed.</p> <ul style="list-style-type: none"> * Provide DOL with an outline of changes initiated during the transition as requested. * Implement changes recommended through technical assistance provided by DOL, DEO, CSF and others. * 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Strategic Planning: Engage the board in strategic planning activities to develop organizational goals and create sector strategies for the next 1yr, 3yr and 5 yr.</p>	<p>Initiative: Engage the board in the process of strategic planning with a third party facilitator, by Q3, with the intent of:</p> <ul style="list-style-type: none"> • Leading the implementation of a strategic plan that focuses on the review of the organization's vision, goals, sector strategies, locations, and training programs. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> Lead the implementation of the comprehensive four-year strategic plan submitted to DEO on 6/30/2020 			
<p>Governance: Works effectively with the Board, its officers and committees to define their roles and responsibilities. Works with Board Chair to enable the Board to fulfill its governance functions and manages the Board's due diligence process to assure timely attention to core issues.</p>	<p>Initiative: Facilitate the board and ad hoc committees to bring closure to the action initiated by the Board and/or Board of County Commissioners.</p> <ul style="list-style-type: none"> Review and implement the Interlocal Agreement as approved by LWDB and BCC. Review and implement the Bylaws as approved by the LWDB and BCC. Continue to work with the BCC to take a more active role in the selection of board members. Establish an ad hoc committee to review and update board policy manual (last updated in 2010). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Accountability and Transparency: Promotes accountability and transparency by ensuring that this organization's employment and training programs are in alignment with policy and guidance, and accountable to the Pinellas Board of County Commissioners, the local workforce Board, CareerSource Florida, DEO, local employers, job seekers, and the general public.</p>	<p>Initiative: Present pertinent program and organizational information on a regular basis to the Board, BOCC and other stakeholders.</p> <ul style="list-style-type: none"> Procure an organization to assume the role of conducting independent, semi-annual monitoring. Provide regular program performance updates to the Board and BCC. Schedule an annual DEO program performance presentation to the Board. Provide an annual audit and audit presentation to the Board. Understand the organization's liabilities and manage internal control procedures through the annual review and presentation of the Internal Controls Questionnaire (ICQ). Provide quarterly financial updates. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Workforce Development Performance:</p> <p>Programs:</p> <p>Strategically align workforce development programs to ensure that employment and training services provided by the core programs identified in the WIOA (WIA, Wagner-Peyser, Vocational rehabilitation and Adult Education) are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs.</p>	<p>Initiative: Improve services to employers and continue to promote connections with qualified job seekers and work based training to ensure that services are employer driven and contribute to the economic growth and business expansion in our community. Provide access to quality training to help job seekers acquire industry recognized credentials for in demand jobs.</p> <ul style="list-style-type: none"> * Promote sector strategy initiatives in health care, manufacturing, financial and professional services, IT and construction. * Provide WIOA Indicators of Performance updates on a quarterly basis for PY'20. * Provide Monthly Management Report (MMR) updates on a quarterly basis. * Host networking opportunities to connect job seekers and employers, including monthly career fairs at EPI, in-house recruitment, and weekly professional, executive and general networking meetings. * Provide regular business services reports i.e. RESEA performance, Career Fairs, networking groups, WIOA programs (EWT, OJT, PWE, WARN, REACT) * Negotiate annual, local performance goals with DEO. 			
<p>Key Relationships and Partnerships:</p> <p>Identifies key relationships necessary to support an effective organization and assures proper planning, relationship building and communications to develop and maintain these.</p>	<p>Initiative: Facilitate the integration of the organization into the fabric of the community by assuring the use of effective marketing and communication activities. Listen to stakeholders, customers, volunteers and others in order to improve services and generate community involvement.</p> <ul style="list-style-type: none"> * Implement the MOUs and IFAs to ensure activities with key community partners fully leverage resources and linkages i.e. Saint Petersburg College, PTC, Pinellas Opportunities Council, Goodwill, and others. 			

	<ul style="list-style-type: none"> * Explore and make recommendations for the development of MOUs with new partners i.e. Service Source and HEP. * Create a marketing plan and strategy, including marketing, website, success stories and employer highlights. * Continue to reach out to key local employers to rebuild relationships. * Establish, maintain and enhance partnership activities through quarterly partner meetings and online customer service training provided by the One-Stop Operator. * Participate in partnership/sponsorship opportunities with local chambers and EDC i.e. EDC of Pinellas, EDC of Greater St. Petersburg, and local chambers. * Partner with the Tampa Bay Partnership to help better understand the work they are doing and to continue the conversation regarding regional workforce opportunities. 		
<p>Organizational Leadership: Effectively manages continuity, change and transition as CSPIN separates from CSTB.</p> <p>Deals effectively with demanding situations and designs and implements effective interventions.</p> <p>Establishes and leads an effective management team.</p>	<p>Initiative: Ensure that procedures and organizational culture reflect integrity and transparency. Lead staff in maintaining a climate of excellence, accountability and respect.</p> <ul style="list-style-type: none"> ● Fully staff the organization, including the management 12/30/2020. ● Finalize the development of a succession plan for the organization by 6/30/20 ● Implement an annual employee engagement survey which will become the benchmark for appropriate organization changes and activities. ● Develop performance goals for each employee. Align annual performance evaluations with program year and determine merit/evaluation stipend. . 		

	<ul style="list-style-type: none"> • Review current programs, SOPs and Desk Guides to ensure alignment with guidance from DOL, DEO and CSF by Q4. 			
	Comments:			

Action and Approvals	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	



Action Item 4

General Counsel Performance Review

On November 20, 2019, the Board of Directors approved the selection of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2019, as General Counsel to the Local Workforce Development Board, as well as CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee conducted the annual performance review for the General Counsel. The review addressed the approved PY' 2019-2020 Performance Goals.

As part of the review process, the committee members requested that the CEO complete the draft performance review. The Performance Review was presented to Stephanie Marchman and approved by the Committee on November 9, 2020.

Recommendation:

Approval of the General Counsel PY' 2019-2020 Performance Review for Stephanie Marchman, Gray|Robinson.

General Counsel Performance Goals
Board of Directors Assessment
PY' 2019-2020

“DRAFT – 10/28/20”

Date Completed:	
Evaluation Period:	

SECTION 1: Achievement of Goals

PY'2019-2020
July 1, 2019 – June 30, 2020

Description of Goals	General Counsel's Summary of Performance as to each Goal	Exceeded Expectations	Met Expectations	Needs Improvement
Regular attendance at CareerSource Pinellas Board of Directors and Executive Committee meetings.	General counsel or designee attended all Board of Directors meetings and other committee meetings as requested, providing sound legal guidance as needed.	X	<input type="checkbox"/>	<input type="checkbox"/>
Advise on corporate and tax-exempt organization legal issues related to CareerSource Pinellas.	General counsel or designee was available to provide sound legal advice as needed.	X	<input type="checkbox"/>	<input type="checkbox"/>
Review draft contracts, agreements, leases, and other legal instruments.	General counsel or designee timely and effectively reviewed, revised and approved nearly a dozen contracts, including development and submission of comments to the DEO with respect to the Subgrantee Agreement and guidance with regard to implementing new Level 2 background screening requirements.	X	<input type="checkbox"/>	<input type="checkbox"/>
Review by-laws, personnel, fiscal, and other policies and/or procedures.	General counsel or designee timely and effectively reviewed by-laws, personnel, fiscal, and other policies and/or procedures as needed, including completing review and substantial revision of the Employee Handbook.	X	<input type="checkbox"/>	<input type="checkbox"/>
Provide advice regarding potential employee disciplinary action.	General counsel timely and effectively advised CEO with respect to numerous employee discipline matters.	X	<input type="checkbox"/>	<input type="checkbox"/>
Assist the Human Resources Department with investigations on labor law and employee relations concerns.	General counsel timely and effectively advised the Human Resources Department with investigations on labor law and employee relations concerns.	X	<input type="checkbox"/>	<input type="checkbox"/>

Advise on responses to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records.	General counsel or designee timely and effectively responded to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records, including guiding the CEO with respect to US Attorney's Office investigation requests and provision of Sunshine Law training to the Board of Directors.	X	<input type="checkbox"/>	<input type="checkbox"/>
Defend lawsuits, administrative claims, or other legal claims.	General counsel or designee timely and effectively defended all lawsuits, administrative claims, or other legal claims, including defense of one EEOC charge of discrimination.	X	<input type="checkbox"/>	<input type="checkbox"/>
Provide any other legal services needed.	General counsel or designee timely and effectively provided any other legal services needed, including COVID-19 guidance to transition employees to work at home, return to work at the office, compliance with emergency orders, and emergency paid leave.	X	<input type="checkbox"/>	<input type="checkbox"/>
Overall responsiveness and quality of legal services provided.	General counsel timely and effectively responded to legal needs of CareerService Pinellas.	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Stephanie Marchman has done an excellent job providing legal counsel. She is responsive, professional and provides timely and effective legal direction. She has provided general counsel and legal services as it relates to employee relations, legal documents and policies. She conducted a comprehensive review of the Subgrantee Grantee Agreement. The recommendations she outlined were reviewed by other local workforce areas and offered a basis to provide feedback to DEO. Many of the recommendations she suggested were included in the final agreement. She worked with the organization to develop an implementation plan in response to COVID-19. She revised the Employee Handbook bringing it in line with current HR policies and employment law. Ms. Marchman has conducted several informational presentations to the Board of Directors to ensure alignment with Sunshine Law and other board-related policies. She doesn't hesitate to bring in additional resources to assist with special projects. Stephanie has truly been a pleasure to work with. As we move forward, it may be helpful to have a summary of activities to share with the board members.				

Action and Approvals	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	



Action Item 5

General Counsel Performance Goals PY' 2020-2021

On November 26, 2019, the Board of Directors approved a twenty-four (24) month term of engagement letter for Stephanie Marchman of Gray, Robinson, P.A. for legal counsel services beginning on December 1, 2019.

The draft PY' 2020-2021 General Counsel Performance Goals were approved at the Ad Hoc CEO/Counsel Selection Committee meeting on November 9, 2020.

Recommendation:

Approval of the General Counsel PY' 2020-2021 Performance Goals for Ms. Marchman.

**General Counsel Performance Goals
Board of Directors Assessment
PY' 2020-2021**

DRAFT

Date Completed:	
Evaluation Period:	

SECTION 1: Achievement of Goals

PY'2020-2021
July 1, 2020 – June 30, 2021

Description of Goals	General Counsel's Summary of Performance as to each Goal	Exceeded Expectations	Met Expectations	Needs Improvement
Regular attendance at CareerSource Pinellas Board of Directors and Executive Committee meetings.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise on corporate and tax-exempt organization legal issues related to CareerSource Pinellas.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review draft contracts, agreements, leases, and other legal instruments.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review by-laws, personnel, fiscal, and other policies and/or procedures.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide advice regarding potential employee disciplinary action.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist the Human Resources Department with investigations on labor law and employee relations concerns.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise on responses to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Defend lawsuits, administrative claims, or other legal claims.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide any other legal services needed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall responsiveness and quality of legal services provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Action and Approvals	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	



Action Item 6

Department of Economic Opportunity 2020-2021 Internal Control Questionnaire and Assessment

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Based on the Grantee-Subgrantee Agreement, the ICQ is required to be completed and certified by the Executive Director and Board Chair or their designee and submitted to DEO by September 30. The updated ICQ was received on September 11, 2020 offering an extended deadline of October 30, 2020. Some of the new controls implemented during the last year were as follows:

- Updated Financial and Procurement Policies and Cost Allocation Policy were approved by the Board.
- Improved and strengthened Sub-recipient monitoring.
- Implemented quarterly unannounced audits of supportive service cards.
- Initiated 24/7/365 cyber-security monitoring (12/2019).
- Initiated a Strategic Planning Process (11/2019).

Based on the required DEO deadline, the Board of Directors requested the final draft ICQ be presented to the Audit Committee. The Audit Committee reviewed and approved the ICQ. It was distributed to board members for review and comment. There were no comments. The Board Chair and CEO certified and submitted the ICQ to DEO on October 28, 2020.

Recommendation:

Approval of the enclosed 2020-2021 Internal Control Questionnaire and Assessment.

2020-21 Internal Control Questionnaire and Assessment

**Bureau of Financial Monitoring and Accountability
Florida Department of Economic Opportunity**

September 10, 2020

107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399
www.floridajobs.org



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OVERVIEW

Introduction and Purpose

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal controls.

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, submit them to DEO by uploading to SharePoint.

Definition and Objectives of Internal Controls

Internal control is a process, effected by an entity's board of directors, management and other personnel, designed to provide "reasonable assurance" regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The concept of reasonable assurance implies the internal control system for any entity, will offer a reasonable level of assurance that operating objectives can be achieved.

Need for Internal Controls

Internal controls help to ensure the direction, policies, procedures, and practices designed and approved by management and the governing board are put in place and are functioning as designed/desired. Internal controls should be designed to achieve the objectives and adequately safeguard assets from loss or

unauthorized use or disposition, and to provide assurance that assets are used solely for authorized purposes in compliance with Federal laws, regulations, and program compliance requirements. Additionally, Title 2, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, § 200.303 Internal controls, states:

The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

What Internal Controls Cannot Do

As important as an internal control system is to an organization, an effective system will not guarantee an organization's success. Effective internal controls can keep the right people, such as management and the governing board members, informed about the organization's operations and progress toward goals and objectives. However, these controls cannot protect against economic downturns or make an understaffed entity operate at full capacity. Internal controls can only provide reasonable, but not absolute, assurance the entity's objectives can be met. Due to limitations inherent to all internal controls systems, breakdowns in the internal control system may be caused by a simple error or mistake, or by faulty judgments made at any

level of management. In addition, controls may be circumvented by collusion or by management override. The design of the internal controls system is dependent upon the resources available, which means there must be a cost-benefit analysis performed as part of designing the internal control system.

Five Components of Internal Control

- **Control Environment** – is the set of standards, processes, and structures that provide the basis for carrying out internal controls across the organization. The board of directors and senior management establish the tone at the top regarding the importance of internal controls and expected standards of conduct.
- **Risk Assessment** – involves a dynamic and iterative process for identifying and analyzing risks to achieving the entity's objectives, forming a basis for determining how risks should be managed. Management considers possible changes in the external environment and within its own business model that may impede its ability to achieve objectives.
- **Control Activities** – are the actions established by policies and procedures to help ensure that management directives mitigate risks so the achievement of objectives are carried out. Control activities are performed at all levels of the entity and at various stages within business processes, and over the technology environment.
- **Information and Communication** – are necessary for the entity to carry out internal control responsibilities in support of achievement of its objectives. Communication occurs both internally and externally and provides the **organization** with the information needed to carry out day-to-day internal control activities. Communication enables personnel to understand internal control responsibilities and their importance to the achievement of objectives.
- **Monitoring** – are ongoing evaluations, separate evaluations, or some combination of the two used to ascertain whether the components of internal controls, including controls to affect the principles within each component, are present and functioning. Findings are evaluated and deficiencies are communicated in a timely manner, with serious matters reported to senior management and to the board of directors.

Makeup of the ICQ

Subsequent sections of this document emphasize the “17 Principles” of internal controls developed by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) and presented in the

Internal Controls – Integrated Framework. The five components of internal controls listed above are fundamentally the same as the five standards of internal controls and reflect the same concepts the “Standards for Internal Control in the Federal Government” utilizes.

The principles are reflected in groupings of questions related to major areas of control focus within the organization. Each question represents an element or characteristic of control that is or can be used to promote the assurance that operations are executed as management intended.

It should be noted that entities may have adequate internal controls even though some or all of the listed characteristics are not present. Entities could have other appropriate internal controls operating effectively that are not included here. The entity will need to exercise judgment in determining the most appropriate and cost effective internal controls in any given environment or circumstance to provide reasonable assurance for compliance with Federal program requirements.

Completing the Document

On a scale of 1 to 5, with “1” indicating the greatest need for improvements in internal controls and “5” indicating that a strong system of internal controls already exists, select the number that best describes your current operating environment. Please provide details in the comments/explanations column for each statement with a score of 1 or 2. **For questions requiring a narrative, please provide in the comments/explanations column.**

Certification of Self-Assessment of Internal Controls

Attachment A, includes a certification which should be completed and signed by the Executive Director, reviewed and signed by the Board Chair or their designee and uploaded to SharePoint.

CONTROL ENVIRONMENT

Self-Assessment of Policies, Procedures, and Processes						Comments/Explanations		
	Weak	Strong	1	2	3	4	5	
Principle 1. The organization demonstrates a commitment to integrity and ethical values.								
1. The LWDB's management and board of directors' commitment to integrity and ethical behavior is consistently and effectively communicated throughout the LWDB, both in words and deeds.	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	The LWDB's management and board of directors are committed to integrity and ethical behavior. They are an integral component to the LWDB's beliefs, values and standards of conduct. Management and the board of director's attitude and actions adequately set the tone of the organization influencing the control consciousness of the employees. This "tone" is apparent in committee, director and staff meetings.				
2. The LWDB has a code of conduct and/or ethics policy that has been communicated to all staff, board members, and outsourced service providers.	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	The LWDB's code of ethics and code of conduct clearly defines expectations and standards that align with management's beliefs. The code of conduct (4/14) and code of ethics (4/14) included the LWDB's employee handbook. The employee handbook is signed by each employee as evidence that they understand the policies, rules and regulations of the LWDB. All board members complete a Standard of Conduct Provided by Pinellas County, including the completion of an annual financial disclosure from the Supervisor of Elections.				
3. When the LWDB hires employees from outside of the organization the person is trained or made aware of the importance of high ethics and sound internal controls.	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	The LWDB adopted the CareerSource Florida Ethics and Transparency Policy on 10/26/2018. Oshabour and Service provider, Inc. is shown as a provision in the Subrecipient agreement.				
Principle 2. The board of directors demonstrates independence from management and exercises oversight of the development and performance of internal controls.								
4. The board of directors define, maintain, and periodically evaluate the skills and expertise needed among its members to enable them to question and scrutinize management's activities and present alternate views.	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	The structure of the Board is maintained in accordance with Federal and State regulations. All members are appointed by the Pinellas County Board of Commissioners. Members are reviewed based on their qualifications to ensure there are a variety of skill sets. The composition of the Board, as well as the various committees, allows for members to present alternative views. The chairperson of each committee is a board member. The members ensure the workforce system is demand-driven by providing valuable feedback on the local economy and community as a whole. They are able to provide first-hand knowledge of employment needs in their industry.				
5. The board of directors and/or audit committee maintains a direct line of communication with the board's external auditors and internal monitors.	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	The LWDB's external auditors directly communicate both verbally and in writing to the Audit Committee. In addition, the external auditor provides a presentation to the board of the overall financial statement audit. The 2018-2019 Independent Auditors Report was presented and approved at the Audit Committee and at the full Board Meeting in January 2020.				
6. The board of directors establishes the expectations and evaluates the performance of the chief executive officer or equivalent role.	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	The board of directors establishes the expectations and reviews/evaluates/approves the CEO's performance goals on an annual basis. The board of directors developed the criteria and methods of evaluation to ensure performance meets the expectation of the board of directors in August 2019.				

Principle 3. Management establishes, with board oversight, structures, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.												
7.	Management reviews and modifies the organizational structure of the LWDB in light of anticipated changing conditions or revised priorities. In the comments/explanations section, provide the date of last review.	<input type="radio"/>	<input checked="" type="radio"/>									
8.	Specific lines of authority and responsibility are established to ensure compliance with federal and state laws and regulations.	<input type="radio"/>	<input checked="" type="radio"/>									
9.	The LWDB management understands the importance of internal controls, including the division of responsibility.	<input type="radio"/>	<input checked="" type="radio"/>									
Principle 4. The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.												
10.	The LWDB provides training opportunities or continuing education to develop and retain sufficient and competent personnel.	<input type="radio"/>	<input checked="" type="radio"/>									
11.	The LWDB has succession plans for senior management and contingency plans for assignments of responsibilities important for internal controls.	<input type="radio"/>	<input checked="" type="radio"/>									
12.	For all employees, the LWDB regularly evaluates the performance of the employee and shares the results with the employee. In the comments/explanations section, provide how often an employee's performance is evaluated?	<input type="radio"/>	<input checked="" type="radio"/>									
Principle 5. The organization holds individuals accountable for their internal control responsibilities in the pursuit of objectives.												
13.	Policies, processes or directives are in place that ensures employees are aware of their role related to internal control responsibilities.	<input type="radio"/>	<input checked="" type="radio"/>									

All financial processes are reviewed annually for internal control and efficiency purposes. Financial Policies, Procurement Policy and Cost Allocation Plan were updated and approved by the Board. In addition, informal meetings and staff members are held with staff members to discuss their internal control responsibilities as well as included in job descriptions, desk guides and quarterly trainings. As part of that review, we will reiterate directives to ensure employees are aware of their role as it relates to internal controls.

In the comments/explanations section, provide policy/policy number(s) and page number(s) that address the statement made above.							
14. The LWDB's structure and tone at the top helps establish and enforce individual accountability for performance of internal control responsibilities.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The LWDB has policies, processes and controls in place to evaluate and promote accountability of outsourced service providers (and other business partners) and their internal control responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

RISK ASSESSMENT

Principle 6. The organization specifies with sufficient clarity to enable the identification and assessment of risks relating to objectives.	Self-Assessment of Policies, Procedures, and Processes		Comments/Explanations			
	Weak	Strong				
	1	2	3	4	5	
16. Management establishes a materiality threshold for each of its major objectives and identifies risk at each location where the LWDB conducts activities.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Management uses operational objectives as a basis for allocating the resources needed to achieve desired operational and financial performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The LWDB sets entity-wide financial reporting controls and assesses the risks that those controls will not prevent material misstatements, errors, or omissions in the financial statements.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Principle 7. The organization identifies risks to the achievement of its objectives across the entity and analyzes risks as a basis for determining how the risks should be managed.									
19.	Management ensures that risk identification considers internal and external factors and the potential impact on the achievement of objectives.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	In the comments / explanations section, explain what measures are being taken to address the risk of cybersecurity in the organization?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20.	The LWDB adequately and effectively manages risks to the organization and has designed internal controls in order to mitigate the known risks.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	In the comments / explanations section, describe what new controls, if any, have been implemented since the prior year and which organizational risks do they mitigate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21.	The LWDB's risk identification / assessment is broad and includes both internal and external business partners and outsourced service providers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle 8. The organization considers the potential for fraud in assessing risks to the achievement of objectives.									
22.	The LWDB periodically performs an assessment of each of its operating locations' exposure to fraudulent activity and how the operations could be impacted.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	In the comments / explanations section, include the date and name of person or entity who performed the last assessment.								

<p>23.</p> <p>The LWDB's assessment of fraud risks considers opportunities for unauthorized acquisition, use and disposal of assets, altering the reporting records, or committing other inappropriate acts.</p> <p>In the comments/explanations section, provide a narrative of the system/process for safeguarding cash on hand, such as prepaid program items (i.e. gas cards, visa cards) against unauthorized use/distribution.</p>	<p>The CEO and CFO, along with Operations, evaluates all major business operations and objectives. From a financial standpoint, the goal is to utilize existing financial software and other technology to adequately and timely record all transactions. Overall, the organization continuously evaluates areas of exposure to identify fraudulent activity. Directors' meetings are also used as a forum to discuss areas of potential impact. In addition, bi-annual internal monitoring will be utilized as a means of identifying potential risk areas. The LWDB also implemented a quarterly surprise audit of supportive service cards.</p> <p>Principle 9. The organization identifies and assesses changes that could significantly impact the system of internal controls.</p> <p>24.</p> <p>The LWDB has mechanisms in place to identify and react to risks presented by changes in government, regulatory, economic, operating, or other conditions that could affect the achievement of the goals and objectives.</p> <p>25.</p> <p>The most significant risks affecting the LWDB have been identified and controls are designed and implemented that mitigate risks.</p> <p>In the comments/explanations section, identify three of the most significant internal risks that could impact the achievement of objectives.</p> <p>26.</p> <p>Considering the most significant risks, identified above, have controls been designed and implemented that mitigate risks associated with each.</p> <p>In the comments/explanations section, please elaborate on the mitigating controls.</p>
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CONTROL ACTIVITIES

Self-Assessment of Policies, Procedures, and Processes						Comments/Explanations		
	Weak	Strong	1	2	3	4	5	
Principle 10. The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.								
27. Management control activities consider all the relevant business processes, information technology and locations where control activities are needed, including outsourced service providers and other partners.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Contracted with an outside firm to perform 24/7/365 cybersecurity monitoring of our IT environment. In addition, hired a vCIO to manage IT relationships, software, hardware, upgrades, etc. The LWDB will also be strengthening Disaster Recovery and Business Continuity plans.
28. Controls employed by the LWDB include authorizations, approvals, comparisons, physical counts, reconciliations, supervisory controls and allowable use of funds. In the comments/explanations section, list what type of training is provided to program and administration staff to ensure the allowable use of funds?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Finance has strengthened the controls related to monthly balance sheet reconciliations, development of a monthly financial package, monthly/quarterly financial reviews with internal stakeholders and will fully implement online purchase order and approval process. Periodic budget meetings are conducted with program directors to discuss status of all open grants.
29. The LWDB periodically (e.g., quarterly, semiannually) reviews system privileges and access controls to the different applications and databases within the IT infrastructure to determine whether system privileges and access controls are appropriate.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The Regional Security Officer conducts a full update of system privileges and access semi-annually. This report is then submitted to the DEO.
Principle 11. The organization selects and develops general control activities over technology to support the achievement of objectives.								
30. Management selects and develops control activities that are designed and implemented to restrict technology access rights to authorized users commensurate with their job responsibilities and to protect the entity's assets from external threats. In the comments/explanations section, provide a narrative of the process of authorizing access for new employees,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	IT provides access based upon direction provided by supervisory level staff, HR directs email to key personnel to remove system access, as applicable. In addition, we contract with an outside firm to perform 24/7/365 cybersecurity monitoring of our network.

CONTROL ACTIVITIES

Self-Assessment of Policies, Procedures, and Processes		Weak					Strong					Comments/Explanations
		1	2	3	4	5						
	revoking access for separated employees, and changes to authorized users commensurate with their changes to their job responsibilities.											
31.	Management has identified the appropriate technology controls that address the risks of using applications hosted by third-parties.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In all cases, IT must test and approve installation and use of third party hosted software as part of the computer software use policy. All IT functions and controls are currently being evaluated by our part-time vCIO.
32.	The LWDB has considered the protection of personally identifiable information (PII), as defined in section 501.171(1)(g)1, F.S., of its employees, participants/clients and vendors, and have designed and implemented policies that mitigate the associated risks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	The policy on handling and protection of personally identifiable information applies to all CareerSource employees, DEO staff located in CareerSource offices, training vendors, program coordinators and partners that have access to PII and/or sensitive information shall be provided through a combination of measures including operational safeguards (policy and training), privacy-specific safeguards (procedures for collection and handling such information) and security controls (role-based access control, passwords, use of encrypted emails, etc.) In addition, the LWDB ensures that confidential information is kept under lock and key and access is limited to only those employees who need the information to perform the functions of their job. Also, the LWDB does not keep any credit card information or any personal or company information of participants or employees who need it for programmatic purposes. Any personal information of participants or employees who need it to perform their jobs and access is limited to only those employees who need it to perform their jobs.					
Principle 12. The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.												
33.	The LWDB has policies and procedures addressing proper segregation of duties between the authorization, custody, and recordkeeping for the following tasks, if applicable: Prepaid Program Items (Participant Support Costs), Cash/Receivables, Equipment, Payables/Disbursements, Procurement/Contracting, and Payroll/Human Resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	The CFO regularly evaluates all current processes and modifies as appropriate to ensure that there is adequate segregation of duties provided between performance, review and record keeping of all tasks. As noted previously, Finance performs quarterly surprise audits on supportive service cards distributed to the career centers.					
	For tasks lacking the appropriate segregation of duties, describe any compensating controls in place in the comments/explanations section.											

CONTROL ACTIVITIES

Self-Assessment of Policies, Procedures, and Processes		Weak					Strong					Comments / Explanations
		1	2	3	4	5	1	2	3	4	5	
34.	Management periodically performs a review of all policies and procedures to determine their continued relevance, consistency, compliance with 2 CFR Part 200 (Uniform Guidance) or other guidance or directives. In the comments / explanations section, include the date of the last in-depth policy review and list what, if any, policies were updated as a result.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Policies and procedures are reviewed on an on-going basis to ensure processes are in compliance with current rules and regulations. Financial Policies, Procurement Policy and Cost Allocations were updated and approved by the Board during the first half of 2020.
35.	Management annually performs a review of policies, instructions and processes based on the WIOA criteria for OJT program eligibility. In the comments / explanations section, include the date of the last annual policy review and list what, if any, policies were updated as a result.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Management performed a review of the policies and processes for OJT program eligibility in June 2019. The following CareerSource Pinellas SOPs/Desktop Guides were updated in June 2019 based on the most recently received work based administrative policy: -WIOA Desk Guide for OJU Requirements -Section 9 BSU Soft Exit Process -Section 18 BSU PW/E Desk Guide -Section 19 BSU QJT Desk Guide Removed or combined in the above stated updates: -On-the-Job Training Opportunities NEG (OJT) -Welfare Transition program (WTP) On-the-Job Training Opportunities (QJT)
36.	The LWDB maintains policies and procedures to facilitate the recording and accounting of transactions in compliance with laws, regulations, and provisions of contracts and grant agreements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The CFO has designed accounting processes that ensure that ALL transactions are being properly recorded and accounted. All operating policies and procedures are clearly written and communicated. Financial Policies and Procedures and Procurement Policies exist to facilitate transactions being properly recorded and accounted. Only the CFO and Board Chair have signatory authority over contracts and all contracts in excess of \$50,000 require Board approval.

INFORMATION AND COMMUNICATION

Self-Assessment of Policies, Procedures, and Processes							Comments / Explanations	
	Weak	Strong						
	1	2	3	4	5			
Principle 13. The organization obtains or generates and uses relevant, quality information to support the functioning of internal controls.								
37.	Federal, state, or grant program rules or regulations are reviewed by one or more of the following: governing board, audit, finance or other type committee. In the comments/explanations section, include how often these are reviewed.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	New policies and procedures are reviewed with the relevant committee before being approved by the full Board. The LWDB continues to take a more engaged approach to better understand the program rules and regulations.	
38.	The LWDB considers both internal and external sources of data when identifying relevant information to use in the operation of internal controls.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	The LWDB understands the importance of relevant data (internal and external) in the decision making process and the underlying factors of the data having a predictive value, feedback value and being timely.	
39.	The LWDB's has controls in place to ensure costs are accurately recorded and allocated to the benefiting federal/ state fund or grant. In the comments/explanations section, elaborate on the control(s) that ensure costs accurately recorded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The accounting system provides for separate identification of federal grant and nonfederal transactions as each transaction is recorded in a specific fund. The fund identifies the funding source, i.e., WIOA, USDOJ, etc. In addition, the funds for which pooled costs have been allocated are transparent to the benefiting fund. Adequate source documentation exists to support amounts and items reported. We will continue to monitor and review to ensure controls are in place to accurately record and allocate costs.	
Principle 14. The organization internally communicates information, including objectives and responsibilities for internal controls, necessary to support the functioning of internal controls.								
40.	Communication exists between management and the board of directors so that both have information needed to fulfill their roles with respect to the LWDB's objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	LWDB meetings occur every other month. Each meeting will include minutes and action items from all the respective committees. Additionally, the LWDB approved the organization's Strategic Plan and annually reviews and approves the Audited Financial Statements and IRS Form 990. Included in the meetings are the activities, objectives, and goals of each of the respective committees.	
41.	There is a process to quickly disseminate critical information throughout the LWDB when necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Emails is used to quickly disseminate critical information throughout the LWDB when necessary by applicable staff. We continue to review the communication needs to ensure we are effectively communicating to our staff. We have a monthly newsletter that provides updates to staff on various topics. We also have a weekly newsletter that quickly disseminates critical information. Some examples of means by which information is distributed throughout the LWDB are CEO's weekly email, weekly newsletters, HR Happenings, Staff two hats, The Pinellas Chronicle newsletters and the Chair's report.	

INFORMATION AND COMMUNICATION

		Self-Assessment of Policies, Procedures, and Processes					Comments/Explanations		
		Weak	Strong	1	2	3	4	5	
	In the comments/explanations section, provide a description of the dissemination process.								
42.	Management has a process for the development, approval and implementation of policy updates and communicates those updates to staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Policy updates are communicated by and disseminated to staff by mandatory training and staff meetings. We continue to ensure that the communication is robust and adequately provides guidance regarding the development, approval and implementation of policy.
Principle 15. The organization communicates with external parties regarding matters affecting the functioning of internal controls.									
43.	The LWDB has a means for anyone to report suspected improprieties regarding fraud; errors in financial reporting, procurement, and contracting; improper use or disposition of equipment; and misrepresentation or false statements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The LWDB Board Chair has provided his direct cell phone number to report improprieties along with the opportunity to make confidential calls with any issues that may arise. A member of management is the designated Equal Employment Opportunity (EEO) officer. The most recent monitoring of the company's EEO process was conducted in April 2019; there were no findings. In addition, the employee handbook contains a whistleblower policy so that no employee needs to worry about reporting any impropriety.
In the comments/explanations section, describe the process of how someone could report improprieties. Who receives/processes/investigates, etc.?									
44.	The LWDB has processes in place to communicate relevant and timely information to external parties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Depending on the audience, channels of communication are held via email, phone call, Zoom or face to face meeting.

INFORMATION AND COMMUNICATION

Self-Assessment of Policies, Procedures, and Processes							
	Weak			Strong			Comments/Explanations
	1	2	3	4	5		
45.	The LWDB has processes in place to communicate the results of reports provided by the following external parties: Independent Auditor, DEO Bureau of Financial Monitoring and Accountability (FMA), DEO Bureau of One-Stop and Program Support, DEO Office of Inspector General, Florida Auditor General, and Federal Awarding Agencies (USDOJ, USDHHS, and USDA) to the Board of Directors.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Various committees exist whereby staff disseminates this information. Specific Finance and Audit Committees handle financial and audit related communications. One-Stop Committee would receive program/resource center level information. In addition, Committee level information is also shared with and approved by the Board.

Self-Assessment of Policies, Procedures, and Processes							
	Weak			Strong			Comments/Explanations
	1	2	3	4	5		
46.	The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal controls are present and functioning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Business processes over cash management, budget to actual results, draw down of funds, procurement and contracting activities are reviewed on an on-going basis to ensure control activities are properly designed, effective and implemented. Controls are reviewed annually by DEO monitors and procedures are modified as needed.
	In the comments / explanations section, describe the process of how funding decisions are determined. What is the criteria, who initiates/approves, etc.?						

MONITORING ACTIVITIES

Self-Assessment of Policies, Procedures, and Processes		Weak					Strong					Comments/Explanations	
		1	2	3	4	5	1	2	3	4	5		
47.	The LWDB considers the level of staffing, training and skills of people performing the monitoring given the environment and monitoring activities which include observations, inquiries and inspection of source documents.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The LWDB is in the process of procuring an outside firm to perform internal monitoring for all programs and some administrative functions.	
48.	LWDB management periodically visits Career Center locations and other decentralized locations (including subrecipients) to determine whether policies and procedures are being followed and functioning as intended. In the comments/explanations section, include when the most recent visit was performed, by whom, and who the results were communicated to.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CareerSource Pinellas program Directors visit the Career Center locations periodically to meet with staff and for training. Center visits were conducted by the One Stop Operator on October 15, 2019. During this visit, observations, best practices and potential opportunities for service improvements were noted and provided in a narrative summary. These results were presented to management staff. Subrecipient monitoring is conducted annually to ensure compliance with requirements. The last subrecipient monitoring occurred during the first quarter of 2020 and we have begun planning for 2019-2020 activities.	
Principle 17. The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the board of directors, as appropriate.													
49.	The LWDB management takes adequate and timely actions to correct deficiencies identified by the external auditors, financial and programmatic monitoring, or internal reviews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	If deficiencies are reported by the external auditor, financial and/or programmatic monitoring, a plan of action and implementation deadline is established.	
50.	The LWDB monitors all subrecipients to ensure that federal funds provided are expended only for allowable activities, goods, and services and communicates the monitoring results to the LWDB's board of directors. In the comments/explanations section, describe the subrecipient monitoring activities that are outsourced to a third party and provide the name of the party that performs these activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Desk and/or on-site monitoring reviews are performed annually for all subrecipients. The results of those monitoring reviews are communicated, as appropriate.	

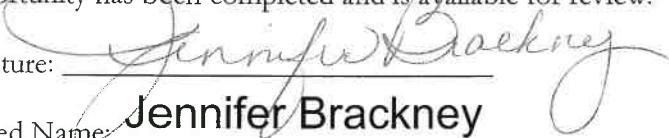
ATTACHMENT A

Department of Economic Opportunity Certification of Self-Assessment of Internal Controls

Local Workforce Development Board Number: 14

To be completed by the Executive Director:

A self-assessment of internal controls has been conducted for the 2020-2021 fiscal monitoring period. As part of this self-assessment, the Internal Control Questionnaire developed by the Department of Economic Opportunity has been completed and is available for review.

Signature: 

Printed Name: Jennifer Brackney

Title: Chief Executive Officer

Date: 10/23/2020

To be completed by the Board Chair or their designee:

I have reviewed the self-assessment of internal controls that was conducted for the 2020-2021 fiscal monitoring period.

Signature: 

Printed Name: Barclay Harless

Title: Board Chair

Date: 23 Oct 2020

Please scan and upload to SharePoint an executed copy of this certification on or before **October 30, 2020**.



Action Item 7

Annual 401(k) Plan Audit

WorkNet Pinellas, Inc. 401k Plan is required to have an annual audit by an Independent CPA firm. The Audit Committee approved Powell & Jones to perform a limited scope audit at its June 29, 2020 meeting and the Board of Directors followed up with their approval at the July 15, 2020 meeting.

As permitted under the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed Powell & Jones to perform a limited scope audit and thus, they did not perform any auditing procedures with respect to any investment information which was certified by Reliance Trust Company. Powell & Jones did perform audit procedures on employee eligibility, employer and employee contributions, employee loans, etc. Their responsibility is to express an opinion on the 2019 financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States. Because Powell & Jones performed a limited scope audit they did not express an opinion on the 2019 financial statements.

Due to COVID-19, the 401K Plan audit was not completed and the Audited Financial Statements were not available for approval by the September Board meeting. Powell & Jones completed their audit and presented the 401(k) Audited Financial Statements to the Audit Committee on October 8, 2020. The Audit Committee unanimously approved the Annual 401(k) Plan Audit. The audited financial statements and Form 5500 were filed by the October 15, 2020 filing deadline. The 401(k) Plan Audited Financial Statements that were filed are attached for full Board approval.

Recommendation:

Approval of the enclosed 401(k) report that was filed, along with the form 5500 by October 15, 2020.

**WORKNET PINELLAS, INC
401(K) PLAN**

**FINANCIAL STATEMENTS
AND REQUIRED SUPPLEMENTAL SCHEDULE**

For the Year Ended December 31, 2019

**WORKNET PINELLAS, INC.
401(K) PLAN**

For the Year Ended December 31, 2019

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INDEPENDENT AUDITOR'S REPORT

To the Administrative Committee of
the WorkNet Pinellas, Inc. 401(K) Plan

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of the WorkNet Pinellas, Inc. 401(K) Plan, which comprise the statement of net assets available for benefits as of December 31, 2019, the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on the 2019 financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the 2019 financial statements.

Basis for Disclaimer of Opinion on the 2019 Financial Statements

As permitted by 29 CFR 2520, 103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the Plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by Reliance Trust Company, the trustee of the Plan, except for comparing the information with the related information included in the 2019 financial statements. We have been informed by the Plan administrator that the trustee holds the Plan's investment assets and executes investment transactions. The Plan administrator has obtained a certification from the trustee as of and for the year ended December 31, 2019, that the information provided to the Plan administrator by the trustee is complete and accurate.

Disclaimer of Opinion on the 2019 Financial Statements

Because of the significance of the matter described in the Basis for Disclaimer of Opinion on the 2019 Financial Statements paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the 2019 financial statements. Accordingly, we do not express an opinion on the 2019 financial statements.

Other Matters-Report on Supplemental Schedule and Report on 2018 Financial Statements

The supplemental schedule of assets held at year end is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion on the 2019 Financial Statements paragraph, we do not express an opinion on the supplemental schedule referred to above.

We have audited the accompanying statement of net assets available for benefits of WorkNet Pinellas, Inc. 401(K) Plan as of December 31, 2018, and in our report dated August 9, 2019, we expressed our opinion that such financial statement presents fairly, in all material respects, the financial status of WorkNet Pinellas, Inc. 401(K) Plan as of December 31, 2018, and changes in its financial status for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Form and Content in Compliance With DOL Rules and Regulations for 2019 Financial Statements

The form and content of the information included in the 2019 financial statements and supplemental schedules, other than that derived from the information certified by the trustee, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.



POWELL & JONES
Certified Public Accountants
October 12, 2020

**WORKNET PINELLAS, INC.
401(K) PLAN**

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

December 31, 2019 and 2018

	2019	2018
ASSETS		
Investments at fair value:		
Mutual funds	\$ 2,283,280	\$ 2,105,653
Common/collective funds	<u>1,032,121</u>	<u>950,615</u>
Total investments at fair value	<u><u>3,315,401</u></u>	<u><u>3,056,268</u></u>
Receivables:		
Accrued interest receivable	3,968	-
Employee 401(k) deferral contributions	-	14,383
Employer nonelective contributions	-	19,734
Notes receivable from participants	<u>148,274</u>	<u>178,442</u>
Total receivables	<u><u>152,242</u></u>	<u><u>212,559</u></u>
NET ASSETS AVAILABLE FOR BENEFITS	<u><u>\$ 3,467,643</u></u>	<u><u>\$ 3,268,827</u></u>

See notes to financial statements.

**WORKNET PINELLAS, INC.
401(K) PLAN**

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

For the Year Ended December 31, 2019

ADDITIONS TO NET ASSETS

Investment Income:

Interest and dividend income	\$ 153,004
Net increase in fair value of investments	443,916
Total investment income	<u>596,920</u>

Contributions:

Employee 401(k) deferral contributions	159,329
Employee rollover	234,014
Employer nonelective contributions	186,468
Other contributions	10,589
Total contributions	<u>590,400</u>
	TOTAL ADDITIONS TO NET ASSETS
	<u>1,187,320</u>

DEDUCTIONS FROM NET ASSETS

Distributions	981,907
Other expenses	6,597
	TOTAL DEDUCTIONS FROM NET ASSETS
	<u>988,504</u>

NET INCREASE

198,816

NET ASSETS AVAILABLE FOR BENEFITS, BEGINNING OF YEAR	3,268,827
NET ASSETS AVAILABLE FOR BENEFITS, END OF YEAR	<u>\$ 3,467,643</u>

See notes to financial statements.

**WORKNET PINELLAS, INC.
401(K) PLAN**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

NOTE 1. DESCRIPTION OF PLAN

The following description of the WorkNet Pinellas, Inc. 401(K) Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General - The Plan was commenced and made effective July 1, 2004. The plan has been amended throughout the years to comply with tax legislation, most recently amended effective January 1, 2016. The Plan is a defined contribution plan as described in Section 401 of the Internal Revenue Code (the Code) covering all employees. It is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA), as amended.

Plan Administration – WorkNet Pinellas, Inc. (the Organization) has overall responsibility for administering the Plan. The Plan's trustee is responsible for the management and control of the Plan's assets. The Plan's trustee is Reliance Trust Company. The Plan's administrative agent is ADP Retirement Services.

Eligibility – Employees of the organization are eligible to participate in the deferral, employer nonelective and matching components of the Plan after completing the first day of the sixth month of employment.

Contributions –

Participant Pre-Tax Contributions. Participants may contribute from 1% to 80% of pretax annual compensation, but in no event can the dollar amount be more than \$19,000 for 2019. Elective salary deferral contributions, pursuant to Code § 401(K), are in the form of periodic payroll withholding. Participants who have attained age 50 before Plan year end are able to make catch-up contributions of up to \$6,000. Employees may also make after-tax contributions to the Plan.

Employer Nonelective Contributions. The Organization may make nonelective contributions in a discretionary amount as determined by the Organization, and such contributions are not contingent on current or retained earnings. At present, the Organization contributes 5% of the eligible employees' salaries on a bi-weekly basis.

Employer Matching Contributions. The Organization may elect to make contributions in the form of a Matching Contribution, in relation to the participants' elective salary deferral contributions, subject to the limitations of the "401(m) Test" of Code § 401(m)(2). If elected, the Organization matches 100% of the first 5% of eligible employee's salary each pay period. The Organization did not elect to make matching contributions for the year ended December 31, 2019.

Employee Rollovers. Participants may contribute amounts representing distributions from other qualified defined benefit or defined contribution plans (rollover). Participants direct the investment of contributions into various investment options offered by the Plan, subject to IRS limitations.

Participant Accounts - Individual accounts are maintained for each of the Plan's participants. Each participant's account is credited with the participant's contribution and an allocation of (a) the Organization's contribution, and (b) Plan earnings. Allocations are based on participant earnings or account balances, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

**WORKNET PINELLAS, INC.
401(K) PLAN**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

Vesting - Participants are immediately vested in their voluntary contributions plus actual earnings thereon. Vesting in the Organization contributions portion of their accounts plus earnings thereon is based on continuous service. A participant is vested in and entitled to his/her entire account balance at the completion of one year of service (from date of hire) with the employee. A participant is vested in employer contributions as follows:

<u>Vested Service</u>	<u>Vesting percentage</u>
Less than 1 year	0%
At least 1 but less than 2 years	100%
At least 2 but less than 3 years	100%
At least 3 but less than 4 years	100%
At least 4 but less than 5 years	100%
Five or more years	100%

Payment of Benefits - Payment of benefits after termination of employment is determined by the participant's account balance. If the vested account balance does not exceed \$5,000, the Plan will distribute the nonforfeitable portion in a lump-sum payment as soon as practicable following the date of termination. If the vested account balance exceeds \$5,000, the Plan permits distribution as of any date following termination of employment with the employer at the election of the participant.

On termination of service due to death, disability or retirement, a participant may elect to receive an amount equal to the value of the participant's vested interest in his or her account in a lump-sum amount.

Forfeitures - The non-vested portion of the Employer Contribution Account of a participant who has terminated employment is forfeited as of the date on which he has a five-year Period of Severance or Break-in-Service. Forfeitures may be used to reduce employer contributions or pay Plan expenses. During 2019, employer contributions were reduced by \$11,050 from forfeited non-vested accounts.

Investment Options - Participants may direct contributions, including employer contributions, into various mutual fund investment options. Participants may change their investment elections periodically. If not otherwise elected by Participants, there is a default investment option for the employer contributions.

Method of Allocation - The employer contribution is allocated to the participants account, using the pro-rata compensation allocation methodology.

Participant Loans - Participant loans are permitted by the Plan in accordance with its terms. Participants may borrow from their fund accounts a minimum of \$500 up to a maximum equal to the lesser of \$50,000 or 50% of their account balance. The notes are secured by the balance in the participant's account and bear interest at rates which are commensurate with local prevailing rates as determined by the Plan administrator. Principal and interest is paid ratably through biweekly payroll deductions. Participants are allowed a maximum of three outstanding loans at any point in time.

Loans to participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on the accrual basis. Related fees are charged directly to the borrowing participant's account and are included in administrative expenses when incurred. As of December 31, 2019, and 2018, no allowance for credit losses has been recorded. If a participant does not make loan repayments and the plan administrator considers the participant loan to be in

**WORKNET PINELLAS, INC.
401(K) PLAN**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

default; the loan balance is reduced, and the delinquent participant loan is recorded as a benefit payment based on the terms of the Plan document.

Normal Retirement Age - Normal Retirement Age is defined as the date the participant attains age 65.

Early Retirement Age - There are no provisions for Early Retirement.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The financial statements of the Plan are presented on the accrual basis of accounting.

Estimates - The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America ("GAAP") requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Investment Valuation - Investments of the Plan are stated at fair value. Securities traded in public markets are valued at their quoted market prices. Purchases and sales of securities are reflected on a trade date basis. The difference between cost and market value from one period to the next along with gains (losses) on sale of investments is recognized as net appreciation or depreciation in fair value of investments in the accompanying statement of changes in net assets available for benefits.

Investment securities, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. Due to the level of risk associated with certain investment securities, it is reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the statements of net assets available for benefits.

Payment of Benefits - Benefits are recorded when paid.

Administrative Expenses - The Organization pays certain administrative expenses of the Plan and does not expect the Plan to reimburse it for these expenses.

NOTE 3. FAIR VALUE OF INVESTMENTS

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy are described as follows:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 - Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly, such as:

**WORKNET PINELLAS, INC.
401(K) PLAN**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair market value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the valuation methodologies used at December 31, 2019 and 2018.

Mutual Funds - Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded.

Collective Trust Fund: Valued at the NAV of units of the bank collective trust. NAV is a readily determinable fair value and is the basis for current transactions. Participant transactions (purchases and sales) may occur daily. If the Plan initiates a full redemption of the collective trust, the issuer reserves the right to temporarily delay withdrawal from the trust in order to ensure that securities liquidations will be carried out in an orderly business manner.

The following tables set forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31:

	2019			
	Level 1	Level 2	Level 3	Total
Assets:				
Mutual funds	\$ 2,283,280	\$ -	\$ -	\$ 2,283,280
Common Collective Funds	-	1,032,121	-	1,032,121
Total investments at fair value	\$ 2,283,280	\$ 1,032,121	\$ -	\$ 3,315,401
2018				
	Level 1	Level 2	Level 3	Total
Assets:				
Mutual funds	\$ 2,105,653	\$ -	\$ -	\$ 2,105,653
Common Collective Funds	-	950,615	-	950,615
Total investments at fair value	\$ 2,105,653	\$ 950,615	\$ -	\$ 3,056,268

Gains and losses included in changes in net assets available for benefits for the years ended December 31, 2019 and 2018 are reported in net appreciation in fair value of investments.

**WORKNET PINELLAS, INC.
401(K) PLAN**

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

The Plan's policy is to recognize transfers between Levels 1 and 2 and into and out of Level 3 as of the date of the event or change in circumstances that caused the transfer. For the year ended December 31, 2019, there were no significant transfers between Levels 1 and 2 and no transfers into or out of Level 3.

NOTE 4. TAX STATUS

The Plan is placing reliance on an opinion letter dated July 8, 2014 received from the IRS on the prototype plan indicating that the Plan is qualified under Section 401 of the IRC and is therefore not subject to tax under current income tax law. The prototype plan has been amended since receiving the opinion letter. However, the Plan administrator believes that the Plan is designed, and is currently being operated, in compliance with the applicable requirements of the IRC and, therefore, believes that the Plan is qualified, and the related trust is tax-exempt.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability (or asset) if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the IRS. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Plan administrator believes it is no longer subject to income tax examinations for years prior to 2014.

NOTE 5. PLAN TERMINATION

Although it has not expressed any intent to do so, the Organization has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA.

NOTE 6. RECONCILIATION OF FINANCIAL STATEMENTS TO FORM 5500

The following is a reconciliation of net assets available for benefits per the financial statements to Form 5500, "Annual Return/Report of Employee Benefit Plan":

	2019	2018
Net assets available for benefits per financial statements	\$ 3,467,643	\$ 3,268,827
Less current year employer contributions receivable	-	(19,734)
Less current year employee contributions receivable	-	(14,383)
Accrued revenues	(3,968)	-
Less deemed distributions	(11,747)	(6,896)
Net assets available for benefits per Form 5500	\$ 3,451,928	\$ 3,227,814

The following is a reconciliation of benefits paid to participants per the financial statements to Form 5500, "Annual Return/Report of Employee Benefit Plan":

Net increase per financial statements	\$ 198,816
Plus prior year employer contribution receivable	19,734
Less current year interest receivable	(3,968)
Plus prior year employee contribution receivable	14,383
Less current year deemed distributions	(11,747)
Plus prior year deemed distributions	6,896
Net increase per Form 5500	<u>\$ 224,114</u>

NOTE 7. PARTY-IN-INTEREST TRANSACTIONS

The Plan investments are managed by Reliance Trust Company. Reliance Trust Company is the trustee as defined by the Plan and, therefore, the investment transactions qualify as party-in-interest transactions.

NOTE 8. REPORTABLE TRANSACTIONS

The Plan had no transactions or series of transactions in excess of 5% of the current value of Plan assets during the year.

NOTE 9. RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

NOTE 10. DECREASE IN NET ASSETS

Prior to September 1, 2018, the Organization served as the employer of record for the employees of Tampa Bay Workforce Alliance (TBWA), a similar non-profit organization, through a shared services agreement. As such, the TBWA employees participated in the Plan. Effective August 31, 2018, the shared services agreement ceased and all TBWA employees were terminated by the Organization. A large number of the TBWA employees with vested funds withdrew their balances from the Plan in accordance with Terms of the Plan. The amount of these withdrawals was approximately \$2,379,000 for the year ended December 31, 2018.

NOTE 11. SUBSEQUENT EVENTS

In preparing these financial statements, management of the Organization has evaluated events and transactions for potential recognition or disclosure through September 14, 2020, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTAL SCHEDULE

WORKNET PINELLAS, INC. 401(k) PLAN
SCHEDULE H LINE 4I – SCHEDULE OF ASSETS HELD AT END OF YEAR
Year Ended December 31, 2019

EIN: 73-1678180

PN: 001

(b) Identity of Issuer, Borrower, Lessor, or Similar Party	(c) Description of Investment	(d) Cost**	(e) Current Value
Mutual Funds			
Alger	Capital Appreciation Institutional Fund I	\$	109,064
American Century	Income & Growth A		190,526
American Century	One Choice 2035 A		204,336
American Century	One Choice 2045 A		147,459
American Century	Once Choice 2050 A		117,524
American Century	One Choice 2025 A		39,618
American Century	One Choice Retirement A		46,781
American Century	One Choice 2040 A		76,535
American Century	One Choice 2030 A		48,536
American Century	One Choice 2020 A		107,168
American Century	One Choice 2055 A		87,231
Deutsche	Real Estate SEC A		14,261
Franklin	Small Cap Growth A		55,371
Franklin	Utilities Fund A		21,365
George Putnam	Balanced M		77,194
Invesco	Opportunity Developing Markets		22,195
Invesco	Opportunity International Growth A		6,414
Invesco	Opportunity Global A		105,604
MFS	International New discovery		3,109
Nuveen	Mid-Cap Growth Opportunities A		188,205
PIMCO	Real Return A		19,968
PIMCO	Income Fund A		55,928
Pioneer	Bond Fund A		26,082
Prudential	High Yield A		3,897
T. Rowe Price	Mid-Cap Value		258,938
Thornburg	Investment Income Builder R4		30,664
Victory Integrity	Integrity Small Cap Value		219,307
Total mutual funds			\$ 2,283,280

(continued)

WORKNET PINELLAS, INC. 401(K) PLAN
SCHEDULE H LINE 4i – SCHEDULE OF ASSETS HELD AT END OF YEAR
Year Ended December 31, 2019

EIN: 73-1678180

PN: 001

Identity or Issuer, Borrower, Lessor, or	Description of Investment	Cost**	Current Value
<u>Common/Collective Funds</u>			
SSgA	Cash Series US Govt L		
SSgA	S&P 500 Index IX	193,255	
Invesco	Stable Asset	647,975	
SSgA	International Index Securities Lending Series VII	61,616	
SSgA	Russell Small Cap Index VIII	51,154	
SSgA	Active US Large Cap Blend Non-Lending Series J	58,586	
SSgA	Moderate Strategic Balanced Securities Lending Series VII	961	
SSgA	S&P Mid Cap Index NL J	2,939	
SSgA	Aggressive Strategic Balanced Securities Lending Series VII	15,635	
Total Common/Collective Funds		1,032,121	
Participant Loans			
Rates from 5.25 to 7.00%		136,527	
Total assets held at year end		\$ 3,451,928	

*Indicates Party-in-interest

**Cost omitted for participant-directed accounts

See notes to financial statements.



Action Item 8

RFP Issuance: Audit and Tax Services

Powell & Jones, CPAs has been engaged to perform the audit of the financial statements for the year ended June 30, 2020 and the audit of the 2019 401(k) Plan. This will be the fifth and final year of the contract for audit services. Per DEO's Audit and Audit Resolution Responsibilities, CareerSource Pinellas "must limit auditor retention to no more than five years." For the audit of June 30, 2021 financial statements and 401(k) Plan, CareerSource Pinellas would follow our standard procurement process to select a new qualified auditor.

On October 8, 2020, the Audit Committee approved the development and issuance of an RFP for audits of the financial statements for fiscal year ending June 30, 2021 and 401(k) Plan for 2020.

Recommendation:

Approval for the development and issuance of an RFP for audits of the financial statements for fiscal year ending June 30, 2021 and 401(k) Plan for 2020 with the option for four additional years.



Action Item 9

Removal of Training Providers

CareerSource Pinellas is required to conduct “continued eligibility” reviews every two (2) years to ensure that providers and their programs continue to meet the applicable requirements, per Policy 90 for Eligible Training Providers.

All institutions that meet the requirements are sent an agreement, which they are required to sign and return, along with relevant documentation, to confirm that the continuing eligibility criteria is met.

The following institutions did not return completed applications and/or agreements and were reviewed and approved for removal by the Workforce Solutions Committee on October 13, 2020.

Training Provider Name	Programs and Courses	County	CSP Students Currently Enrolled*	# Approved CSP Providers Offering Similar Training
Access Computer Training	IT and computer skills	Hillsborough	0	6
American Red Cross	Nursing Assistant program defunct	Pinellas	0	3
Florida School of Traditional Midwifery	Midwifery	Alachua	0	0
Learning Alliance Corp	Cabling installation and project management	Hillsborough	0	7

The following institutions were reviewed and approved for removal by the Workforce Solutions Committee on October 13, 2020 but have since responded and are currently being processed for renewal. They are not included in the recommendation for removal.

*Rasmussen College	Nursing	Hillsborough/Pasco	1	5
*Florida Technical College	IT and business	Hillsborough	1	6

Recommendation: Approval to remove the non-responsive training providers from the approved training provider list for LWDB 14, per recommendation by the Workforce Solutions Committee.



Action Item 10

Vendor Selection

Internal Monitoring Services

The Board approved the recommendation to reissue the Request for Proposal (RFP) for a qualified provider to conduct Internal Monitoring. The Internal Monitoring aligns with the annual monitoring conducted by Department of Economic Development (DEO). Monitoring procedures will be conducted twice per program year.

Internal Monitoring is an essential component of ensuring the programs follow USDOL and DEO policy and guidance. CareerSource Pinellas solicited proposals from qualified and experienced entities to provide the above-described services. Each proposal was reviewed by the CareerSource Pinellas review team.

Results of review:

Proposer	Overall Score
Taylor Hall Miller Parker, P.A.	90
Hightower and Strumpf	81
Indelible and Underwood	77

Based on overall score, current knowledge of DEO programmatic and financial monitoring tools, understanding of the Grantee-Sub-grantee agreement and Internal Control Questionnaire, knowledge of the programs that CareerSource Pinellas offers, long standing relationship with a number of other Florida LWDBs, and dedicated resources for monitoring, we recommend contracting with Taylor Hall Miller Parker, P.A.

Recommendation:

Approval to enter into contract negotiations and award of a contract for the provision of Internal Monitoring Services with Taylor Hall Miller Parker, P.A. not to exceed \$68,425.



Action Item 11

Employee Handbook Revisions

Holidays

The current policy relating to holidays states, “*All regular, full-time and part-time employees will receive the following paid holidays, except those within their first ninety (90) days of employment.*”

After review of the Fair Labor Standards Act and discussion with general counsel, the recommendation is to allow all employees both non-exempt and exempt to be eligible for holiday pay effective as of their first date of employment.

The recommended revision to the policy relating to holidays would read, “***All regular, full-time and part-time employees will receive the following paid holidays:***” This change would be effective back to the date when the Handbook was first adopted on March 18, 2020, and be applied to both exempt and non-exempt employees.

There will be a total of four employees impacted, and employees who were required to use PTO or Personal Days for Memorial Day, Fourth of July, and Labor Day, will have that time returned to their balance, and all new hires will have paid holidays effective as of their first date of employment going forward.

“Human Resource Business Partner” to “Human Resources Department”

All references to the Human Resources Business Partner will be removed and replaced with Human Resources Department. This way if the title is not in use for a given period of time, it will still give employees guidance on where to go regarding certain policies.

Recommendation:

Approval of the revisions as outlined above and presented in the draft, revised Employee Handbook.



EMPLOYEE HANDBOOK

ADOPTED: JUNE 2, 2004

REVISED: MAY 7, 2014

LAST REVISED: NOVEMBER 9, 2020~~MARCH 18, 2020~~

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Welcome to CareerSource Pinellas

On behalf of your colleagues, I welcome you to WorkNet Pinellas, Inc. dba CareerSource Pinellas (the “Company” or CareerSource Pinellas). We wish you every success here.

We believe that each employee contributes directly to CareerSource Pinellas’ growth and success, and we hope you will take pride in being a member of our team.

This Employee Handbook was developed to describe some of the expectations we have of you and outline the programs and benefits available to you. You should familiarize yourself with the contents of this Employee Handbook when you start at CareerSource Pinellas, and from time to time throughout your employment at CareerSource Pinellas, for it will answer many common questions about your employment with CareerSource Pinellas, as well as serve as a foundation for our relationship together.

We hope your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Parkey".

Chief Executive Officer

HISTORY AND MISSION

History of CareerSource Pinellas

WorkNet Pinellas, Inc. dba CareerSource Pinellas was established in January 2001 under the general direction of the Pinellas County Board of County Commissioners and Workforce Florida, Inc., which is the state's chief workforce policy organization.

CareerSource Pinellas was created as a result of the Workforce Innovation Act of 2000 and received designation as the governing Workforce Board for Pinellas County, Region 14 of the State of Florida. The Pinellas County Board of County Commissioners designated CareerSource Pinellas as both the fiscal and administrative entity in the spring of 2004.

Mission of CareerSource Pinellas

CareerSource Pinellas strives to foster Pinellas County's economic development and delivers workforce solutions designed to meet the needs of businesses and job seekers. Driven by business demand and supported by strategic partnerships, we provide the most comprehensive workforce development services in a one-stop environment. The career centers are conveniently located throughout Pinellas County in Tarpon Springs, Clearwater, and St. Petersburg.

CareerSource Pinellas offers a full range of career-planning services for professional and entry-level candidates. As the job marketplace gets more competitive, CareerSource Pinellas makes it easier to find a place among the region's top talent. Whether an entry-level or seasoned professional, military veteran, re-entering the workforce or looking to enhance skills for better earning power, our wide range of resources can help land the right job. Provided at no cost to clients, the centers are equipped with computers, copier and fax machines and telephones to assist with job searches.

CareerSource Pinellas can help leverage and support businesses' human resources function, from recruitment and training to labor market information and business seminars.

EMPLOYMENT STATUS

Forms to be Completed Prior to Employment

After an offer is made and before beginning employment at CareerSource Pinellas, all candidates must successfully complete the following:

- Employment Eligibility Verification (Form I-9)
- Employee's Withholding Certificate (Form W-4)
- Employee Handbook Acknowledgment
- Emergency Contact Numbers Form
- Authorization for Automatic Payroll Check Deposit
- Receipt of Employee Telephone Numbers
- Conflict of Interest Form
- Non-Disclosure Form
- Drug-Free Workplace Certification Form

Nature of Employment – At Will

This Employee Handbook is intended to provide employees with a general understanding of CareerSource Pinellas' employment policies, benefits and programs. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor CareerSource Pinellas is bound to continue the employment relationship for any particular period of time. Either CareerSource Pinellas or the employee may choose, at its will, to end the employment relationship at any time, with or without notice, for any reason.

In order to retain necessary flexibility in the administration of policies, benefits and programs, CareerSource Pinellas reserves the right to change, revise or eliminate any of the policies, benefits or programs described in this Employee Handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized by the Board.

Employment Classifications

It is the intent of CareerSource Pinellas to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and CareerSource Pinellas.

CareerSource Pinellas designates each classification as either nonexempt or exempt based on federal and state wage and hour laws. An employee's nonexempt or exempt status may be changed from time to time by CareerSource Pinellas based on changes in job duties or the law.

1. *Nonexempt Employees* – Nonexempt employees are covered by the Fair Labor Standards Act (“FLSA”). They are not exempt from the law’s requirements concerning minimum wage and overtime. Nonexempt employees receive minimum wage and overtime in accordance with FLSA requirements.
2. *Exempt Employees* – Exempt employees are not covered by the FLSA. Exempt employees are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees do not receive minimum wage or overtime.

In addition to the nonexempt and exempt categories, each employee will belong to one other employment category:

1. *Regular Full-Time Employee* – An employee whose normal work schedule is for a minimum of thirty (30) hours per week and who maintains continuous regular employment status. Regular full-time employees are eligible for CareerSource Pinellas’ benefits, subject to the terms, conditions and limitations of each benefit program.
2. *Regular Part-Time Employee* – An employee whose normal work schedule is for less than thirty hours (30) hours per week and who maintains continuous regular employment status. Regular part-time employees may be eligible for some CareerSource Pinellas’ benefits, subject to the terms, conditions and limitations of each benefit program.
3. *Temporary Employees* – Employees who are hired on an interim basis, such as interns or interim replacements, to temporarily supplement the workforce or to assist in the completion of a special project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain this status until they receive written notification of a change by CareerSource Pinellas. While temporary employees receive all legally mandated benefits (such as Social Security and workers’ compensation insurance, if applicable), they are ineligible for CareerSource Pinellas’ benefit programs.
4. *Independent Contractors* – Independent contractors are those who are paid on a fee-for-services basis to perform certain specified services. Independent contractors are not employees of CareerSource Pinellas, are not covered by this Employee Handbook’s employment policies, do not receive wages CareerSource employees are entitled to and are ineligible for CareerSource Pinellas’ benefit programs.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

1. *Resignation* – voluntary separation from employment initiated by an employee.
2. *Discharge* – involuntary employment termination initiated by the Company.
3. *Layoff* – involuntary employment termination initiated by the Company.
4. *Retirement* – voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement established by the Company.

It is our policy that all employees are employees “at-will.” This means that an employee may terminate his or her employment at any time for any reason, with or without notice and with or without cause, at the sole will of the employee. Likewise, CareerSource Pinellas may terminate the employment of any employee at any time for any reason, with or without notice and with or without cause, at its sole will. Any representations to the contrary, whether written or verbal, are unauthorized and shall be considered null and void and without effect.

CareerSource Pinellas requests at least a two (2) week written notice of resignation from non-supervisory employees and a one (1) month written notice from management personnel and employees working in supervisory positions. Employees not giving the appropriate above stated notice may lose their eligibility for rehire.

An employee will be considered as having resigned from his or her employment with CareerSource Pinellas if he or she has one (1) no-call, no-show absence from work without a reasonable, verifiable excuse.

CareerSource Pinellas may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits including conversion/portability privileges, repayment of outstanding debts to the Company or return of the Company’s property. Suggestions, complaints and questions can also be voiced.

EQUAL OPPORTUNITY

Equal Opportunity, Discrimination, Harassment, Retaliation and Related Conduct

CareerSource Pinellas is committed to providing its employees and clients with equal opportunity and access to employment, programs, services and activities. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CareerSource Pinellas will be based on merit, experience, aptitude, qualifications and abilities alone.

CareerSource Pinellas is an equal employment opportunity employer and does not discriminate against any person because of race, color, religion, sex, pregnancy, national origin, disability, military or veteran status, age, marital status, genetic information, sexual orientation, gender identity or any other characteristic protected by law (referred to as "protected status") and does not tolerate any such discrimination by or against its employees or clients utilizing CareerSource Pinellas services, programs and activities. This policy governs all aspects of employment, including selection, job assignment, working conditions, compensation, discipline, termination, and access to benefits and training, as well as all CareerSource Pinellas services, programs and activities.

One type of discrimination occurs when the terms and conditions of an individual's employment are based on these protected characteristics and not on the qualifications and abilities of the individual to do the job. Examples of this type of discrimination include basing hiring and termination decisions on the protected characteristics of an individual and not offering available opportunities to an individual because of a protected characteristic.

Another type of discrimination occurs when an individual is subject to harassment in the work environment or while utilizing CareerSource Pinellas services because of a protected characteristic. As with any other form of discrimination, CareerSource Pinellas will not tolerate inappropriate behavior by or against its employees based on a protected characteristic. This includes inappropriate behavior by other employees, managers, supervisors, directors, officers, applicants, contractors, vendors or clients coming into the workplace.

Inappropriate behavior becomes actionable in a court of law when it is severe or pervasive enough to create a work environment that is hostile or abusive. However, CareerSource Pinellas desires to provide for its employees and clients utilizing its services an environment that is free of all inappropriate behavior as described below as opposed to tolerating the inappropriate behavior until it becomes severe or pervasive. Thus, employees and managers should deal with inappropriate behavior as soon as it occurs so as to prevent any similar behavior from occurring.

It is inappropriate for an employee or client to be subject to unwelcome speech, conduct or other behavior that interferes with the conditions of work or CareerSource Pinellas services and is based on one of the protected characteristics. Inappropriate behavior

includes such things as making insulting or derogatory comments based on a protected characteristic, frequent teasing regarding a protected characteristic or any other behavior based on the protected characteristic of another may create an intimidating, hostile, or offensive working or service environment.

Inappropriate behavior based on sex may include not only the above but such things as unwanted physical touching, unwelcome sexual advances or requests for sexual behavior, the display of sexually suggestive objects or pictures in the workplace or basing employment or service decisions on an employee's or client's refusal to engage in sexual conduct.

Employees or clients utilizing CareerSource Pinellas services who believe they are being discriminated against or being subjected to inappropriate behavior or harassed, whether by CareerSource Pinellas employees, co-workers, supervisors, managers, directors, officers, contractors or vendors, may firmly and promptly notify the offender that the behavior is improper or unwelcome. At the same time, or in the alternative, if the employee or client does not desire to confront the offender, the employee or client may notify any CareerSource Pinellas manager with whom the employee or client is comfortable discussing the matter. If the complaint is against the Chief Executive Officer, then it may be filed with the Board Chair. For CareerSource Pinellas employees, there is no requirement to adhere to the chain of command in making complaints under this policy.

CareerSource Pinellas will swiftly and thoroughly investigate any complaints brought to its attention. In order for this to occur, it is recommended that the complainant contact CareerSource Pinellas as soon as possible. The investigation of the complaint will be handled as confidentially and independently as possible, taking into account the desires of the complainant, the rights of the accused, the nature of the complaint and the need to take corrective or disciplinary action. If CareerSource Pinellas determines that applicable policies or laws have been violated, CareerSource Pinellas will take appropriate corrective action, including, but not limited to, disciplinary action, up to and including termination of employment, or in the case of clients, necessary steps to address and prevent any inappropriate behavior.

Participants involved in the complaint investigation will be treated courteously. The making of a good faith complaint shall in no manner be used adversely against the complainant. CareerSource Pinellas will take corrective action that is effective and appropriate to the circumstances, including, but not limited to, disciplinary action, up to and including termination against any person attempting to retaliate against the complainant or anyone participating in the investigatory process, or in the case of a client, whatever legally appropriate steps are necessary to prohibit retaliation.

All employees have an obligation to report observed discrimination, harassment, inappropriate behavior or retaliation so that CareerSource Pinellas can take corrective action. Supervisors and managers have an obligation to report to the Equal Opportunity Officer or, if the allegations concern the CEO, report to the Equal Opportunity Officer or Board Chair, and take corrective action in a prompt manner with regard to discrimination,

harassment, inappropriate behavior or retaliation observed or reported; failure to report or take appropriate action may result in disciplinary action, up to and including termination.

Managerial and supervising employees will be trained regarding their responsibility upon receiving a verbal or written complaint and their responsibility to advise the complainant of available avenues to resolve the complaint. All new employees will receive training as to this policy. This policy will be distributed to all employees and available in CareerSource Pinellas workplaces.

Disability Accommodation

CareerSource Pinellas is committed to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

CareerSource Pinellas is committed to complying fully with the Americans with Disabilities Act (“ADA”) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

CareerSource Pinellas will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

This policy is neither exhaustive nor exclusive. CareerSource Pinellas is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with applicable federal, state and local laws. If you believe that you or someone else needs a reasonable accommodation or if you have any questions, concerns or suggestions relating to the ADA, contact the Human Resources Department. Any complaints or investigations related to disability discrimination will be addressed as provided above.

EMPLOYEE COMPENSATION

The CareerSource Pinellas pay period covers two complete work weeks. CareerSource Pinellas does not provide pay advances to employees on unearned wages. Paychecks will be distributed through direct deposit to employees' bank accounts every two weeks on the Friday immediately following the end of each two-week pay period. A non-negotiable copy of the paycheck with an attached earnings record will be available online on that same date to provide information regarding all deductions and any additional pay.

The law requires that CareerSource Pinellas make certain deductions from every employee's compensation. Among these are applicable federal income taxes. CareerSource Pinellas also must deduct Social Security taxes on each employee's compensation up to a specified limit that is called the Social Security "wage base". CareerSource Pinellas matches the amount of Social Security taxes paid by each employee.

CareerSource Pinellas offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Employees' rate of pay will be determined at the time of employment based upon experience and education, the pre-established pay scale for the position, job duties, prevailing rates of pay for similar duties, availability of candidates, economic conditions and financial resources of CareerSource Pinellas.

All decisions regarding pay increases are made by the Board of Directors, or such supervisory personnel as the Board may designate, and will be based on the availability of CareerSource Pinellas funds, contractual obligations with third-party contractees and budgetary constraints. There is no guarantee of any pay increases.

HOURS OF WORK

Regular Work Schedule

CareerSource Pinellas' regular office hours are 8:00 AM to 5:00 PM, Monday through Friday. Employees are expected to maintain a regular work schedule of at least eight hours each day during CareerSource Pinellas' regular office hours. Moreover, employees may be required to work outside regular office hours and regular work schedules may fluctuate depending upon CareerSource Pinellas' needs. Employees are expected to be flexible and cooperative if work schedules are changed to meet business needs.

Modified Work Schedule

A modified work schedule is defined as a schedule that regularly deviates from the regular work schedule. Before any modified work schedule is approved, employees must first exhaust all other leave options, such as PTO, FMLA, ADA, etc., if eligible. Any modified work schedule requires prior approval of the Chief Executive Officer ("CEO") and must adhere to the forty (40)-hour work week.

- All modified work schedules must be coordinated with other employees and approved by the appropriate supervisor, Director, and CEO to assure that there is coverage for all regular hours of business operation.
- Some functional areas may not be eligible for modified schedule due to the limited number of employees available and the need for coverage during all regular hours of business operation.
- There may be times when the special needs of CareerSource Pinellas require that the hours of work be adjusted by management. These requirements will supersede modified work schedules. All reasonable efforts will be made to accommodate both the needs of the operation and the needs of the employees.

Timekeeping and Unscheduled Absences from Work

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require CareerSource Pinellas to keep an accurate record of time worked in order to calculate employee pay and benefits. To ensure the accuracy of CareerSource Pinellas' time records, all nonexempt employees must enter their time worked daily. Time worked is all the time actually spent on the job performing assigned duties, at any CareerSource Pinellas location or other locations. All employees are strictly prohibited from working off-the-clock.

Altering, falsifying, tampering with time records, which are legal documents, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than five (5) minutes prior to their scheduled start time nor stay more than five (5) minutes after their scheduled stop time without express, prior authorization from the CEO or designee.

Lunch and Breaks

Nonexempt employees are required to take an unpaid lunch each workday of one (1) hour. Nonexempt employees are prohibited from performing work during their lunch period. The scheduling of the lunch period shall take place between 11:00 AM and 2:00 PM. Lunch periods should be coordinated with other department employees and approved by the supervisor. Employees may take one fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon. Breaks are paid and cannot be added to lunch periods.

Nonexempt (Hourly) Employees – Paid Time Off

CareerSource Pinellas policy allows accrued Paid Time Off (PTO) to compensate for hours not worked under 40 hours in one week. All unpaid time off must be pre-approved by the CEO or designee.

Exempt (Salaried) Employees – Paid Time Off

CareerSource Pinellas policy allows partial day deductions using PTO hours to make up any hours not worked under 40 hours in one week; however, PTO may be taken in increments of four (4) hours only. Any unpaid time off must be pre-approved by the CEO or designee and must only be taken in a manner to ensure employees maintain their exempt status, such as unpaid leave in full-day increments for personal reasons other than sickness or disability. Exempt employees are not specifically required to work strictly from 8:00 AM to 5:00 PM and may be permitted variance based on job responsibilities, which also must be pre-approved by CEO or designee.

Overtime

When operating requirements or other needs cannot be met during the regular work schedule, employees will be given the opportunity to volunteer for overtime work assignments. Authorized overtime may be granted by the CEO or designee but employees must receive such authorization in writing prior to working overtime. All overtime will be paid even if prior authorization is not received. Employees who work overtime without receiving prior authorization from the CEO or designee may be subject to disciplinary action, up to and including termination of employment.

Nonexempt employees will be paid overtime at a rate of 1.5 times their regular rate of pay in excess of a 40-hour week. Overtime compensation is paid to all **nonexempt** employees in accordance with federal and state wage and hour requirements. Overtime pay is based on actual hours worked. Time off for PTO, leave, holidays or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

USE, OWNERSHIP AND RETURN OF COMPANY SYSTEM AND PROPERTY

CareerSource Pinellas computer hardware, software, e-mail, electronic messaging, instant or text messaging, phone (e.g., phone lines, cell phones, long distance carriers, 800 numbers), voicemail, intranet, internet and similar equipment, services and other means of electronic communications and storage devices is a private information system (the "System").

How you interact with our internal and external customers is a reflection on CareerSource Pinellas, your colleagues and yourself. It is important that all employees maintain excellent communication with internal and external customers when using the System. All e-mail messages and other communications, personal or business related, must be composed with the same professionalism as hard copy business correspondence.

The System is to be used primarily for business purposes only. While personal telephone calls are not prohibited, their frequency, duration and volume should not interfere with ongoing work duties nor distract fellow employees. This includes both incoming and outgoing telephone calls. Abuse of this privilege may lead to disciplinary action including, but not limited to, termination of employment. Employees may be required to reimburse CareerSource Pinellas for any charges resulting from their personal use of the System. Internet access to global electronic information resources on the World Wide Web is provided by CareerSource Pinellas to assist employees in obtaining work-related data and technology. While internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All internet data that is composed, transmitted or received via the System is considered to be part of the official records of CareerSource Pinellas and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.

CareerSource Pinellas has a networked computer system with different access rights for different employees. Many files and programs are accessed only by confidential passwords and/or pre-programmed access rights. Employees should not make any attempts to obtain or use a password, override or change access rights, access a file or retrieve any stored communications without having prior rights or authorization. Unless explicitly authorized by management, employees should respect the confidentiality of other employee electronic communication and may not attempt to determine passwords, or breach computer and network security measures or monitor electronic files or communications.

IMPROPER USAGE:

CareerSource Pinellas strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, CareerSource Pinellas prohibits the use of the System in ways that are disruptive, offensive to others or harmful to morale.

Employees may not use the System to compose, transmit, access, or receive content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments or any other comments or images that could reasonably offend someone on the basis of race, color, sex, age, religion, national origin, marital status, sexual orientation, disability, gender identity or genetic information or any other characteristic protected by law. CareerSource Pinellas' System may not be used to solicit others or distribute information for commercial ventures, religious or political causes, outside organizations or other non-business matters unless otherwise approved by management.

Employees may not use the System to infringe the copyright or other intellectual property rights of third parties, or otherwise engage in any illegal or wrongful conduct.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the System is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it or has not gotten authorization for its use, it should not be put on the System. Employees are also responsible for ensuring that the person sending any material over the System has the appropriate distribution rights. Any copyright infringement by an employee through use of CareerSource Pinellas' System may result in liability to CareerSource Pinellas, and CareerSource Pinellas may seek to indemnify itself by holding the employee responsible for any liability or damages caused by that employee.

CareerSource Pinellas purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, CareerSource Pinellas does not have the right to reproduce such software for use on more than one computer system. Therefore, employees are prohibited from the illegal duplication of CareerSource Pinellas' software and its related documentation. Employees are also prohibited from placing personal or other software on CareerSource Pinellas' System without prior written authorization, including software downloaded from the internet. Any authorized files or software that are downloaded from the internet or acquired from outside sources, including any files that have been accessed or manipulated on home computers or received as attachments to e-mail, must be scanned with a virus detection software before installation, execution or use of the file or software onto CareerSource Pinellas' System. All appropriate precautions should be taken to detect a virus and, if necessary, prevent its spread.

Employees may not use the System to download software unless they comply with established policies and check all such software for computer viruses. No personal software can be downloaded. The unauthorized use of the System for purposes of "snooping" and unauthorized use of encryption technology to block access to any file on the CareerSource Pinellas network is prohibited.

Employees are not to give, release or assist others in obtaining, without proper authority, to anyone not employed by CareerSource Pinellas or to another employee who has no need for the information, data or information of a confidential nature.

Employees should notify their immediate supervisor, the [human resources representative](#)[Human Resources Department](#) or designee or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

CAREERSOURCE PINELLAS PROVIDED LAPTOPS AND OTHER DEVICES:

If CareerSource Pinellas has provided an employee with a CareerSource Pinellas owned laptop computer, cellphone or other electronic communication equipment or device for the employee's use in providing services to CareerSource Pinellas, such equipment is provided strictly for CareerSource Pinellas business use and shall not be used by the employee for personal use. An employee's personal data or information is not to be downloaded or stored on any CareerSource Pinellas computer or other equipment.

No CareerSource Pinellas information is to be downloaded or stored on any of an employee's personal communication devices or equipment (personal computer or any device that records or retains electronic data or other information) unless the employee first receives written approval by management. No CareerSource Pinellas information including business contacts or leads, etc. is to be stored or transmitted to any separate equipment or device, internet or on-line based address book or social networking service unless the employee first receives written approval by management.

All business communications by e-mail or other electronic means of communication must be run through the CareerSource Pinellas systems and not through any outside (e.g., personal) e-mail or other system unless the employee first receives written approval by management. All employees must provide CareerSource Pinellas reasonable access to all CareerSource Pinellas equipment upon request at any time, and shall cooperate with CareerSource Pinellas in the file/data synchronization of its business data contained on any of the equipment. No employee is to delete or destroy any CareerSource Pinellas data absent express written approval by management. CareerSource Pinellas has the right to inspect CareerSource Pinellas issued laptop computers or other equipment at any time.

USE OF CAREERSOURCE PINELLAS SYSTEM AND EQUIPMENT:

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any component of the System, equipment, machines or tools appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

NO EXPECTATION OF PRIVACY ON SYSTEM:

CareerSource Pinellas reserves the right to retrieve and review any message composed, sent, viewed or received on the System, even if the employee is using the System to view or send personal e-mail or other personal internet based communications (social media) that are accessed from the System. Consequently, the ultimate privacy or confidentiality of messages and the use of the internet cannot be ensured. Anyone using the System expressly consents to the monitoring of their activities on the System (including e-mail, messaging, voicemail and use of the internet for any reason – business or personal) and to the retrieval of data from any computer hardware or other part of any system that records or stores electronic data or information. There is no personal right of privacy in these messages or equipment and employees should not expect that their activities, messages or data contained on any equipment or that utilize any part of the System are private.

CareerSource Pinellas may engage in monitoring of electronic mail messages or other electronic files created or accessed by employees. All employees must treat the System (including e-mail and use of the internet) with respect and only use it for official CareerSource Pinellas business or in a manner otherwise consistent with this policy and other policies and expectations of CareerSource Pinellas. Even when an e-mail message or internet history is deleted, it can remain in the computer's memory system and can often be retrieved at a later date.

Although employees need a password to access the voicemail system, they should not expect that voicemail messages are private, all messages are company records. The employee's supervisor and the human resources representativeHuman Resources Department or designee will maintain a log of all voicemail passwords. Employees must inform their supervisor and the human resourcesHuman Resources Department representative or designee immediately if they change the voicemail password on their phone.

Any items or parcels taken out of or off CareerSource Pinellas premises or property are subject to inspection/search. An employee's desk, workstation, work area, computer terminal, memory files, etc. and voicemail are subject to inspection/search at any time. CareerSource Pinellas may monitor any conversation or activity an employee has on CareerSource Pinellas owned or controlled premises or Systems, employees are subject to inspection/search, as permitted by law. Refusal to permit such search may result in disciplinary action up to and including termination.

An employee is prohibited from placing any new passwords or restrictors, or changing any existing passwords on any document, or component of the System without the prior authorization of management. Any password or restrictor must be revealed to and maintained by a second authorized source.

CAREERSOURCE PINELLAS DATA AND INFORMATION:

Any data stored or maintained on the System shall remain CareerSource Pinellas property and must be returned to CareerSource Pinellas upon request, at any time, or upon the termination of employment with CareerSource Pinellas. Employees must comply with all CareerSource Pinellas document and data retention policies. Any CareerSource Pinellas information and/or data saved or stored on any employee's personal laptop or home computer, or any other equipment or storage device, are also CareerSource Pinellas property and must be returned to CareerSource Pinellas upon request, at any time, or upon the termination of employment with CareerSource Pinellas. Such use of personal or third party equipment for CareerSource Pinellas business requires written approval by CareerSource Pinellas.

RETURN OF PROPERTY:

Employees are responsible for items issued to them by CareerSource Pinellas or in their possession or control, such as the following:

- Credit cards
- Equipment (computer, laptop, printer, furniture, etc.)
- Keys/key cards

Employees must return all CareerSource Pinellas property (equipment, documents, data, electronic information, copies, etc.) immediately upon request or upon termination of employment.

Unless otherwise prevented by state law, upon the termination of employment with CareerSource Pinellas, employees may not destroy any information related or belonging to CareerSource Pinellas (including any memoranda, records, files, user names and passwords, e-mail correspondence, and other documents and materials, including photocopies and other reproductions), and shall immediately surrender to CareerSource Pinellas any and all such information, regardless of the format or medium in which they are stored. Should an employee fail to comply with the provisions of this, in addition to any other remedies available to CareerSource Pinellas, the employee shall reimburse

CareerSource Pinellas for any damages that CareerSource Pinellas may incur as a result of the employee's destruction of or the failure to surrender the aforementioned information, including without limitation for the amount of time that has to be expended by CareerSource Pinellas' officers, directors, employees, agents or independent contractors to restore or recreate the information that the employee destroyed or failed to surrender.

DEVELOPMENT, USE AND OWNERSHIP OF INTELLECTUAL PROPERTY

This policy applies to intellectual property authored, created, made, conceived, invented, reduced to practice or otherwise developed by CareerSource Pinellas employees, which intellectual property arises from or is developed in relation to activities of employees as employees of CareerSource Pinellas, employees' participation in activities, projects or services of CareerSource Pinellas, including without limit, consultant work, workforce development planning, implementation activities, research, technical work, labor and other activities, in relation to the use of CareerSource Pinellas Resources or otherwise qualifies as CareerSource Pinellas Intellectual Property ("CareerSource Pinellas IP") as defined below in this policy.

It is the intent of this policy to ensure that employees understand CareerSource Pinellas' ownership rights in intellectual property created by employees in these and other scenarios or which otherwise qualifies as CareerSource Pinellas IP. This policy has been established to promote innovation and provide public benefit through the creation, development and improvement of intellectual property and technology, products, methods and practices created by employees, all of which is considered part of CareerSource Pinellas IP owned by CareerSource Pinellas. This policy, seeks to ensure that CareerSource Pinellas IP is appropriately developed, protected, used and deployed, thereby advancing CareerSource Pinellas' mission.

CAREERSOURCE PINELLAS INTELLECTUAL PROPERTY:

The policy of CareerSource Pinellas is that CareerSource Pinellas shall gain and retain ownership of any intellectual property, including without limit any invention, works of authorship, software code, trade secrets, trademarks, and data as part of CareerSource Pinellas IP, which is authored, created, made, conceived, invented, reduced to practice or otherwise developed by employees (whether solely or jointly with others) in any of the following scenarios: (i) in the field or discipline in which the employee is engaged as an employee of CareerSource Pinellas regardless of whether it is identified as a specific job responsibility or within the scope of job responsibilities; (ii) during, associated with or within the scope or course of an employee's work, role, duties and/or responsibilities or other services performed for or on behalf of CareerSource Pinellas, whether requested directly or not by CareerSource Pinellas; (iii) on, during or in association with any CareerSource Pinellas project, technology equipment or research; (iv) using CareerSource Pinellas Resources, in or related to the authoring, conception, reduction to practice, invention, or the creation of any intellectual property or portion thereof; or (v) based on, derived from or improving upon any other CareerSource Pinellas IP or otherwise qualifies as CareerSource Pinellas IP under this Intellectual Property Policy ("Work-Related IP"). CareerSource Pinellas IP includes such intellectual property created by employees as Work-Related IP as well as intellectual property obtained by contract, license, assignment or creation as a work-for-hire by or from employees.

CareerSource Pinellas Resources shall include CareerSource Pinellas' funds, equipment, facilities, materials, resources, data, information technology, time or personnel.

CareerSource Pinellas has a legitimate interest in such employee-created Work-Related IP being part of CareerSource Pinellas IP, and thereby owned by CareerSource Pinellas. It is therefore the policy of CareerSource Pinellas that all Work-Related IP will be part of CareerSource Pinellas IP and shall be the sole property of CareerSource Pinellas, except and unless explicitly otherwise governed by other provisions of this policy or other mutually executed written agreements which may be approved by the proper CareerSource Pinellas authority from time to time.

It is the policy of CareerSource Pinellas to assert its ownership of such CareerSource Pinellas IP in accordance with the terms of this policy for the purpose of promoting the use, distribution, licensing and commercial exploitation of such CareerSource Pinellas IP to improve the effectiveness and scope of CareerSource Pinellas services and benefits the public. It is not the policy of CareerSource Pinellas to assert ownership of intellectual property created by employees where such intellectual property does not qualify as CareerSource Pinellas IP, because it does not qualify as Work-Related IP, or does not meet such other qualifications as CareerSource Pinellas IP otherwise under the definition of CareerSource Pinellas IP or by contract or law.

CareerSource Pinellas shall oversee the protection of any Work-Related IP as part of CareerSource Pinellas IP which it decides to protect, commercialize or otherwise exploit, including selecting and engaging necessary professional services. CareerSource Pinellas IP may be commercialized by CareerSource Pinellas or in connection with third parties from which royalties or other payments can accrue, or through direct manufacture or marketing of the CareerSource Pinellas IP by or on behalf of CareerSource Pinellas to the public.

DISCLOSURE AND DETERMINATION OF CAREERSOURCE PINELLAS IP:

CareerSource Pinellas employees are required to disclose to CareerSource Pinellas any intellectual property conceived or reduced to practice, individually by employee or jointly with others, which would be controlled by this intellectual property policy, including any intellectual property which may qualify as CareerSource Pinellas IP under this policy. The employee must disclose such intellectual property, including all supporting documents, evidence, materials, data, prototypes and samples related to the intellectual property or necessary for the understanding, protection, use, publication or commercialization of such intellectual property. Employee must make such disclosure within thirty (30) days of the earlier of the conception, reduction to practice, fixation in a tangible medium or other acquisition or understanding of such intellectual property. Employee must also make such disclosure prior to any publication, offer for sale, sale, or public disclosure or use. Such disclosure and timing requirements are necessary in order for CareerSource Pinellas to reasonably and responsibly assess and evaluate the intellectual property for

protection, licensing and commercialization and for determining ownership of intellectual property and CareerSource Pinellas IP created by employees.

If an employee has a question about whether certain intellectual property created by the employee qualifies as Work-related IP or would constitute personal intellectual property, employee must contact the CareerSource Pinellas CEO for evaluation. CareerSource Pinellas retains the discretion to determine whether, based on the facts, creation of the intellectual property created by employee qualifies as Work-Related IP owned by CareerSource Pinellas or whether it would qualify as personal intellectual property of the employee.

PROHIBITED ACTIONS BY EMPLOYEES:

Employees shall not disclose, publish, use or commercialize CareerSource Pinellas IP without prior written approval of the CEO, unless required to do so by law.

Employees shall not enter into agreements related to the Work-Related IP, or any other CareerSource Pinellas IP, without prior written approval from the CareerSource Pinellas CEO. For example, employees shall not sign confidentiality agreements, assignments, license agreements, material transfer agreements, research agreements, or any other agreements that may restrict, commit, or affect CareerSource Pinellas IP that they may have created, without prior written approval of the CEO.

Employees shall not sell, license, assign, encumber or otherwise transfer CareerSource Pinellas IP, including without limit Work-Related IP, without prior written approval of the CEO.

Employees shall not publicly disclose or publish research findings, publications or any of the information involving any potential CareerSource Pinellas IP (including without limit any Work-Related IP) or other work-related data or results without prior written approval from the CEO, unless required to do so by law.

Employees shall not use trademarks, logos, names or other CareerSource Pinellas-associated identifying indicia for any uses outside of official CareerSource Pinellas business without the prior written approval of the CEO. Employees shall not enter agreements for use or licensing of any CareerSource Pinellas-associated trademarks without the prior written approval of CareerSource Pinellas management.

Employees shall not disclose confidential information or publish any CareerSource Pinellas trade secrets, confidential data, inventions or patent applications that have not yet been published unless they receive prior written approval of the CEO, and have executed a confidentiality agreement with CareerSource Pinellas, unless required to do so by law. Such Employees shall take reasonable measures to ensure the secrecy of CareerSource Pinellas IP.

Employees shall not apply for or otherwise seek protection or registration (including copyright, patent, or trademark registration) of any CareerSource Pinellas IP (including without limit any Work-Related IP) without prior written approval of the CEO.

All Employees shall refrain from any act that would encumber, defeat or limit CareerSource Pinellas' IP or other rights in any intellectual property which employee authors, makes, conceives, reduces to practice, fixes in a tangible medium or otherwise discovers or develops.

EMPLOYEE BENEFITS

CareerSource Pinellas is committed to providing employees with a benefits program that is both comprehensive and competitive. Benefits are made possible by employees and management working together and performing their respective job responsibilities to the best of their ability. The Company's benefits program will continue to be reviewed in an effort to provide good coverage.

Efforts have been made to provide a clear explanation of the benefits in non-legal language. However, benefits are defined in plan documents and, should questions arise, the plan documents will govern and not the wording of this Employee Handbook. We want you to understand all the benefits and should you have questions, do not hesitate to contact the Human Resources Department.

CareerSource Pinellas reserves the right, in its discretion, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums or other features of any benefit at any time. In addition, CareerSource Pinellas may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuation.

Benefits – Group Health

CareerSource Pinellas offers benefits to regular full-time employees as follows: Eligibility for group health insurance is the first day of a month after 30 days of full-time employment.

Paying for Benefits

CareerSource Pinellas provides regular full-time employees with a benefit stipend annually to purchase options approved by the Board to purchase health and welfare benefits. In addition, the Company will provide regular full-time employees life, AD&D, short-term disability and long-term disability insurance.

The benefits offered at group rates are medical/prescription drug, dental, vision, life and AD&D, short-term disability and long-term disability insurance.

If employees choose to opt out of the group health plan, proof of other coverage is required. Opting out of the plan makes the employee ineligible for medical/prescription drug and mental health benefits.

401(k) Retirement Plan

CareerSource Pinellas offers regular full-time and part-time employee's access to a 401(k) Retirement Plan that makes saving for retirement easy and convenient.

CareerSource Pinellas will make Non-Elective Contribution ("NEC") of 5% of regular full-time employees' earnings on a bi-weekly basis; eligibility begins after six months of employment. In addition, CareerSource Pinellas offers a Roth option which will allow you

to set aside after-tax earnings to grow tax-free. Regular part-time employees may also participate in the 401(k) if they work for CareerSource Pinellas at least 1,000 hours within any calendar year.

Employees age 50 and over can make additional catch-up contributions to the plan. Employees are 100% vested in company contributions after one year of employment.

Visit www.mykplan.com for more information on enrollment and investment options, more detailed provisions of the plan.

Educational Reimbursement

As an organization that has as one of its goals to upgrade the workforce of the region, CareerSource Pinellas provides its own regular full-time employees the opportunity to enrich and enhance their value to themselves and to CareerSource Pinellas by providing them with assistance for educational expenses when budget considerations permit. CareerSource Pinellas will reimburse up to \$1,000 per year toward resident tuition costs, laboratory fees, and textbook rentals or purchases to regular full-time employees who enroll in accredited college, university or continuing education courses provided –

- The employee has one (1) year of service with the Company unless the training is required for the employee to fulfill job duties and is pre-approved by the CEO.
- Credit courses are directly related to the employee's current work assignment or count toward a formal degree program that relates to the mission of the organization.
- Non-credit courses are directly related to the employee's current work assignment.
- At the completion of a course(s), the employee submits an official grade report indicating completion of the course with a grade of C or better.
- A receipt for educational expenditures must be submitted.
- The employee has received prior approval from the CEO that the course(s) to be taken is eligible for reimbursement. A request for educational assistance shall be submitted in writing.
- The course is not to be taken during the employee's work duty hours.
- Tuition reimbursement shall be limited to the prevailing residential tuition schedule at the State Universities and Community Colleges in the immediate Tampa Bay Area.
- When tuition, fees and textbooks can be paid by other financial aid sources, CareerSource Pinellas will reimburse only the difference between the actual cost and the financial assistance.
- Employees who receive educational assistance in any fiscal year, but resign from employment prior to the end of that fiscal year shall reimburse a pro rata share of the funds received based on the number of pay periods (of 26) remaining in the fiscal year after their last day worked.
- When reimbursement for educational assistance is to be for specialized training for the benefit of CareerSource Pinellas and/or will exceed \$1,000, a contractual

agreement between the employee and CareerSource Pinellas (by its CEO) will be developed which delineates-

- A commitment of the employee to remain in employment with CareerSource Pinellas for a finite time, and/or
- A provision for repayment of the reimbursement.

Paid Time Off (PTO)

The Company has established a Paid Time Off ("PTO") policy for all regular full-time employees. CareerSource Pinellas believes that employees should have opportunities to enjoy time away from work to help balance their lives. CareerSource Pinellas recognizes that employees have diverse needs for time off from work. We have established this PTO policy to meet those needs.

In establishing this policy, CareerSource Pinellas is providing a mere gratuity to its employees; PTO time will not be considered an amount due or wage owed to employees. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies or other needs that require time off from work. PTO will not be counted for the purpose of calculating overtime and will not be paid in excess of 40 hours per week. Employees are to request PTO through their immediate supervisor, who has the discretion to approve or disapprove based on Company needs. Adequate staffing must be maintained at all times.

During the first year of employment, PTO hours will be prorated from the date of hire for the calendar year. PTO accruals are available for use in the pay period following the pay period in which they are accrued. PTO accrual is based on the number of full years of employment, and follows the following schedule:

Length of Service	Maximum Hours	Annual Accrual of Hours Worked
Year 1 – 2	136 hours	5.23 hours
Years 3 – 4	160 hours	6.15 hours
Years 5 – 6	184 hours	7.07 hours
Years 7+	208 hours	8.00 hours

Use and Scheduling of PTO

Whenever possible, **PTO must be scheduled well in advance**. It is subject to Company approval, staffing needs and established procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affect the operations. CareerSource Pinellas may request the employee provide a statement from his or her health care provider at any time concerning the justification for an unscheduled absence. PTO may not be used for missed time because an employee reports late to work, except during inclement weather. PTO is paid at the employee's straight time rate. Employees are required to use available PTO when taking

time off from work with the exception of a Company-required absence due to low workload or absences occasioned by the Company.

Guidelines for Use of Paid Time Off (“PTO”)

- a) Employees may use PTO for unscheduled absences due to illness, illness in the family, personal business and other necessary causes for absences from work.
- b) Employees may accumulate PTO hours for use or payout in the future. However, accumulation of PTO hours may not exceed a total of 480 hours. If an employee exceeds 480 hours of accrued PTO, the excess over 480 hours accrual will stop, and may be lost to the employee at the end of the calendar year. For those employees who have exceeded 480 when this Employee Handbook is approved by the Board of Directors, they will be grandfathered per prior approved policy. Due to the needs of the business, no employee may urgently take PTO in order to reduce the hours accrued. Request for PTO must follow the normal procedure, even when maximum hours have been accrued.
- c) It shall be the policy of CareerSource Pinellas to encourage employees to take some of their PTO each year for vacation purposes. Requested time off for vacations will be approved by employees' supervisors only when arrangements can be made to assure required staff coverage. When there is a conflict, scheduling will be at the supervisor's discretion. Time off for vacation must be requested in accordance with departmental procedures. Preference in scheduling will normally be given to the employee who requested the time off first.
- d) Employees may use PTO hours down to a zero balance. Employees may not take PTO that has not yet been earned; that is, employees may not “borrow” against future accruals of PTO in order to take paid time off.
- e) PTO will be charged (that is, the employee's accrued PTO balance will be reduced) according to the actual number of hours used by the employee for the days that the employee would normally work.
- f) PTO hours used during a pay period shall not be counted as hours worked for the purpose of computing overtime.
- g) At the end of each calendar year, if funds are available and the CEO approves, CareerSource Pinellas may allow employees to request a payout of unused PTO hours with the following restrictions:
 - The employee PTO balance must exceed 160 hours, and the employee must retain an 80 hour balance after the election of a payout.
 - For those who have accrued the maximum of 480 hours they will be asked to receive a payout of partial or all (while leaving 80 hours remaining) in order to maintain accrual.
 - Subject to the above, the employee must request a payout of 80 hours or more.
 - PTO hours selected for payout will be paid at the employee's compensation rate in effect on December 31 of the year the election is made.
 - Payouts to employees will be made in the first pay period in February.
- h) PTO shall be paid at the employee's current hourly rate plus differentials and other premiums if applicable, at the time that it is taken.

- i) Accrued but unused PTO may be paid to terminating employees, but only if they were employed with CareerSource Pinellas at least ninety (90) days.

Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, or disability, appointments, emergencies or other needs that require time off from work.

An employee who has exhausted PTO and is not eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act or other applicable law has no right to take unpaid leave and is not entitled or allowed to miss work. An employee who does so will be subject to disciplinary action, up to and including termination.

Holidays

All regular full-time and part-time employees will receive the following paid holidays, ~~except those within their first ninety (90) days of employment:~~

1) New Year's Day	January 1
2) Martin Luther King Jr's Birthday	Third Monday in January
3) Memorial Day	Fourth Monday in May
4) Independence Day.....	July 4
5) Labor Day.....	First Monday in September
6) Veterans' Day.....	November 11
7) Thanksgiving Day.....	Fourth Thursday in November
8) Friday after Thanksgiving Day.....	Fourth Friday in November
9) Christmas Day.....	December 25

If the holiday falls on a weekend, employees will receive the preceding Friday or following Monday as the paid holiday. If Christmas Day falls on a Tuesday or Thursday, the preceding Monday or following Friday shall also be recognized as a holiday. If an employee works a paid holiday, he or she will receive another day as the paid holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Regular full-time employees receive eight (8) hours of holiday pay for each holiday. Regular part-time employees receive four (4) hours of holiday pay for each holiday.

Nursing Mothers Accommodations

CareerSource Pinellas seeks to ease the transition of mothers returning to work following the birth of a child with lactation accommodations for nursing mothers. For up to a year following a child's birth, nursing employees will be provided break time to express breast milk to accommodate their nursing needs during the workday. Said employees will be allowed a reasonable break time whenever they have the need to express milk throughout the day. The employee will work with her supervisor in developing a schedule.

Employees with questions or concerns regarding this policy should contact the Human Resources Department.

Workers Compensation

CareerSource Pinellas provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses, no matter how minor, must report them to their supervisor immediately or at least within 24 hours of the accident or occurrence. This will enable an eligible employee to qualify for coverage as quickly as possible.

LEAVE BENEFITS (OTHER THAN PTO AND HOLIDAY LEAVE)

Bereavement/Funeral Leave

If there is a death in the immediate family (spouse or life partner, parent, child, sibling, grandparent or grandchild), regular full-time employees are entitled to receive up to a maximum of three (3) days off from work with pay. These days must be consecutively scheduled and will be paid at a straight time rate. Bereavement leave will not be counted for the purpose of calculating overtime and will not be paid in excess of 40 hours per week.

Domestic Violence Leave

CareerSource Pinellas allows employees to take up to three (3) days of leave in any twelve (12) month period if the employee or a family or household member of an employee is a victim of domestic violence or sexual violence. Employees may use their accrued PTO or unpaid leave to do so. CareerSource Pinellas will maintain the confidentiality of the requested leave as well as any information related to the employee's leave in accordance with law.

Emergency Leave

At times, emergencies such as severe weather, fires, power failure or the like can disrupt CareerSource Pinellas operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, regular full-time employees will be paid for time off, up to four (4) days maximum, including the day employees arrived in which the offices closed early due to emergencies. Employees may take unused PTO benefits for any additional days after four (4), if closure is longer. Any employee who fails to return to work once office is opened will be subject to disciplinary action, up to and including termination.

Employees in essential operations may be asked to work on a day when CareerSource Pinellas offices are officially closed. In these circumstances, employees who work will receive their regular pay.

Family and Medical Leave

OVERVIEW: Under the Family and Medical Leave Act (“FMLA”), employees are afforded certain rights concerning family care and medical leave. Accordingly, CareerSource Pinellas will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) of FMLA leave during a 12-month period to eligible employees. The FMLA leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this Employee Handbook. All employees are required to use all accrued PTO towards FMLA leave, until they have exhausted all available hours. If on full-time

unpaid leave, employees will not accrue PTO while on the unpaid portion of leave. All insurance benefits will remain in place whether on paid or unpaid leave. When on unpaid leave, the employee will be responsible for paying all insurance premiums, if applicable.

ELIGIBILITY: This policy applies to all employees eligible for leave under FMLA. An employee who has been employed by CareerSource Pinellas for at least 12 months and has worked at least 1,250 hours during the 12-month period preceding the request for leave is eligible for FMLA leave. Paid or unpaid absences (including workers' compensation, short term disability, and other paid or unpaid time off) prior to taking FMLA leave are not included in the 1,250 work hours reference above.

BASIC LEAVE ENTITLEMENT:

An eligible employee is entitled to take up to 12 weeks of job-protected FMLA leave for the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition;¹ or
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.

MILITARY LEAVE ENTITLEMENT:

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week FMLA leave entitlement to address certain "qualifying exigencies." Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes military caregiver leave that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember for purposes of military caregiver leave is:

- A current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in

¹ A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity (inability to work) of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or

- A veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.

PAY DURING FMLA LEAVE:

Under the FMLA, family medical leave generally is unpaid. However, CareerSource Pinellas has made provisions for employees to receive pay during FMLA leave under certain circumstances, described below. While third party pay is not considered for leave accrual purposes, PTO is counted for purposes of applying pro-rated leave accruals.

PTO: An employee must use accrued PTO concurrently with FMLA leave.

Short Term Disability ("STD"): An employee may be eligible for STD payments during FMLA leave for his/her own serious health condition, including pregnancy. Employees must apply and be approved for STD. PTO is used during any STD elimination period. STD amounts received may be used to reduce PTO usage as needed to try and equate total gross pay to 100% of base and/or ensure pay sufficient to cover employee's benefit premiums.

Workers' Compensation "Lost Time": FMLA leave runs concurrently with Workers' Compensation Lost Time if the basis for the Lost Time also meets the definition of a serious health condition under the FMLA. PTO may be used as needed to try and equate total gross pay to 100% of base and/or insure pay sufficient to cover the employee's benefit premiums.

EMPLOYEE BENEFITS DURING FMLA LEAVE AND JOB RESTORATION RIGHTS:

Health Insurance: During an employee's FMLA leave, CareerSource Pinellas will maintain health insurance and other group health benefits on the same conditions as if the employee was working subject to applicable plan documents and law. If the employee wants benefits to continue during FMLA leave, he/she must continue to pay the share of the premiums for those benefits at the same contribution rate as if he/she were an active employee. If any portion of FMLA leave is paid by CareerSource Pinellas, the employee's share of the benefit premiums will be paid through automatic payroll deductions. While on unpaid FMLA leave, all insurance premiums will need to be paid by check, cashier's check or money order, made payable to CareerSource Pinellas. CareerSource Pinellas' obligation to maintain health benefits cease if an employee fails to pay his/her share of premiums for which he/she is billed. Under limited circumstances, CareerSource Pinellas may be entitled to recoup costs associated with CareerSource Pinellas' paid share of the

employee's premiums when an employee fails to return to work for a reason other than a serious health condition. Once FMLA is exhausted, or if an employee is on a non-FMLA leave, benefit continuation will be handled through COBRA at the employee's expense.

Accrual of PTO during FMLA Leave: Employees will continue to accrue PTO while on FMLA leave in proportion to the hours of paid leave during the pay period of accrual. PTO will not accrue during unpaid hours of FMLA leave.

Holidays during FMLA Leave: Employees will not be paid for holidays that fall during FMLA leave unless the holiday falls on a day covered by PTO accrual.

Job Restoration: With the exception of certain key employees, employees who return to work from FMLA leave within or on the business day following the expiration of the leave are entitled to return to their job or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Employees who do not return to work timely upon the expiration of FMLA leave and who do not have an approved leave extension will be treated as having voluntarily terminated their employment.

Designation of key employee status and whether such status will affect the employee's right to reinstatement will be made at the time the employee requests leave, or at the commencement of leave, whichever is earlier, or as soon as practicable thereafter if such determination cannot be made at that time. However, the highest paid 10% of employees are not guaranteed reinstatement if reinstatement will cost CareerSource Pinellas substantial and grievous economic injury. In such cases, CareerSource Pinellas will notify the employee as soon as the determination is made that reinstatement is not available.

Benefits Accrued Before FMLA Leave: Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the leave.

FMLA "LEAVE YEAR":

For the purposes of this policy, CareerSource Pinellas uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Available leave is determined by subtracting the number of weeks of FMLA leave taken during this 12-month "look back" period from the 12-week total allowed. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months. For those currently on FMLA, the prior rolling forward method will not be changed to the rolling back method until 60 days after this policy update. In addition, the transition will take place in such a way that the employees, while on FMLA leave, retain the full benefit of their leave entitlement under whichever method affords him/her greatest benefit. However, as required by regulation, the twelve (12) month period for calculating leave needed to care for a covered military servicemember begins when the employee first starts taking leave and ends twelve (12) months after that date.

USE OF LEAVE AND SPOUSAL RULES:

An employee does not always need to use FMLA leave in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt CareerSource Pinellas' operations. Employees may also take leave due to "qualifying exigencies" (described above) on an intermittent basis. Some additional requirements apply:

- FMLA leave taken for the birth of a child or placement of a child for adoption or foster care, the entitlement to leave expires twelve (12) months from the date of the child's birth or placement. FMLA leave for time to bond with a newborn child or newly-adopted child is not available on an intermittent or reduced schedule basis unless specifically approved by CareerSource Pinellas.
- If both spouses work for the CareerSource Pinellas, the combined leave shall not exceed twelve (12) weeks in a twelve (12) month period if the leave is taken for the birth of the employee's child, or to care for the child after birth, for the placement of a child with the employee for adoption or foster care, or to care for the employee's parent with a serious health condition. However, if the leave is taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious illness, then each employee is eligible for twelve (12) weeks of leave.
- If both spouses work for CareerSource Pinellas, the combined leave shall not exceed twenty-six (26) weeks of leave during the single twelve (12) month period described above if the leave is taken to care for a covered servicemember with a serious injury or illness.
- To the extent allowed by law, in the event an absence is for an FMLA qualified reason, CareerSource Pinellas reserves the right to count it as FMLA leave whether the employee has requested FMLA leave or not.

HOW TO REQUEST FMLA LEAVE AND NOTICE REQUIREMENTS:

Generally, when requesting FMLA leave, employees must be prepared to provide sufficient information for CareerSource Pinellas to determine if the leave is covered by the FMLA and the anticipated timing and duration of the leave. Sufficient information may include the following: whether the employee is unable to perform job functions; whether the employee's family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; whether the leave is for a reason for which the employee previously took FMLA leave; and the circumstances supporting the need for military family leave.

More specifically:

- An employee must provide 30 days' advance notice to his or her supervisor of the need to take FMLA leave when the need for leave is foreseeable.
- When 30 days' notice is not possible, the employee must provide notice to his or her supervisor as soon as practicable.

The Human Resources Department (“HR”) will inform employees of additional obligations, including the need for a medical certification supporting the need for FMLA leave. HR will also notify the employee as needed for return to work clearance requirements, recertification, new or updated certifications, need for clarification, and similar requirements.

CAREERSOURCE PINELLAS’ RESPONSIBILITIES:

CareerSource Pinellas will inform an employee requesting FMLA leave whether he or she is eligible under FMLA.

If he or she is eligible, CareerSource Pinellas will notify the employee of any additional information required as well as the employee's rights and responsibilities.

If CareerSource Pinellas determines that the leave is not or would not be FMLA-protected, it will notify the employee and provide a reason for ineligibility.

CareerSource Pinellas will also inform an employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement.

THE EMPLOYEE’S RESPONSIBILITIES:

The following conduct is strictly prohibited in relation to FMLA leave:

- Failing to follow the absence requirements when absent;
- Engaging in fraud, misrepresentation or providing false information to CareerSource Pinellas or any health care provider;
- Engaging in other employment or any other work activity, whether paid or unpaid, during the leave, without prior written disclosure to HR and approval;
- Failure to comply with the employee's obligations under this policy; and
- Failure to timely return from the leave.

Employees who engage in conduct described above will be subject to loss of benefits, denial or termination of leave and disciplinary action, up to and including termination.

CAREERSOURCE PINELLAS' COMMITMENT:

CareerSource Pinellas will not interfere with, restrain, or deny the exercise of any right provided by the FMLA, nor will it discharge or discriminate against any individual for opposing any practice or involvement in any proceeding relating to the FMLA.

QUESTIONS:

Any questions about the FMLA policy should be directed to the Human Resources Department.

Jury Duty

All regular full-time employees will be granted leave with pay to serve on a jury if summoned. Employees must show the jury duty summons to their supervisor as soon as possible so that arrangements may be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Either CareerSource Pinellas or the employee may request an excuse from jury duty if, in CareerSource Pinellas' judgment, the employee's absence would create serious operational difficulties.

Military Leave

SHORT TERM MILITARY LEAVE:

Employees who are members of the Armed Forces Reserve or National Guard shall be eligible for pay continuation for up to fourteen (14) days per year while they are on active, legally required, short term military service.

- Employees shall receive the difference between their regular pay and the daily pay provided by the military (less all allowances received for rations and travel).
- Payment shall be limited to eight hours per day or forty hours per week.
- His/her National Guard or Reserve Unit must order the employee to temporary active duty. Notification of the orders (oral or written) must be given by the employee to the employee's supervisor unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

LONG TERM MILITARY LEAVE:

CareerSource Pinellas' policy is intended to conform to the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), which in all cases shall be the guiding principles.

Long Term Military Leave of Absence is interpreted to mean a leave of absence for the purpose of performing active military duty with the United States Armed Forces for a period of 31 or more consecutive days, but not more than five years unless extended involuntarily by law.

- A leave of absence for military service will be granted to employees who received orders to report for induction or have enlisted in the Armed Forces of the United States.
- Employees who wish to go on Military Leave status must give written or verbal notice to their supervisor as far in advance as possible.
- Employees who have served 31 to 180 days of active duty in the ready reserves must notify CareerSource Pinellas of their availability to return to work within 14 days of the date active duty was completed, or if hospitalized as a result of military service up to two years after discharge, in order to be eligible for reinstatement.
- Employees who serve 181 days or more of active duty must notify CareerSource Pinellas of their availability to return to work within 90 days of their date of completion of active duty to be eligible for reinstatement.
- Employees must report to their supervisor within 90 days after discharge and present suitable proof that they have completed their training and service in the Armed Forces in a satisfactory manner. They must be eligible for reinstatement under the conditions provided in the USERRA and other applicable legislation.
- USERRA provides that an employee who leaves a position to enter military service shall be reinstated into the job he/she had or would have held if he/she had remained continuously employed, including promotions and step advancements. If absent for 91 days or greater, all bonuses, financial and advancement opportunities must be offered as if the member never left.
- Employees returning from Military Leave of Absence will be entitled to such benefits, as they would have had if they had not been on military absence or leave and as provided for by the USERRA.

Personal Days ("PD")

CareerSource Pinellas shall grant regular full-time employees leaves of absence with pay for four personal days selected by the employee.

- a) The personal days shall be used in the same fiscal payroll year they were gained, between July 1 and June 30 of the next year.
- b) Personal days shall not be cumulative.
- c) Employees will not be paid for unused personal days.
- d) Personal days must be scheduled and approved in advance by the employee's supervisor, except for emergencies).
- e) Personal days should be taken in 4 hour increments at minimum. During an employee's initial year of hire, the number of personal days awarded shall be based on date of hire.
- f) Between July 1 and September 30Four personal days
 Between October 1 and December 31.....Three personal days
 Between January 1 and March 31Two personal
 Between April 1 and June 30No personal days

Unpaid Leave of Absence

CareerSource Pinellas may provide an unpaid leave of absence to eligible employees who wish to take time off from work duties to fulfill personal obligations when they are not otherwise entitled to other types of leave provided in this Employee Handbook, such as PTO, STD or FMLA leave.

Unpaid leave may be granted to regular full-time employees for a period deemed appropriate. Requests for unpaid leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions and limitations of applicable plans, health insurance benefits will be coordinated by CareerSource Pinellas and applicable contributions may be maintained.

Holiday and PTO benefits will be suspended during unpaid leave and will resume upon return to active employment.

When the unpaid leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, CareerSource Pinellas cannot guarantee reinstatement in all cases.

If an employee needs an unpaid leave of absence, the employee must submit a leave request form to his or her supervisor. This written request, together with any required supporting documentation, must be submitted at least 30 days before the date on which the requested leave is to begin unless the need for a leave is not sufficiently foreseeable to give such notice. In that case, the employee must submit the written request and supporting documentation as soon as practicable. If the leave is foreseeable, the employee shall make a reasonable effort to schedule any planned leave so as not to unduly disrupt CareerSource Pinellas operations. Any unpaid leave of absence, or any extension of such leave, is subject to written approval of the Chief Executive Officer.

If the Chief Executive Officer grants a leave of absence, such leave will begin on the first workday that is missed as a result of the situation requiring the leave. Should the employee request an extension of his or her leave of absence, the employee must furnish his or her supervisor with a written request for an extension, in writing, before the expiration of the original leave of absence or most recent extension.

The Chief Executive Officer may request documentation, including certification by a medical doctor (or other appropriate health care provider), of any circumstances requiring necessitating a leave or extension.

WORK ENVIRONMENT AND EMPLOYEE CONDUCT

Absenteeism and Tardiness

Habitual tardiness and excessive absenteeism impacts CareerSource Pinellas' ability to render quality service to its clients; and, therefore, will not be tolerated. Any absence or tardiness, the reason for which is unjustifiable in the opinion of CareerSource Pinellas or is not authorized by law, will be considered an unexcused absence or tardiness. Management has the right to expect that employees will be present and ready for work, when and where they are assigned. CareerSource Pinellas requires reliable performance and will act when the requirement is not met. Unexcused absenteeism or tardiness may lead to disciplinary action, up to and including termination of employment.

Employees are expected to call their immediate supervisor for an immediate (same day) tardy/absence for any reason at least two hours before the start of their workday. Calling in tardy/absent via text messaging is NOT appropriate and will not be considered acceptable notice. Failure to call-in at least two hours before the start of the workday may lead to disciplinary action, up to and including termination of employment.

Alcohol and Drug-Free Workplace

It is CareerSource Pinellas' desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. All employees are required to sign a Drug-Free Workplace Certification Form.

While on CareerSource Pinellas premises and while conducting business-related activities off CareerSource Pinellas premises, no employee may manufacture, distribute, dispense, sell, possess, use or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

CareerSource Pinellas' Chief Executive Officer reserves the right to inspect any items on CareerSource Pinellas' premises, including personal property in an employee's possession and to require employees to submit to a drug test within 24 hours to determine the presence of alcohol or illegal drugs in their system.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees are required, as a condition of employment, to notify CareerSource Pinellas of any drug or alcohol-related criminal arrest or charge no later than five days after such arrest or receipt of charge.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters or this policy with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community, and they may do so without fear of reprisal.

Appearance Policy

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image CareerSource Pinellas presents to clients, employers and the community. CareerSource Pinellas requires a professional appearance in its employees' attitude, communication and attire. All employee clothing must be clean, neat, pressed and project a well-groomed appearance.

Employees must consider their individual schedule/assignment for each day when deciding what to wear to work. In order to project a high level of professionalism, meetings with vendors, clients or other individuals outside of the organization may require a higher standard of dress than what is common for the office. Employees dealing with facilities issues such as a custodian or maintenance employee may be required to wear specific clothing based on the nature of the duties.

Good personal hygiene and personal habits are also very important. Body cleanliness, especially hands and fingernails, is a must. No employee is permitted to wear un-natural hair colors (i.e., blue, green). With the exception of business-appropriate pierced ears and small, inconspicuous nose-piercings, piercings on any other visible part of the body while at work is not permitted. Although tattoos are generally permitted, if any tattoo is deemed inappropriate the employee will be required to cover it.

The following articles and types of clothing cannot be worn in the workplace unless an exception is noted below:

- Athletic jerseys, tank tops, tube tops, halter tops, backless or bare midriff shirts, shirts with written slogans, expressions or depictions
- Spandex/Lycra garments, leggings, jeggings, jeans, shorts, sweat pants, running or warm-up suits, workout clothes and overalls or coveralls
- Underwear as outerwear, excessively tight, provocative or revealing attire or off-the-shoulder garments
- Wrinkled, stained, ripped or "distressed" clothing
- Hats, caps, sweatbands and similar headwear
- Tennis shoes, sneakers, athletic shoes, or flip flops
- Bull ring, gauge earrings, any other piercings not expressly listed above as acceptable

Please note that the list above is not all inclusive. The purpose of this policy is to ensure a professional work environment. If the Director, along with HR and the CEO, determine that an employee's personal appearance is inappropriate, the employee may be asked to

leave the workplace until the employee is complaint with this policy. Under such circumstances, the employee will not be compensated for the time away from work. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Any employee that requires a reasonable accommodation relating to this policy based on religion, disability or other grounds protected by law should contact HR. Any questions about this policy and/or whether or how it applies to an employee's particular circumstances should also be directed to HR.

Code of Conduct

In order for any group to work together efficiently and safely, it is necessary to have a reasonable Code of Conduct based on honesty and fair play. If an employee is not considerate of others and does not observe reasonable rules of conduct, disciplinary action may be taken, up to and including termination of employment. Because all persons do not always have the same ideas about good conduct, it is necessary to adopt and enforce certain rules.

We have listed below offenses, which we consider to be serious enough to result in discipline, up to, and including termination of employment. However, this is not meant to be a complete list of such offenses, and the list may be supplemented at any time. Nor is it meant to alter our employment at will status whereby CareerSource Pinellas may decide in its sole discretion to terminate employment of an employee at any time or for any reason, without notice and without any proven violation of this Code of Conduct.

1. Any threatening, intimidating, coercing, harassing, bullying, violent, rude, discourteous or unprofessional behavior, on or off Company premises, which is not protected by Section 7 of the National Labor Relations Act ("NLRA") and which adversely affects the Company's services, operations, property, reputation or goodwill in the community or interferes with work.
2. Violation of policies contained in this Employee Handbook.
3. Unauthorized and unlawful use of any employer-owned or leased equipment, including but not limited to letterhead, computers, phones, cars, e-mail, voice mail, software applications, passwords or access codes.
4. Unauthorized or excessive absence and tardiness.
5. Failure to notify the Company of absence or tardiness consistent with the Company's procedure, including giving 2 hours' notice prior to start time if unable to be at work at the scheduled time.
6. Insubordination, including improper conduct toward a supervisor or client, or refusal to perform tasks assigned by the Company.
7. Reporting to work under the influence of alcohol, illegal drugs, or any other type of substance which creates an intoxicating effect to the extent that it prevents an employee from performing the employee's essential job functions or performing such functions in a safe manner.
8. Release of confidential information about the Company, employees or clients.

9. Theft of any kind or unauthorized removal or possession of property from the Company, co-workers or clients.
10. Altering, falsifying, removal or destruction of any timekeeping record, in any manner including, intentionally recording another employee's time or allowing someone else to record your time.
11. Falsifying, misleading, or making a material omission on your employment application or any other Company record.
12. Misuse, destruction, or not supplying information of any Company property, including intellectual property, such as login and password information.
13. Misusing, destroying or damaging property of the Company, a co-worker, client, or a visitor.
14. The possession of any weapon or dangerous substance (such as mace or pepper spray) on Company property by any employee, including employees who possess a valid concealed weapons license. This does not apply to employees who leave a weapon in their vehicle pursuant to Florida law or to employees authorized by federal or state statute to carry a firearm as a sworn law enforcement officer or first responder.
15. Unsatisfactory job performance of any kind.
16. Violating safety or health rules or practices or engaging in conduct that creates a safety, health or environmental hazard.
17. Sleeping while on duty.
18. Except for meal periods, leaving the Company's premises or your work location without supervisory approval prior to the end of a scheduled work shift.
19. Misuse of the Company's time, including excessive personal phone calls, texts, e-mails, social media use or engaging in any other non-work related activity during work time.
20. Soliciting contributions, accepting donations, gratuities, or support of any amount or kind from clients, salespersons, or supplier representatives, which is not protected by Section 7 of the NLRA, without authorization of management.
21. Failure to maintain a license or certification required for your position.
22. Working off the clock, working overtime without proper authorization and/or failing to record all time worked.

Driving

CareerSource Pinellas permits select employees to drive vehicles owned, leased or rented by the Company ("company car") to perform work for the Company or on the Company's behalf during their period of employment. Personal use of a company car is not permitted. Personal use includes use for personal errands, commuting to/from work, vacation or weekend use or use by a spouse, dependents or friends. Only those employees who have received written permission from the CEO are authorized to use company cars. All drivers are responsible for using company cars in a safe, lawful and reasonable manner. Any employee who abuses or violates this policy will be subject to disciplinary action, up to and including termination of employment.

RECORD OF BUSINESS USE:

Employees must maintain records documenting business use of company cars during each month and must provide to the Company by the tenth day of the month following the use a statement for each vehicle used. The monthly statement must include:

- Which company car(s) the employee used;
- Beginning and ending odometer readings;
- The number of miles traveled with the car;
- Date(s) of business use;
- Business purpose(s) for the use;
- Starting and ending location(s) of each drive;
- Fuel expenses; and
- Any maintenance expenses.

FUEL AND MAINTENANCE EXPENSE PROTOCOLS:

CareerSource Pinellas will reimburse expenses for fuel costs, parking fees and tolls associated with company car use under this policy. In addition, CareerSource Pinellas will reimburse for necessary company car maintenance performed with written approval of the CEO.

For any out-of-pocket expenses, drivers may request reimbursement for covered company car costs by completing an expense reimbursement form and submitting the completed form to the Company. All expense reimbursement forms must be signed and verified by the driver. Expense reimbursement forms must include original receipts or other substantiating documentation for each expense showing the:

- Amount paid;
- Date the expense was incurred and paid;
- Vendor or provider name and location;
- Nature of the expense; and
- Business purpose.

Drivers must submit expense reimbursement forms to the Company within 60 days of incurring the expense. CareerSource Pinellas reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late or otherwise fails to fully comply with the Company's policy, as determined by the Company in its sole discretion. Expense reimbursement forms may be subject to audit by the Company or by government agencies.

CareerSource Pinellas will provide reimbursement promptly following verification of the expense and appropriate substantiation, but in any event, no later than December 31 of the calendar year following the calendar year in which the expense is incurred.

If a driver receives an excess reimbursement, he or she must report and return any excess amounts to the Company within 120 days.

ACCOUNTABLE PLAN:

This policy is intended to qualify as an “accountable plan” under the Internal Revenue Code (“IRC”) and relevant Treasury Regulations.

PERMISSIBLE USES:

Company cars are available to authorized employees for business purposes. Uses beyond those specified in this policy must be specifically authorized by the CEO.

Nonexempt employees driving company cars for business purposes must record all time spent driving.

AUTHORIZED DRIVERS AND PASSENGERS:

Only authorized employees can drive company cars. Employees permitted to drive company cars must have a valid driver's license and active auto insurance. In the event that an authorized driver's license is suspended or revoked, that individual must notify the CEO as soon as possible.

Consistent with relevant background check laws, the Company reserves the right to evaluate the driving record of all company car drivers and revoke driving privileges as necessary.

Transportation of passengers is authorized for business use of company cars, but the number of passengers cannot exceed the number of passenger seats with seat belts available, and passengers may only occupy company cars for purposes authorized by this policy. To the extent that a child will be traveling in a company car, child safety seats must be used and installed in a manner consistent with governing law.

SAFETY STANDARDS:

Everyone operating a company car is expected to operate the vehicle in a safe and lawful manner. Safe driving standards include, but are not limited to:

- Maintaining a reasonable rate of speed;
- Abiding by traffic signals and signs;
- Wearing seat belts;
- Avoiding aggressive and reckless driving;
- Never driving in unsafe conditions;
- Never driving when impaired by alcohol, drugs or fatigue;
- Never texting or e-mailing while driving;
- Never talking on a cell phone while driving;

- Never listening to headphones while driving; and
- If a company car seems to be unsafe or in need of maintenance, drivers must bring this issue to the attention of the CEO or designee as soon as possible.

In addition, company car drivers must respect the vehicle as company property and take steps to avoid damage to it and its contents, including:

- Keeping property secure, including locked doors, closed windows and properly maintained valuables (including confidential information). Personal items may not be stored in a company car, and personal losses generally will not be reimbursed;
- Never transporting dangerous or flammable materials unless specifically authorized in writing by the CEO;
- Never attaching or pulling trailers or other vehicles;
- Never making after market changes to the car;
- Never picking up hitchhikers; and
- Never transporting items for third parties other than those associated with the Company's business for legitimate business purposes.

In the event of an accident, the driver must stay with the company car and file a police report or otherwise cooperate with the police, as applicable. Employees should not attempt to provide medical care to those involved in an accident beyond their level of suitable training. Company car drivers must communicate the details of the accident to the CEO as soon as possible, and must also communicate theft of company property (including the car itself) and any moving violations.

SECTION 409A OF THE INTERNAL REVENUE CODE:

Reimbursements and in-kind benefits under this policy are intended to comply with IRC Section 409A and applicable guidance issued under it or an exemption from the application of Section 409A. Accordingly, all provisions of this policy will be construed in a manner consistent with the requirements for avoiding taxes or penalties under Section 409A. The amount of reimbursements and in-kind benefits provided under this policy in any calendar year will not affect the amount of reimbursements and in-kind benefits provided during any other calendar year and the right to reimbursements and in-kind benefits under this policy cannot be liquidated or exchanged for any other benefit.

Notwithstanding any provision of this policy, the Company will not be liable to any employee for any taxes or penalties imposed under Section 409A on any reimbursements and in-kind benefits under this policy.

SAFE DRIVING WHILE AT WORK:

CareerSource Pinellas values the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, the Company's intent is that any person who drives a vehicle while performing official Company business is both qualified to drive under Florida's motor

vehicle laws and has the ability to operate the vehicle in a safe manner. The goal of this policy is to assure employees who drive on Company business have sufficient knowledge, skill and ability to protect themselves, CareerSource Pinellas and the public from an unsafe driver. It is the policy of CareerSource Pinellas that all individuals who drive any vehicle to conduct official Company business must obey all State of Florida laws while driving, must maintain an acceptable driving record and must follow the reporting requirements included within the policy. Failure of any individual conducting business on behalf of the Company to comply with this policy may result in disciplinary action, up to and including termination of employment.

Ethics

The successful operation and reputation of CareerSource Pinellas is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Employees are expected to observe the highest standards of business ethics and are responsible for their role in our Company. Honesty and reliability are very important and we expect to be able to trust each employee. Except as allowed by law, staff members should endeavor to avoid situations where their personal interests may conflict or appear to conflict with Company policy. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Chief Executive Officer.

The continuous success of CareerSource Pinellas is dependent upon our employees' trust and we are dedicated to preserve that trust. Employees owe a duty to the Company and its clients to act in a way that will merit the continued trust and confidence of the public. CareerSource Pinellas will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

CONFLICTS OF INTEREST:

All employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of said employee as a result of CareerSource Pinellas' business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of conflict" is created by the mere existence of a relationship with outside business/agencies. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to a supervisor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a company with which CareerSource Pinellas does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving CareerSource Pinellas.

Employees shall not accept any fees or other remuneration (i.e., gifts) from any organization or institution in conjunction with a project or program for which CareerSource Pinellas funds are being sought or have been granted.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

NEPOTISM AND FAVORITISM:

Employee relatives or non-related members of the employee's household will be considered for employment on an equal basis with other applicants for those positions where neither relative nor non-related household member would be directly or indirectly supervising or checking the work of the other. An employee or appointing authority who has been given authority to appoint, employ (hire), promote or otherwise advance individuals or to recommend individuals for appointment, employment (hire), promotion or advancement in connection with employment is prohibited from appointing, employing, promoting or participating in an interview of any such relative or non-related member of household.

For the purposes of this policy, a relative is defined as spouse, domestic partner, child, step-child, mother, step-mother, father, step-father, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, first cousin, aunt, uncle, niece and nephew. Relatives include any "half-relatives." This policy applies to all relatives, whether by blood or adoption.

- The CEO has the responsibility to review all employee promotions, transfers and offers of employment when the individual considered is related to a CareerSource Pinellas employee, related to a DEO employee assigned to CareerSource Pinellas or is a non-related member of the same household.
- If employees become related through marriage after employment or become members of the same household after employment, the CEO and appropriate supervisor(s) will review their job assignments for conformance with this policy. Depending upon the scope of the respective job assignments, one or both of the relatives or non-related household members may be required to transfer to another department, or, if that is not possible, one of the employees may be asked to resign.
- It is the responsibility of the CareerSource Pinellas employee to inform the appropriate supervisor and CEO of situations when any relative or person who is

a non-related household member has applied for or has been hired into a CareerSource Pinellas position, either regular or temporary.

Media Contacts

Employees should never speak to the media on the Company's behalf without the CEO's approval. All media inquiries should be forwarded to the CEO. If you are confronted by a reporter or camera person asking for comment about CareerSource Pinellas, it is appropriate to excuse yourself from comment by saying, "*It is our policy that any media requests be handled through the office of the CEO. Let me contact someone for you.*"

Permission for the media to photograph, film, record and/or interview non-Company personnel on location may be given only if non-Company personnel are willing and give permission in writing on a CareerSource Pinellas "Consent to Photograph/Film/Record and/or Interview" form, available only through the Human Resources Department. If the media wants to photograph, film, record and/or interview in a Company facility, an announcement should be made in the area(s) where they will be working to notify those in the area who may not wish to be recorded.

Outside Employment

CareerSource Pinellas respects your right as an individual to conduct your personal affairs without any undue influence. However, we need your best efforts as an employee to have an efficient operation. A full-time job with CareerSource Pinellas is, in our opinion, your primary job. Therefore, any work you might do outside your working hours must not interfere with your work here. Employees will not be granted a modified work schedule to accommodate outside employment. If your performance appears to be affected or if your outside employment represents a conflict of interest, you will be subject to disciplinary action, up to and including termination.

Personal Data Changes

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, changes to driver license status should you be required to drive as part of your job and other such status reports should be accurate and current at all times.

Public Records

Chapter 119 of Florida Statutes, or the Sunshine Law, provides that any records made or received by any public agency in the course of its official business are available for inspection unless specifically exempted or declared confidential by the Florida Legislature. CareerSource Pinellas, by virtue of its history and mission, must comply with the Sunshine Law.

Over the years, the definition of what constitutes “public records” has come to include not just traditional written documents such as papers, maps, and books, but also tapes, photographs, film, sound recordings and records stored in computers, smartphones and the cloud. By way of example, computer records, e-mails, social media entries, tape recordings, text messages, voicemails and instant messages are public records when they are made or received by an employee in connection with official government business and are used to perpetuate, communicate or formalize knowledge.

The Sunshine Law establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. Under certain circumstances, records of CareerSource Pinellas may or may not be subject to public records requests.

All public records requests shall be handled by the Chief Executive Officer who is the official public records custodian for CareerSource Pinellas. When CareerSource Pinellas receives a public records request, the Chief Executive Officer, or such supervisory personnel as he/she may designate, will acknowledge receipt of the request promptly and then locate the requested records, determine if the records contain confidential or exempt information and redact the records as appropriate. The records will then be made available for inspection and/or copying at any reasonable time, under reasonable conditions and under supervision by the Chief Executive Officer (or designee). Inspection of records may be limited to the hours during which CareerSource Pinellas offices are open to the public.

If the Chief Executive Officer (or designee) asserts that an exemption applies to a part of such record, he or she will redact that portion of the record to which an exemption has been asserted and validly applies and produce the remainder of such record for inspection and copying. If requested, the Chief Executive Officer (or designee) will also state in writing and with particularity the reasons for the conclusion that the record is exempt.

Florida law contains numerous exemptions from inspection or copying of public records. For instance, social security numbers and bank account information of all employees are exempt from disclosure. The Chief Executive Officer (or designee) will refer to Florida law and the Government-In-The-Sunshine Manual to determine if records are exempt from disclosure.

Florida law also provides that certain public records are confidential. For example, medical records of employees are confidential pursuant to Florida Statute Section 112.08(7). If a record is confidential, CareerSource Pinellas will not disclose the entire record (i.e., redaction is not necessary) unless the disclosure of such a record to certain entities or persons is permissible by law.

Prior to filling any requests for materials, the Chief Executive Officer (or designee) will notify the requesting party of any charges, such as actual charges for copies or extensive staff time in locating, reviewing, redacting and copying records.

Any person who submits a public records request is not required to submit such a request in writing, nor is such a person required to provide his or her name or other personal information, sign for the receipt of the records or provide a reason for requesting records. In addition, CareerSource Pinellas employees are not required to give out information from the public records or answer questions about public records. CareerSource Pinellas employees are also not required to create new public records in response to a public records request or reformat the public records.

CareerSource Pinellas employees who have public records in their custody are required to retain such records in accordance with the records retention schedules established by the Florida Department of State. For example, the current record retention schedule provides that administrative correspondence and memoranda, the record category which many e-mails will fall into, must be maintained for three (3) fiscal years. In addition, the current record retention schedule provides that transitory messages, the record category which many e-mails will also fall into, must be retained until obsolete, superseded, or until their administrative value is lost. The records retention schedules, which may be amended from time to time, are currently available online at <https://dos.myflorida.com/library-archives/records-management/general-records-schedules/>. The Chief Executive Officer (or designee) will ensure CareerSource Pinellas' records are retained and destroyed in accordance with Florida law.

Political Activities

No employee of CareerSource Pinellas shall take any active part in a political campaign while on duty or within any period of time during which the employee is expected to perform services for which compensation is received from CareerSource Pinellas. This prohibition against employees taking an active part in any political campaign shall include but not be limited to circulation of or seeking signatures to any petition provided for by any charter or law, distributing badges or other such materials indicating the favoring or opposing of a candidate for election or nomination to a federal, state, county or municipal public office during duty hours or while on CareerSource Pinellas premises.

Nothing in this policy should be deemed to prohibit an employee from expressing his/her personal opinions on any candidate or issue, or from participating in any political campaign during off-duty hours so long as such activities are not in conflict with the law. An employee may also serve as a member of the state executive committee or county executive committee of a political party, but employees are not permitted to perform their committee duties at work.

Employees whose principle employment is in connection with an activity, which is financed in whole or in part by loans or grants, made by the United States or a federal agency are subject to the provisions of the Hatch Act.

Safety

To assist in providing a safe work environment for employees, clients and visitors, CareerSource Pinellas has established a workplace safety program. CareerSource Pinellas has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all employees. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Employees shall exercise due care in the course of their work to prevent injuries to themselves or other workers and loss of material resources. Each employee shall:

- Report all unsafe conditions to one's supervisor.
- Keep work areas clean and orderly at all times.
- Report all accidents immediately to one's supervisor.
- Avoid engaging in any horseplay and avoid distracting others.
- Obey all safety rules and follow work instructions. If any doubt exists about the safety of a job, work shall be stopped until further instructions are received from a supervisor.
- Operate only machines and equipment for which they have been trained and authorized to use.
- Use only the prescribed equipment for the job.
- Wear required protective equipment if working in hazardous areas.

Smoking

CareerSource Pinellas is committed to protecting the health of our employees and their families. Smoking or other use of tobacco or tobacco products (including but not limited to cigarettes, cigars, pipes, chewing tobacco, dip, snuff, e-cigs and vaping, etc.) is strictly prohibited on all CareerSource Pinellas owned and/or leased locations/premises, including all internal and external areas, parking areas and company vehicles. This policy applies to all Company-sponsored events, regardless of location.

Employees who do not conform to this policy may be subject to disciplinary action, up to and including termination of employment. Contractors or consultants in violation of this policy will be reported to their supervisor at their organization. Visitors found to be in violation of this policy will be politely reminded that CareerSource Pinellas is tobacco-free and asked to dispose of the tobacco product appropriately.

Social Media

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. Your failure to adhere to these guidelines may subject you to disciplinary action up to and including termination.

Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in the Company policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects clients or people who work on behalf of the Company or the Company's legitimate business interests, unless authorized by law, may result in disciplinary action up to and including termination. An employee's engagement in protected concerted activities pursuant to Section 7 of the National Labor Relations Act ("NLRA") does not violate this policy.

KNOW AND FOLLOW THE RULES:

Carefully read these guidelines and the discrimination and harassment policies, and ensure your postings are consistent with these policies. Postings that include discriminatory remarks, harassment, and threats of violence or similar unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

Endeavor to be fair to fellow employees, clients or other people who work on behalf of CareerSource Pinellas. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our open door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage clients or constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally and unlawfully harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

BE HONEST AND ACCURATE:

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, clients or people working on behalf of the Company.

MAINTAIN CONFIDENTIALITY:

You are expected to maintain the confidentiality of CareerSource Pinellas' confidential information. Do not create a link from your blog, website or other social networking site to the Company website without identifying yourself as a Company employee. Express only your personal opinions. Never represent yourself as a spokesperson for CareerSource Pinellas. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, clients or clients working on behalf of CareerSource Pinellas. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of CareerSource Pinellas. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of CareerSource Pinellas".

USING SOCIAL MEDIA AT WORK:

Refrain from using social media while on work time, unless it is work-related as authorized by the CEO or consistent with Company policy. Do not use a Company e-mail address to register on social networks, blogs or other online tools utilized for personal use.

PRESERVATION OF YOUR SECTION 7 RIGHTS:

Nothing in this policy will be interpreted or applied by CareerSource Pinellas to interfere, restrain or coerce employees in their exercise of rights guaranteed by Section 7 of the NLRA, including, but not limited to, the rights of employees to communicate with each other regarding wages, hours and terms and conditions of employment, and otherwise to engage in concerted activities for their mutual aid and protection or to refrain from such communications or activities.

Travel

CareerSource Pinellas shall make reimbursement and/or payment for the authorized travel expenses of its officers and employees in accordance with Florida law. To be eligible for expense reimbursement and/or payment, travel shall be for official business or welfare of the Company.

Whistle-Blower Policy

CareerSource Pinellas expects all individuals, including directors, officers, employees, staff, volunteers, contractors, interns, vendors or others, to act in accordance with all applicable laws, rules, regulations, ethical rules and Company policies at all times and to assist in ensuring that the Company conducts its business and affairs accordingly. If an individual has knowledge of unlawful, improper or unethical activities or conduct, he or she is obligated to report it as soon as possible as provided in this policy. Intentional and unintentional violations of laws, regulations, rules, internal controls, policies and procedures may occur and may constitute improper activities as defined within this policy.

The purpose of this whistle-blower policy is to formalize the policy to encourage all individuals to report to the Company, in writing, any activity, policy or practice that violates any law, rule or regulation. As provided by law, the Company does not tolerate retaliation against any individual because that individual has engaged in protected activity. It is a violation of this policy, however, for an individual to report information that the individual knows to be false. This policy does not provide an exhaustive description or recitation of the various laws that may provide protection against retaliation. The Company complies with any and all laws, including those that encourage reporting of misconduct and prohibit retaliation. It takes this obligation very seriously. As a result, the Company has established an initial administrative process for employees who allege that they have been retaliated against in response to activity protected by law. Additionally, any violation of this policy may result in disciplinary action, up to and including termination.

All individuals are obligated to report in writing to the CEO of CareerSource Pinellas, or, if the allegation concerns the CEO, to the Board Chair, any misconduct, improper or unethical activities, or violation of any law, rule, regulation, internal control or policy for investigation. In making a report, the reporting party is requested to be as specific as possible, including identifying witnesses, documents and other sources of information. This reporting may be the individual's only form of complaint or it may be supplemented by a further complaint to outside authority. The contact information for the CEO and Board Chair are as follows:

CEO
13805 58th Street N
Suite 1-401
Clearwater, FL 33760

Chair of the Board of Directors
c/o Equal Opportunity Officer
13805 58th Street N
Suite 1-401
Clearwater, FL 33760

The CEO or Board Chair, if the allegation is made about the CEO, will determine the appropriate investigation and action to be taken after reviewing the written complaint. The CEO or Board Chair must provide a copy of the complaint to the HR Business Partner.

During an active investigation of the complaint, all information related to the investigation is confidential and exempt from public access under Section 119.07(1), Florida Statutes, to the extent provided by law.

The initial administrative remedy for any individual who, after making a complaint, believes that he or she has been subjected to retaliation in violation of law or this policy, is as follows:

1. Within sixty (60) days of the alleged retaliatory action, the individual must make a written complaint to the Company's Human Resources Business PartnerHuman Resources Department. The Human Resources Business PartnerHuman Resources Department can be contacted at:

Human Resources Business PartnerHuman Resources Department
13805 58th Street N
Suite 2-140
Clearwater, FL 33760

2. The Human Resources Business PartnerHuman Resources Department shall provide a copy of the written complaint to the CEO. Within twenty (20) days after receipt of the complaint from the Human Resources Business PartnerHuman Resources Department, the CEO shall schedule a meeting with the individual. The individual may present any evidence or information at this meeting supporting his or her complaint and/or identify witnesses or other supporting documentation. In addition, the individual may be represented by legal counsel at this meeting. The CEO may conduct any investigation he or she deems appropriate, including requesting meetings with other individuals or a follow-up meeting with the complaining party, seeking other information or documents, or requesting the assistance of another internal or outside investigator. Within thirty (30) business days of the meeting with the complaining party, the CEO shall make a final decision and communicate that decision to the individual. The CEO shall have the authority to take any appropriate action, including, but not limited to, reinstating the employee with or without pay or affirming the adverse personnel action.
3. If the CEO is the complaining party's direct supervisor or if the complaining party is the CEO, then the Board Chair shall serve in the role as the CEO in this procedure with the Board making the final decision.

EMPLOYEE DISCIPLINE

You should be aware that your employment with CareerSource Pinellas is terminable at-will by either party. This means that either you or the Company may decide to end the employment relationship at any time and for any reason not prohibited by law. CareerSource Pinellas will implement appropriate disciplinary action on a case by case basis and maintains sole and absolute discretion to determine the severity of the discipline, including termination of employment.

Unacceptable behavior, which does not lead to immediate discharge, may be dealt with utilizing one of the following forms of discipline:

1. Verbal Warning
2. Written Warning
3. Suspension/Written Record

VERBAL WARNING:

A CareerSource Pinellas designee will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of what the rule or performance expectation is and also to remind you that it is your responsibility to meet expectations. The verbal warning will be documented, and a copy will be given to you and will be made a permanent part of your personnel file.

WRITTEN WARNING:

This document will generally indicate the nature of the violation, prior disciplinary actions and an acknowledgement that future violations of this nature will result in further disciplinary action not excluding termination. A copy of the written warning will be given to you and will be made a permanent part of your personnel file.

SUSPENSION/WRITTEN RECORD:

You may be suspended when an infraction requires further investigation by management to determine whether termination of employment is appropriate. If the decision is made not to terminate your employment, then you will be returned to work without pay for the suspension. A written record of the suspension will be made and become a part of your personnel file. If it is determined from the investigation that an unpaid suspension is not appropriate (i.e. the allegations against an employee were serious enough to warrant immediate suspension but the investigation found that the allegations were false or unfounded), then you will be returned to work with pay for the suspension and the suspension will not become a part of your personnel file.

The provision of different forms of discipline in this policy is not a guarantee of their use or consideration.

CareerSource Pinellas reserves the right to terminate employment at any time, with or without reason, at its sole discretion. Similarly, CareerSource Pinellas applies the foregoing forms of discipline at its sole discretion and on a case by case basis. CareerSource Pinellas also reserves the right to take legal action against any employee.

PROBLEM RESOLUTION

CareerSource Pinellas is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from CareerSource Pinellas supervisors and management.

CareerSource Pinellas strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a concern with CareerSource Pinellas in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Within seven (7) days of the event giving rise to the employee's concern, the employee must make a written complaint to the Company's Human Resources Business Partner. The Human Resources Business Partner can be contacted at:

Human Resources Business PartnerHuman Resources Department

13805 58th Street N
Suite 2-140
Clearwater, FL 33760

2. The Human Resources Business PartnerHuman Resources Department shall provide a copy of the written complaint to the CEO. Within twenty (20) days after receipt of the complaint from the Human Resources Business PartnerHuman Resources Department, the CEO shall schedule a meeting with the employee. The employee may present any evidence or information at this meeting supporting his or her complaint and/or identify witnesses or other supporting documentation. In addition, the employee may be represented by legal counsel at this meeting. The CEO may conduct any investigation he or she deems appropriate, including requesting meetings with other individuals or a follow-up meeting with the complaining employee, seeking other information or documents, or requesting the assistance of another internal or outside investigator. Within thirty (30) business days of the CEO's meeting with the employee, the CEO shall make a final decision and communicate that decision to the employee. The CEO shall have the authority to take any appropriate action, including, but not limited to, reinstating the employee with or without pay or affirming the adverse personnel action.

3. If the CEO is the complaining employee's direct supervisor or if the complaining employee is the CEO, then the Board Chair shall serve in the role as the CEO in this procedure with the Board making the final decision.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that the policies contained in the Employee Handbook contain important information about the Company; general personnel policies and information about my obligations as an employee. I will remain familiar with and agree to abide by these policies.

I understand that the provisions of this Employee Handbook are guidelines and do not establish a contract or any particular terms or conditions of employment between the Company and myself. None of the policies constitute or are intended to constitute a promise of employment. I further understand that the Company may periodically, at its discretion, change, rescind, or add to any policies, benefits or practices with or without prior notice.

I understand that my employment relationship with the Company is "at-will" and is based upon the mutual consent of the Company and myself. Accordingly, I agree that the Company or I may terminate the employment relationship at any time and for any reason, with or without prior notice or discipline.

I specifically acknowledge that I have received and reviewed the Equal Opportunity, Discrimination, Harassment, Retaliation and Related Conduct Policy. I understand the Company's complaint procedure under this Policy.

I specifically acknowledge that I also have received, reviewed and agree to the Company Car Policy. I understand and hereby consent to the Company obtaining information from any department of motor vehicles or other agency or person about me and my driving records.

Date: _____

Employee's Signature

Employee's Name Printed

(PLEASE SIGN AND RETURN TO THE COMPANY FOR PLACEMENT IN PERSONNEL FILE)



Action Item 12

Supportive Services Policy

As part of the United States Department of Labor (USDOL) Compliance Review, USDOL/Department of Economic Opportunity (DEO) requested CareerSource Pinellas review and update a local Supportive Services Policy. This policy helps ensure alignment with rules and regulations.

For full compliance, the Supportive Services Policy must be board approved.

Concurrently, DEO and CareerSource Florida (CSF) released a draft Supportive Services Policy allowing Local Workforce Development Boards to review and offer feedback. CareerSource Pinellas submitted feedback and is awaiting final approval.

The anticipated effective date for the revised Supportive Service Policy is December 2020. Upon the release of the Supportive Service Policy, the CareerSource Pinellas Supportive Services Policy will be reviewed and edited as needed, and again presented for board approval for continued compliance.

Recommendation:

Approve and adopt the enclosed CareerSource Pinellas Supportive Services Policy.



Policy

SECTION: Workforce Innovation and Opportunity Act (WIOA)	POLICY #WIOA-27	PAGE 1 OF 4
TITLE: Supportive Services & Needs-Related Payments	EFFECTIVE DATE: December 13, 2019 UPDATED: May 01, 2020	

PURPOSE: To provide guidance to CareerSource Pinellas staff and partners on the use of supportive services to address participant needs.

BACKGROUND: WIOA program staff members may provide WIOA support services when the support is necessary for a WIOA participant to successfully participate in and/or complete career and training services. Participants will be informed that program support services are to be used to support their continued participation within their selected training program and/or job search efforts at the end of their training program. Support Services for costs not included in a participants ITAs are subject to availability of funding and are not a participant entitlement.

In order to receive supportive services, participants must:

- Participants must be in compliance with program requirements
- All eligible participants must state their need on a participant Statement of Need

Training:

- Annual limit of \$5,000 per fiscal year and \$10,000 lifetime maximum
- Up to a 2-year training program or the last 2 years of extended training programs that are included on Targeted Occupational List (TOL)
- Participant must be deemed suitable for training and be approved through the supervisor review and approval
- Payment will be completed by voucher, check or credit card payment for the exact amount required is purchased

PROCEDURE:

Other Supportive Services:

Other Supportive Services may be utilized to assist a WIOA participant, enrolled into an approved postsecondary training, with the cost of books, fees (background check, fingerprinting, health screening, etc.), school supplies, educational testing, certifications, uniforms, etc.

Attending an average of less than 20 hours per week	up to \$50
Attending an average of 20-34 hours per week	up to \$100
Attending average of 35 or more hours per week	up to \$150

Transportation

Transportation assistance may be provided to enable the participant to commute to/from employment, training, education, work experience, job search or other areas that support successful progress in achieving the individual's career plan. In order to receive transportation support service:

- Participants must be present to receive all services; transportation support services can never be mailed
- Any changes to the documented travel route must be submitted to e-file and cost predetermined prior to issuing further support
- Calculation of the transportation is based on mileage traveled for the participants training activity
- Based upon the [Florida Statute Sec 112.061](#), the rate for calculation of cost per mile is based upon \$0.455 and the number of monthly or biweekly miles projected for each participant will be based upon their trip route done through MapQuest or Google Maps

Transportation Cap	State Mileage Rate	Minimum Miles	Maximum Miles
\$25.00	\$0.445	50 miles	111 miles
\$50.00	\$0.445	112 miles	200 miles

Note: A hardship waiver to the cap may be requested based upon total miles in the participant's trip route and participant need. A waiver must be approved by the CEO or designee with record of waiver retained within the participant e-file record. A copy of the projected trip route and cost must be presented with justification or need for waiver documented.

Needs-Related Payments:

N/A

Supportive Service Payment Grid

	Type of Supportive Service	Supportive Services Limit	Method of Payment	Required Documentation
Transportation	Transportation	\$50.00 max per month \$700 max per year	Visa Card	<ul style="list-style-type: none"> • Documentation of mileage to/from WIOA activity • Mileage determination • Statement of need • Approval case note • WIOA EF 185 Service
Other Supportive Services	Uniforms	\$150.00 per year- Included in ITA	Direct Payment to Vendor	<ul style="list-style-type: none"> • Documentation from school showing item(s) is required • Cost of required item(s) • Max amount also determined by number of hours in attendance ❖ Employer dress code/letter from employer
	Tools	\$300 per year- included in ITA	Direct Payment to Vendor	<ul style="list-style-type: none"> • Documentation from school showing item(s) is required • Cost of required item(s) ❖ Employer letter stating exactly what is required
	Books, fees, supplies and other items required for training	Included in ITA	Direct Payment to Vendor	<ul style="list-style-type: none"> • Documentation from school showing item(s) is required • Cost of required item(s)
	Training related testing, fees, applications, certifications, etc.	Included in ITA	Direct Payment to Vendor	<ul style="list-style-type: none"> • Documentation from school showing fee(s) is required • Cost of required fee(s) • Application for exam/certification • Grades/pre-requisites for exam/certification

❖ Refer to Apprenticeship enrollments only

AUTHORITY:

Training and Employment Guidance Letter (TEGL) [19-16](#) & [21-16](#)

Workforce Innovation and Opportunity Act, Public Law (WIOA) Sections [3\(59\)](#); [106\(c\)\(1\)\(F\)](#); [133 \(b\)\(2\)\(B\)](#); [133\(b\)\(3\)](#); [134\(c\)\(3\)](#); [134\(d\)\(3\)](#); [134\(c\)\(1\)\(A\)\(ii\)](#); [134\(c\)\(1\)\(A\)\(iii\)](#)

[20 Code of Federal Regulations \(CFR\) Subpart G](#); [681.570](#); [681.640](#)



Action Item 13

2020 – 2021 Related Party Contract

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statutes section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates that all LWDBs, entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established;
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract;
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Such contracts must be submitted to the FL Dept. of Economic Opportunity and CareerSource Florida for review.

Staff is anticipating entering into a contract with AppleOne to provide individuals who qualify for work-based learning. It is estimated that spending could be up to \$300,000 with AppleOne.

Note: Board Members listed must verbally abstain from the vote related to their respective organization, for the record.

Recommendation:

Approval of the related party contract with AppleOne by a two-thirds (2/3rd) vote with a spending cap of \$300,000.



General Counsel Update

Stephanie Marchman, Gray|Robinson

Stephanie M. Marchman
Attorney at Law
352-376-6400
STEPHANIE.MARCHMAN@GRAY-ROBINSON.COM

MEMORANDUM

TO: CareerSource Pinellas Board of Directors
FROM: Stephanie Marchman, CareerSource Pinellas General Counsel
DATE: November 4, 2020
SUBJECT: Legal Services Summary and Litigation Report

The following is a summary of legal services provided to CareerSource Pinellas since the last Board of Directors meeting on September 16, 2020:

- Provided legal guidance with respect to the Chief Executive Officer (“CEO”) performance evaluation form and process, as well as the ad hoc committee’s recommended merit increase to ensure compliance with the CEO’s employment agreement and state and federal requirements; attended ad hoc committee meeting regarding same.
- Prepared an amendment to the CEO employment agreement to correct a scrivener’s error with respect to the term of the agreement; circulated the amendment to the CEO and Board Chair for execution.
- Provided FLSA guidance related to allowable pay deductions for exempt employees.
- Provided employee relations guidance to the CEO regarding various employment matters.
- Provided legal guidance with respect to policy development framework stakeholder input forms for the new proposed policy and revisions to existing policy 091.
- Prepared the General Counsel performance evaluation and self-assessment; conferred with the CEO regarding her assessment of the General Counsel’s performance.

Pending litigation report:

There is no pending litigation against CareerSource Pinellas.



Information Item 1

vCIO Update

Paul Ashe, Securance Consulting



MEMORANDUM

DATE: October 30, 2020 (version 1.0)
TO: Career Source Pinellas (CSP)
FROM: OFFICE OF vCIO
RE: Technology Environment Update

The following is an update to the technology environment at CSP under the direction of the vCIO (Paul Ashe, vCIO, Securance Consulting).

Prior to discussing the technology and architecture initiatives at CSP it is critical to understand the environment. The environment inherited consisted primarily of on-premise technology that required significant management. The organization had not visited leveraging the benefits of cloud computing. Our office's primary focus has centered around the following:

1. **Cybersecurity:** Ensure the environment is protected from cyber-attacks and risks.
2. **Technology Architecture:** Begin to leverage the benefits and value of cloud computing.
3. **Financial Responsibility:** Streamline the technologies in the environment to reduce the day-to-day management.
4. **Financial Responsibility:** Make technology recommendations that are fiscally responsible.

Completed Technology Initiatives:

- ATLAS Application – we migrated this application from an on-premise application to a cloud-based application.
- Email – we migrated email from on-premise to Microsoft O365 cloud.
- Virtualization – we completed building the infrastructure to convert our physical servers to virtual. This will reduce the physical server footprint down to 2 servers.
- New Laptops – we have acquired 75 new laptops and are currently provisioning them for distribution.
- Managing end-user security awareness training and testing.
- Managing weekly reports from the security operations center (SOC).
- We implemented Active Directory in the cloud (Microsoft Azure). This will decrease the management effort and support future cloud initiatives.

Current and On-Going Technology Initiatives

- Multi-Factor Authentication (MFA) – we are implementing MFA for all employees to increase CSP's cyber security posture.
- Endpoint Detection and Response – we are implementing a cutting-edge technology to protect the workstations. It is similar to traditional anti-virus but has significant increased capabilities.



MEMORANDUM

- Network Redesign – we will be redesigning the network to eliminate the need for a physical server at each physical location.

Fiscal Initiatives

- Negotiating a reduced monthly SOC fee.
- Eliminated Frontier monthly spend of ~ \$1,250.
- Eliminated annual Symantec anti-virus subscription spend and replacing with an improved technology Microsoft InTune.
- Eliminated annual Malwarebytes subscription and replacing with an improved technology Microsoft InTune.



Information Item 2

Financial Reports through August 31, 2020

- 1. Statement of Activities: Current Year vs. Prior Year**
- 2. Statement of Activities: Current Year vs. Budget**
- 3. Cost Allocation/Expenditure Report for PE 08.31.20**
- 4. Pooled Cost Expenditure Report for PE 08.31.20**
- 5. Grants Status Report**

CareerSource Pinellas
 Statement of Revenues and Expenditures - Current Year Actual vs. Prior Year
 From 7/1/2020 Through 8/31/2020
 (In Whole Numbers)

		Actual 2020-2021	Actual 2019-2020	Variance
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	1,425,807	1,745,129	(319,323)
Total Grant Revenue		1,425,807	1,745,129	(319,323)
Contributions				
Sponsorship Revenue	3101	0	750	(750)
Donations	3102	0	358	(358)
Total Contributions		0	1,108	(1,108)
Program Revenue				
Ticket to Work Revenue	3103	35,733	31,738	3,995
Total Program Revenue		35,733	31,738	3,995
Investement Income				
Interest/Dividends	3200	3,644	693	2,951
Unrealized Gain/Loss	3201	0	241	(241)
Total Investement Income		3,644	934	2,709
Total Operating Revenue		1,465,183	1,778,910	(313,726)
Sales Revenue (net)				
Sales				
Science Ctr Store Sales	3490	0	20	(20)
Total Sales		0	20	(20)
Total Sales Revenue (net)		0	20	(20)
Total Revenue		1,465,183	1,778,929	(313,746)
Expenditures				
Personnel Expenses				
Salary Expense	5000	455,977	576,646	120,669
Salary Expense - Benefit Stipend	5005	117,676	178,699	61,023
Payroll Taxes	5050	40,729	53,884	13,155
Fringe Benefits (ER Paid)	5060	6,053	0	(6,053)
Retirement	5090	30,137	39,499	9,362
Total Personnel Expenses		650,571	848,727	198,156
Program Expenses				
Operating Supplies	5303	0	8,243	8,243
Communications	5500	15,200	18,917	3,717
Outreach/Marketing	5520	262	1,377	1,115
Service Provider Contract	8000	51,272	50,849	(423)
One-Stop Operator	8100	2,876	0	(2,876)
OJT	8300	0	360	360
EWT	8310	0	(6,121)	(6,121)
Other Customer Support Services	8341	4,820	3,567	(1,252)
Customer Training	8342	476,964	510,734	33,770
Customer Supportive Services	8343	850	23,759	22,909
Training Related Material	8345	7,903	43,424	35,520
Fees/exams/certifications	8346	5,892	12,460	6,568
Non Reportable ITA	8347	0	2,869	2,869
Total Program Expenses		566,038	670,439	104,401
Professional Fees				
Accounting/Audit Fees	5100	(300)	0	300
Legal Fees	5101	10,899	20,364	9,465
Professional Service	5104	14,238	21	(14,216)
Contract Labor	5170	91	4,653	4,561
Contract IT Services	5171	47,414	48,320	906

CareerSource Pinellas

Statement of Revenues and Expenditures - Current Year Actual vs. Prior Year

From 7/1/2020 Through 8/31/2020

(In Whole Numbers)

		Actual 2020-2021	Actual 2019-2020	Variance
Cybersecurity - IT	5172	12,045	0	(12,045)
Total Professional Fees		84,386	73,357	(11,029)
Supplies				
Office Supplies	5302	2,326	3,137	811
Postage/Shipping	5307	209	882	673
Document Shredding	5308	150	225	75
Total Supplies		2,685	4,243	1,558
Insurance				
Insurance - Commercial Property	5400	812	4,032	3,219
Insurance - General Liability	5401	9,221	12,357	3,137
Insurance - Auto	5404	1,096	1,394	298
Total Insurance		11,128	17,783	6,655
Occupancy				
Office Rent/Lease	5200	45,060	38,172	(6,888)
Other Leases	5201	1,395	0	(1,395)
Utilities	5202	7,854	16,610	8,756
Repairs & Maintenance	5203	3,266	5,461	2,195
Security	5204	78	533	455
Janitorial Expense	5205	7,850	4,040	(3,811)
Pest Control	5206	384	537	154
Total Occupancy		65,887	65,354	(534)
Office Equipment				
Equipment Rent/Lease	5300	6,287	7,465	1,179
Copy Machine Usage/Maintenance	5301	1,201	3,759	2,558
Comp	5304	15,910	39,875	23,965
Software/License/Maintenance		23,398	51,099	27,701
Total Office Equipment		23,398	51,099	27,701
Travel and Meetings				
Travel - Mileage	5540	603	3,036	2,433
Travel - Out of Town	5541	0	1,012	1,012
Meetings/Conferences	5560	1,816	8,225	6,409
Total Travel and Meetings		2,419	12,273	9,854
Licences, Dues and Other Fees				
Staff Training/Education	5052	9,085	1,099	(7,986)
Other Employee expenses	5055	155	0	(155)
Recruitment	5095	121	117	(4)
Payroll Processing Fees	5103	1,208	1,630	422
License/Dues & Other Fees	5581	8,631	7,416	(1,215)
FSA Administrative Expenses	5582	0	150	150
401k Administrative Fees	5583	1,357	1,780	424
HRIS Administrative Fees	5584	904	1,137	234
Total Licences, Dues and Other Fees		21,461	13,330	(8,131)
Amortization and Depreciation				
Amortization Expense	5902	0	542	542
Total Amortization and Depreciation		0	542	542
Miscellaneous				
Bank Fees	5102	1	395	394
Other Expense	5700	0	89	89
Vehicle Expenses	5701	127	369	242
Interest Exp	5900	0	5,070	5,070
Total Miscellaneous		129	5,924	5,795
Total Expenditures		1,428,102	1,763,071	334,969

CareerSource Pinellas

Statement of Revenues and Expenditures - Current Year Actual vs. Prior Year

From 7/1/2020 Through 8/31/2020

(In Whole Numbers)

	<u>Actual 2020-2021</u>	<u>Actual 2019-2020</u>	<u>Variance</u>
Net Revenue over (under) Expenditures	<u>37,081</u>	<u>15,858</u>	<u>21,223</u>

CareerSource Pinellas
 Statement of Revenues and Expenditures - 2020-2021 YTD Act vs Budget Mod 1
 From 7/1/2020 Through 8/31/2020
 (In Whole Numbers)

	Actual YTD	YTD Budget Modification #1	YTD Variance	FY Budget Modification 1	Budget Remaining
Revenue					
Operating Revenue					
Grant Revenue					
Grant Revenue - Federal	3000	1,425,807	1,656,248	(230,441)	10,042,195
Grant Revenue - Local	3002	0	0	0	2,000,000
Total Grant Revenue		1,425,807	1,656,248	(230,441)	12,042,195
Contributions					
Corporate Revenue	3100	0	0	0	21,200
Sponsorship Revenue	3101	0	1,500	(1,500)	9,000
Total Contributions		0	1,500	(1,500)	30,200
Program Revenue					
Ticket to Work Revenue	3103	35,733	12,500	23,233	75,000
Total Program Revenue		35,733	12,500	23,233	75,000
Investement Income					
Interest/Dividends	3200	3,644	3,400	244	20,400
Total Investement Income		3,644	3,400	244	20,400
Total Operating Revenue		1,465,183	1,673,648	(208,465)	12,167,795
Total Revenue		1,465,183	1,673,648	(208,465)	12,167,795
Expenditures					
Personnel Expenses					
Salary Expense	5000	455,977	481,100	25,123	2,948,167
Salary Expense - Benefit Stipend	5005	117,676	110,338	(7,338)	662,024
Payroll Taxes	5050	40,729	46,128	5,399	280,879
Fringe Benefits (ER Paid)	5060	6,053	6,510	457	39,060
Retirement	5090	30,137	26,980	(3,157)	164,932
Total Personnel Expenses		650,571	671,056	20,485	4,095,062
Program Expenses					
Operating Supplies	5303	0	750	750	4,500
Food and Beverages	5310	0	150	150	900
Communications	5500	15,200	18,300	3,100	109,800
Outreach/Marketing	5520	262	13,064	12,802	80,684
Service Provider Contract	8000	51,272	83,332	32,060	500,000
One-Stop Operator	8100	2,876	9,500	6,624	57,000
OJT	8300	0	0	0	50,000
EWT	8310	0	0	0	100,000
Paid Work Experience	8320	0	40,000	40,000	240,000
DWG Work Experience	8325	0	0	0	1,493,392
					1,493,392

CareerSource Pinellas
 Statement of Revenues and Expenditures - 2020-2021 YTD Act vs Budget Mod 1
 From 7/1/2020 Through 8/31/2020
 (In Whole Numbers)

	Actual YTD	YTD Budget Modification #1	YTD Variance	FY Budget Modification 1	Budget Remaining
Apprenticeships	8330	0	0	0	44,000
Workforce Services	8335	0	16,000	16,000	211,750
Youthbuild Stipends	8340	0	22,800	22,800	136,800
Other Customer Support Services	8341	4,820	3,800	(1,020)	22,800
Customer Training	8342	476,964	415,500	(61,464)	2,892,458
Customer Supportive Services	8343	850	12,550	11,700	135,654
Training Related Material	8345	7,903	29,190	21,287	175,280
Fees/exams/certifications	8346	5,892	17,666	11,774	106,000
Total Program Expenses		566,038	682,602	116,564	6,361,018
Professional Fees					5,794,980
Accounting/Audit Fees	5100	(300)	0	300	42,300
Legal Fees	5101	10,899	20,000	9,101	120,000
Professional Service	5104	14,238	3,100	(11,138)	27,500
Contract Labor	5170	91	6,900	6,809	91,100
Contract IT Services	5171	47,414	47,420	6	284,520
Cybersecurity - IT	5172	12,045	10,100	(1,945)	64,135
Total Professional Fees		84,386	87,520	3,134	544,869
Supplies					
Office Supplies	5302	2,326	9,810	7,484	40,860
Postage/Shipping	5307	209	1,035	826	6,020
Document Shredding	5308	150	200	50	1,100
Total Supplies		2,685	11,045	8,360	47,980
Insurance					
Insurance - Commercial Property	5400	812	812	(0)	4,873
Insurance - General Liability	5401	9,221	9,210	(11)	55,273
Insurance - Workers Comp	5403	0	7,203	7,203	43,183
Insurance - Auto	5404	1,096	1,096	0	6,573
Total Insurance		11,128	18,321	7,193	109,902
Occupancy					
Office Rent/Lease	5200	45,060	37,475	(7,585)	240,793
Other Leases	5201	1,395	1,580	185	9,480
Utilities	5202	7,854	6,700	(1,154)	37,800
Repairs & Maintenance	5203	3,266	850	(2,416)	5,100
Security	5204	78	98	20	588
Janitorial Expense	5205	7,850	7,450	(400)	44,700
Pest Control	5206	384	400	16	2,400
Total Occupancy		65,887	54,553	(11,334)	2,016
Office Equipment					274,974

CareerSource Pinellas
 Statement of Revenues and Expenditures - 2020-2021 YTD Act vs Budget Mod 1
 From 7/1/2020 Through 8/31/2020
 (In Whole Numbers)

		Actual YTD	YTD Budget Modification #1	YTD Variance	FY Budget Modification 1	Budget Remaining
Equipment Rent/Lease	5300	6,287	6,800	513	40,800	34,513
Copy Machine Usage/Maintenance	5301	1,201	3,750	2,549	22,500	21,299
Comp Software/License/Maintenance	5304	15,910	39,220	23,310	68,320	52,410
Equipment < \$5,000	5305	0	53,205	53,205	165,802	165,802
Total Office Equipment		23,398	102,975	79,577	297,422	274,024
Travel and Meetings						
Travel - Mileage	5540	603	2,860	2,257	17,160	16,557
Travel - Out of Town	5541	0	2,500	2,500	36,000	36,000
Meetings/Conferences	5560	1,816	1,300	(516)	16,675	14,859
Total Travel and Meetings		2,419	6,660	4,241	69,835	67,416
Licences, Dues and Other Fees						
Staff Training/Education	5052	9,085	8,985	(100)	13,485	4,400
Other Employee expenses	5055	155	0	(155)	0	(155)
Recruitment	5095	121	358	237	1,848	1,727
Payroll Processing Fees	5103	1,208	1,620	412	9,530	8,322
License/Dues & Other Fees	5581	8,631	7,466	(1,165)	34,744	26,113
FSA Administrative Expenses	5582	0	0	0	900	900
401k Administrative Fees	5583	1,357	1,800	443	10,800	9,443
HRIS Administrative Fees	5584	904	1,060	156	6,360	5,456
Total Licences, Dues and Other Fees		21,461	21,289	(172)	77,667	56,206
Amortization and Depreciation						
Depreciation Expense	5901	0	0	0	20,707	20,707
Total Amortization and Depreciation		0	0	0	20,707	20,707
Miscellaneous						
Bank Fees	5102	1	450	449	2,000	1,999
Vehicle Expenses	5701	127	127	(0)	3,480	3,353
Total Miscellaneous		129	577	448	5,480	5,351
Total Expenditures		1,428,102	1,656,598	228,496	12,055,188	10,627,086
Net Revenue over (under) Expenditures		37,081	17,050	20,031	112,607	(75,526)

CareerSource Pinellas
Cost Allocation/Expenditure Report
For the Two Months Ended August 31, 2020

						Total Direct	Grants and Spec Projects	Total
	WIOA	Employment Services	WTP	SNAP	TAA			
Approved 2020-2021 Planning Budget	5,170,042	1,187,750	2,237,347	366,250	285,000	500,376	9,746,764	
Approved Budget Modification #1	110,458	18,373	179,593	-	-	2,000,000	2,308,424	
Approved 2020-2021 Budget Modification #1	5,280,500	1,206,123	2,416,940	366,250	285,000	2,500,376	12,055,188	
Expenditures to Date:								
Pooled Costs								
Case Management	19,402	20,890	44,529	10,532	-	-	95,353	
Business Services	31,702	3,413	12,997	3,561	-	-	51,673	
One-Stop Operating	-	56,907	4,480	941	-	-	62,328	
MIS\Technology	-	44,235	23,439	2,285	-	-	69,959	
Outreach and Marketing	-	6,476	3,798	652	-	-	10,926	
Staff Training and Development	-	4,618	2,866	602	-	-	8,086	
Administrative	80,689	19,110	29,891	8,779	1,503	3,828	143,800	
Total Pooled Costs	131,793	155,649	122,000	27,352	1,503	3,828	442,125	
	17%	73%	42%	33%	9%	11%	31%	
Direct Costs								
Personnel Expenses	124,853	50,775	153,435	56,602	1,961	26,637	414,263	
Service Provider Contracts	50,684	-	587	-	-	-	51,271	
Workbased Learning Initiatives	-	-	-	-	-	-	-	
Training and Support Services	469,247	4,466	8,321	134	13,073	655	495,896	
Other Direct Operating Costs	14,256	927	4,408	-	-	4,956	24,547	
Total Direct Costs	659,040	56,168	166,751	56,736	15,034	32,248	985,977	
	83%	27%	58%	67%	91%	89%	69%	
Total Costs	790,833	211,817	288,751	84,088	16,537	36,076	1,428,102	
Unexpended Budget Balance	4,489,667	994,306	2,128,189	282,162	268,463	2,464,300	10,627,086	
Percentage of Budget Expended	15.0%	17.6%	11.9%	23.0%	5.8%	1.4%	11.8%	

CareerSource Pinellas
Pooled Cost Expenditure Report
For the Two Months Ended August 31, 2020

Expenditure	Admin	MIS/Tech Cost Pool	Outreach & Marketing Cost Pool	Staff Training Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Total
Salary Expense	90,284	-	-	-	-	53,194	28,979	172,457
Salary Expense - Benefit Stipend	13,456	-	-	-	-	15,785	6,938	36,179
Payroll Taxes	7,091	-	-	-	-	4,438	2,399	13,928
Fringe Benefits (ER Paid)	1,089	-	-	-	-	1,525	1,159	3,773
Retirement	4,629	-	-	-	-	3,454	1,886	9,969
Total Salary and Benefits	116,549	-	-	-	-	78,396	41,361	236,306
Contract IT Services	-	47,414	-	-	-	-	-	47,414
Office Rent/Lease	4,546	-	-	-	25,897	7,796	6,821	45,060
Professional Service	-	10,500	3,738	-	-	-	-	14,238
Communications	1,455	-	29	-	9,976	1,097	1,455	14,012
Cybersecurity - IT	-	12,045	-	-	-	-	-	12,045
Legal Fees	10,899	-	-	-	-	-	-	10,899
Staff Training/Education	1,000	-	-	8,085	-	-	-	9,085
Insurance - General Liability	2,438	-	-	-	-	5,599	819	8,856
License/Dues & Other Fees	876	-	7,015	-	-	250	-	8,141
Utilities	-	-	-	-	7,854	-	-	7,854
Janitorial Expense	-	-	-	-	7,850	-	-	7,850
Equipment Rent/Lease	183	-	-	-	4,973	282	849	6,287
One-Stop Operator	-	-	-	-	2,876	-	-	2,876
Office Supplies	504	-	-	-	605	391	62	1,562
Meetings/Conferences	1,500	-	-	-	-	-	-	1,500
401k Administrative Fees	1,357	-	-	-	-	-	-	1,357
Payroll Processing Fees	1,208	-	-	-	-	-	-	1,208
Copy Machine Usage/Maintenance	195	-	-	-	327	312	273	1,107
HRIS Administrative Fees	904	-	-	-	-	-	-	904
Insurance - Commercial Property	53	-	-	-	659	-	-	712
Comp Software/License/Maintenance	372	-	-	-	275	-	-	647
Travel - Mileage	-	-	-	-	-	603	-	603
Customer Training	-	-	-	-	-	533	-	533
Pest Control	-	-	-	-	384	-	-	384
Postage/Shipping	-	-	-	-	209	-	-	209
Document Shredding	-	-	-	-	150	-	-	150
Outreach/Marketing	-	-	145	-	-	-	-	145
Repairs & Maintenance	-	-	-	-	125	-	-	125
Other Employee expenses	-	-	-	-	-	93	31	124
Contract Labor	-	-	-	-	91	-	-	91
Security	-	-	-	-	78	-	-	78
Recruitment	61	-	-	-	-	-	-	61
Bank Fees	1	-	-	-	-	-	-	1
Accounting/Audit Fees	(300)	-	-	-	-	-	-	(300)
Other Expense/Rounding	(1)	-	(1)	1	(1)	1	2	1
Total Pooled Expenditures	143,800	69,959	10,926	8,086	62,328	95,353	51,673	442,125

CareerSource Pinellas																			
Grant Status Report																			
As of 9/18/20																			
Program																			
MIP Fund #	Year	NFA ID	Program Name	Start Date	End Date	NFA Award	Cash Drawn thru 9/18/20	Funds Available	LTD Expenditures As of 8/31/2020	Unexpended Funds	% Funds Spent	Time % of Grant	2020/2021 Budget	2020/2021 Modification 1	2020/2021 Spending	Unexpended Funds Spent FY	Percentage		
Workforce Innovation & Opportunity Act																			
0304/0404	2019	38112	WIOA Youth 2019	4/1/2019	6/30/2021	\$ 1,036,082	\$ 268,500	\$ 767,582	\$ 252,938	\$ 783,144	24%	63%	\$ 1,036,802	\$ 923,650	\$ 140,506	\$ 1,091,542	11%		
0305/0405	2020	39068	WIOA Youth 2020	4/1/2020	6/30/2022	\$ 901,274		\$ 901,274		\$ 901,274	0%	19%	\$ 394,530	\$ 308,398					
0104	2019	38285	WIOA - Adult - 2019-2021	7/1/2019	6/30/2021	\$ 1,354,050	\$ 1,354,050			\$ 1,354,050	-	100%	58%	\$ 75,000		\$ 146,048	\$ 207,717	948,786 19%	
0105	2020	39249	WIOA - Adult - 2020-2022	7/1/2020	6/30/2022	\$ 1,154,776	\$ 40,000	\$ 1,114,776	\$ 16,001	\$ 1,138,775	1%	8%	\$ 1,076,598	\$ 1,026,457	\$ 16,001				
0204	2019	38309	WIOA - Dislocated Worker - 2019-2021	7/1/2019	6/30/2021	\$ 1,823,223	\$ 1,333,500	\$ 489,723	\$ 1,351,213	\$ 472,010	74%	58%	\$ 1,100,000	\$ 627,922	\$ 407,876	\$ 1,606,242	20%		
0205	2020	39225	WIOA - Dislocated Worker - 2020-2022	7/1/2020	6/30/2022	\$ 1,744,994	\$ -	\$ 1,744,994		\$ 1,744,994	0%	8%	\$ 1,167,644	\$ 1,386,196					
0512	2019	39174	SFY 20-21 Supplemental WIOA State Level	7/1/2020	6/30/2021	\$ 273,258	\$ -	\$ 273,258		\$ 273,258	0%	17%	\$ 135,000	\$ 273,258			\$ 273,258 0%		
520/521/522	2019	37918	Apprenticeship Expansion	2/1/2019	3/31/2021	\$ 100,000	\$ 5,000	\$ 95,000	\$ 5,251	\$ 94,749	5%	73%	\$ 90,000	\$ 95,843	\$ 1,094	\$ 94,749	1%		
0542	2019	37958	WIOA Soft Skills	2/1/2019	3/31/2021	\$ 100,000	\$ 54,000	\$ 46,000	\$ 54,354	\$ 45,646	54%	73%	\$ 30,000	\$ 49,678	\$ 4,032	\$ 45,646	8%		
0250	2019	38893	COVID-19 2019	4/13/2020	3/31/2022	\$ 555,385	\$ 12,000	\$ 543,385	\$ 11,030	\$ 544,355	2%	19%			\$ 305,461	\$ 9,918	\$ 295,543	3%	
0251	2019	38924	COVID-19 PPE	4/1/2020	12/31/2020	\$ 30,000	\$ 15,100	\$ 14,900		\$ 13,636	16,364	45%	56%		\$ 20,054	\$ 3,690	\$ 16,364	18%	
0602	2018	38685	SFY 19-20 Performance Incentives - 2018	7/1/2019	12/31/2020	\$ 64,468	\$ -	\$ 64,468		\$ 64,468		78%		\$ 64,468			\$ 64,468 0%		
	2019	39040	SFY 19-20 Performance Incentives - 2019	1/1/2020	5/1/2021	\$ 32,234	\$ -	\$ 32,234		\$ 32,234		0%	47%				\$ 32,234 0%		
0545	2019	38612	WIOA Emerging Initiatives - Foundational Skills	12/1/2019	6/30/2021	\$ 20,833	\$ -	\$ 20,833		\$ 20,833		47%					\$ 20,833 0%		
						\$ 9,190,577	\$ 3,082,150	\$ 6,108,427	\$ 3,058,474	\$ 6,132,103					\$ 5,170,042	\$ 5,280,500	\$ 790,833	\$ 4,489,667	15%
Employment Services																			
1405	2019	38573	Local Veterans -2019-2020	10/1/2019	12/31/2020	\$ 12,509	\$ 11,780	\$ 729	\$ 11,306	\$ 1,204	90%	73%	\$ 42,000	\$ 42,000	\$ 60	\$ 41,940	0%		
1305	2019	38552	Disabled Veterans -2019-2020	10/1/2019	12/31/2020	\$ 154,061	\$ 90,161	\$ 63,900	\$ 88,601	\$ 65,460	58%	73%	\$ 120,000	\$ 120,000	\$ 20,130	\$ 99,870	17%		
1104	2019	38236	Wagner Peyser -2019-2020	7/1/2019	9/30/2020	\$ 654,596	\$ 608,000	\$ 46,596	\$ 587,668	\$ 66,928	90%	93%	\$ 675,750	\$ 180,627	\$ 118,977	\$ 557,476	18%		
1105	2020	39201	Wagner Peyser - 2020-2021	7/1/2020	9/30/2021	\$ 661,076	\$ -	\$ 661,076		\$ 661,076	0%	13%			\$ 495,826				
3105	2019	38014	RESEA -2019 - 2020	1/1/2019	7/31/2020	\$ 412,640	\$ 412,640		\$ 412,640		100%	100%		\$ 70,000	\$ 87,670	\$ 43,751	\$ 295,019	20%	
3106	2020	38962	RESEA -2020-2021	1/1/2020	9/30/2021	\$ 351,280	\$ 39,000	\$ 312,280	\$ 28,900	\$ 322,380	8%	38%			\$ 280,000	\$ 280,000	\$ 28,900		
						\$ 2,246,162	\$ 1,161,581	\$ 1,084,581	\$ 1,129,115	\$ 1,117,047					\$ 1,187,750	\$ 1,206,123	\$ 211,817	\$ 994,306	18%
Supplemental Nutrition Assistance Program																			
1505	2019	38449	Supplemental Nutritrion Assistance Prog - SNAP 2019	10/1/2019	9/30/2020	\$ 335,560	\$ 335,560		\$ 307,265	\$ 28,295	92%	92%		\$ 366,250	\$ 366,250	\$ 84,088			
						\$ 335,560	\$ 335,560		\$ 307,265	\$ 28,295				\$ 366,250	\$ 366,250	\$ 84,088	\$ 282,162	23%	
Welfare Transition																			
2607	2020	39133	Welfare Transition Prog - July - Sept 2020	7/1/2020	9/30/2020	\$ 559,336	\$ 244,000	\$ 315,336	\$ 109,159	\$ 450,177	20%	67%	\$ 2,237,347	\$ 406,790	\$ 109,159				
2608	2020		Welfare Transition Prog - Oct - Jun 2021	10/1/2020	6/30/2021		\$ -	\$ -	\$ -						\$ 1,830,557				
2606	2019	38514	Welfare Transition Prog - Oct - June 2020	10/1/2019	8/31/2020	\$ 1,855,052	\$ 1,855,052		\$ 1,855,052		100%	100%			\$ 179,593	\$ 179,593	\$ 179,593		
						\$ 2,414,388	\$ 2,099,052	\$ 315,336	\$ 1,964,211	\$ 450,177					\$ 2,237,347	\$ 2,416,940	\$ 288,751	\$ 2,128,189	12%
Trade Adjustment Assistance																			
2004	2019	38488	Trade Adj Assistance - Training 2019	7/1/2019	9/30/2020	\$ 315,000	\$ 96,652	\$ 218,348	\$ 104,548	\$ 210,452	33%	93%		\$ 240,000	\$ 240,000	\$ 13,051			
2104	2019	38469	Trade Adj Assistance - Case Management 2019	7/1/2019	9/30/2020	\$ 66,150	\$ 38,809	\$ 27,341	\$ 40,157	\$ 25,993	61%	93%		\$ 45,000	\$ 45,000	\$ 3,486			



Information Item 3
Training Provider Spending Report
For the period July 1, 2020 - August 31, 2020

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
American Manufacturing Skills Initiative (AmSkills)	-			-	
BizTech Learning Centers, Inc., (Pinellas)	-			-	
Building Industry Construction Service International (BICSI) (Hillsborough)	-			-	
Center for Technology Training	1,495			1	1,495
Central Florida Heat and Frost Insulators J.A.C. (RA)	-			-	
Computer Coach IT Training Solutions	40,445			9	4,494
Concorde Career Institute, (Hillsborough)	-			-	
Galen College of Nursing, (Pinellas)	78,650			35	2,247
IEC- Independent Electrical Contractors, FAAC	-			-	
International Union of Operating Engineers (RA)	-			-	
Ironworkers (RA)	-			-	
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	-		-	-	
Jersey College, (Hillsborough)	1,667			1	1,667
Keiser University	5,000			1	5,000
Masonry (RA)	-			-	
National Aviation Academy	45,520			14	3,251
New Horizon Computer Learning Center, (Hillsborough)	198,500			36	5,514
Pinellas Ex-Offender Re-Entry Coalition *	1,600	50,000	48,400	4	400
Pinellas Technical Education Centers *	5,080	300,000	294,920	15	339
Plumbers and Pipefitters and HVAC, local union 123 (RA) *	-	50,000	50,000	-	
Rasmussen College	3,660			1	3,660
Refrigeration & Air Conditioning Contractors (RACCA) (RA)	-			-	
Roadmaster Drivers School, Inc., (Hillsborough)	5,000			1	5,000
Schiller International University, (Pinellas)	-			-	
Southern Technical Institute, Pinellas Park, (Pinellas)	-			-	
St. Petersburg College *	34,530	700,000	665,470	33	1,046
Tampa Truck Driving School, Inc.	5,000			1	5,000
Ultimate Medical Academy (Pinellas) *	56,165	250,000	193,835	12	4,680
University of South Florida / Innovative Education, SACS	9,219			6	1,537
Webster University	7,740			1	7,740
Total	\$ 491,531			171	\$ 2,874

* Contracts required two-third board approval.

Note: Amounts above represent disbursements made to training providers during time period.



Information Item 4
Work-Based Learning Spending
For the period July 1, 2020 - August 31, 2020

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./ Per Part	Prior Year Spending
Allen's Plumbing, Inc.						360
Bert Smith Oldsmobile, Inc.						2,230
Cloud Guru LLC dba Marketopia						1,740
Construction Resources Group, Inc.						2,720
Hospice of Florida Suncoast						3,556
The Bernd Group						3,000
Total	\$ -			0		\$ 13,606



Information Item 5

WIOA Primary Indicators

WIOA Primary Performance Indicators have been established for Program Year 2020-2021. There are four new Primary Indicators: Youth Median Wage and Measureable Skills Gains for Youth, Adult and Dislocated Worker.

Program Year 2020-2021 Quarter One results are scheduled to be released on or about November 29, 2020.

<i>Not Met (less than 90% of negotiated)</i>
<i>Met (90-100% of negotiated)</i>
<i>Exceeded (greater than 100% of negotiated)</i>

Measures	PY 2020-2021 Performance Goals	PY2020-2021 1st Quarter Performance	PY 2020-2021 % of Performance Goal Met For Q1
Adults:			
Employed 2nd Qtr After Exit	90.0%		
Median Wage 2nd Qtr After Exit	\$7,000		
Employed 4th Qtr After Exit	85.5%		
Credential Attainment Rate	70.0%		
Measurable Skills Gain	47.0%		
Dislocated Workers:			
Employed 2nd Qtr After Exit	90.0%		
Median Wage 2nd Qtr After Exit	\$7,000		
Employed 4th Qtr After Exit	85.2%		
Credential Attainment Rate	70.0%		
Measurable Skills Gain	47.0%		
Youth:			
Employed 2nd Qtr After Exit	84.5%		
Median Wage 2nd Qtr After Exit	\$3,200		
Employed 4th Qtr After Exit	78.0%		
Credential Attainment Rate	86.3%		
Measurable Skills Gain	47.0%		
Wagner Peyser:			
Employed 2nd Qtr After Exit	66.2%		
Median Wage 2nd Qtr After Exit	\$5,000		
Employed 4th Qtr After Exit	64.2%		



Information Item 6

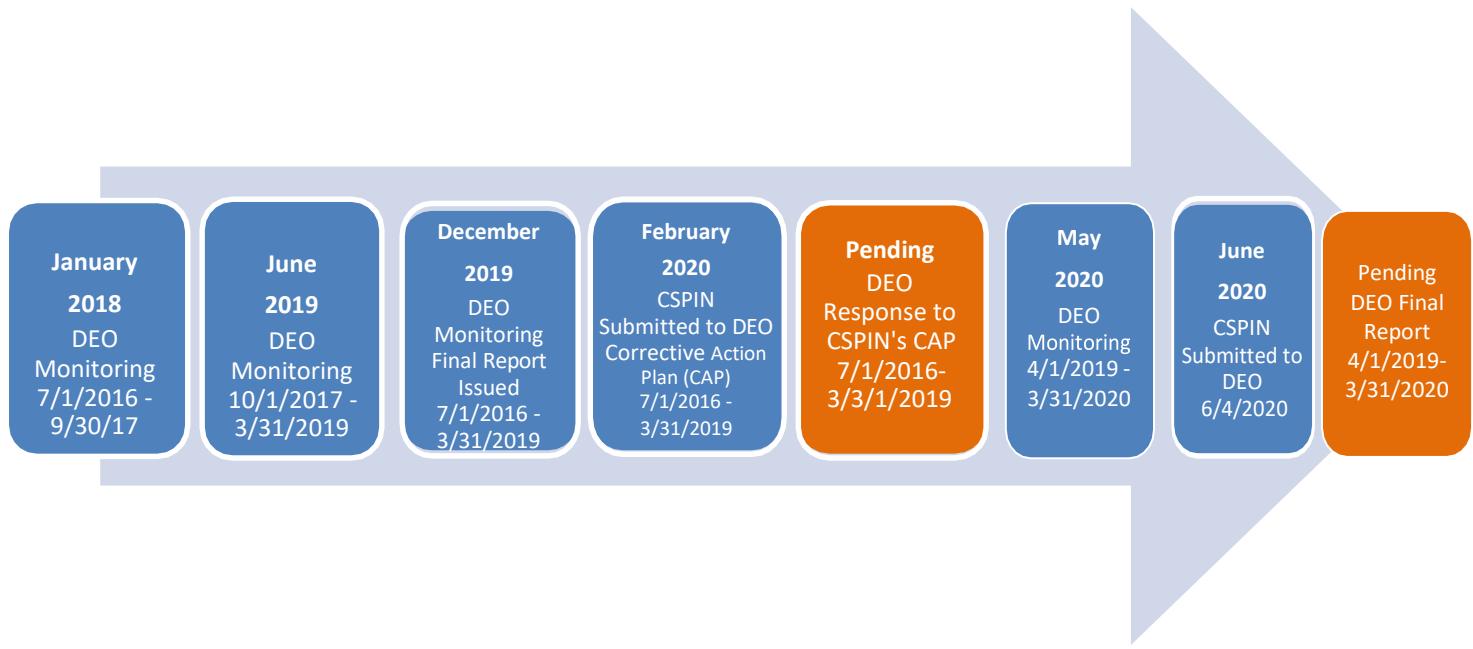
Monitoring Review Update

- 1. DEO Programmatic Monitoring**
- 2. DEO Financial Compliance Monitoring**
- 3. USDOL Compliance Review**

Timeline

DEO Programmatic Monitoring

July 1, 2016 – June 30, 2020



In January 2018, the Department of Economic Opportunity (DEO) completed the on-site PY'17 Programmatic Monitoring Review for the period of 7/1/2016-9/30/17, and in June 2019, completed the on-site PY'18 Program Monitoring Review for the period of 10/1/2017– 3/31/2019.

Because of the impending audits and/or compliance reviews by the United States Department of Labor (USDOL) Employment and Training Administration (ETA), issuance of DEO's programmatic monitoring report was held in abeyance pending completion of USDOL's review. The USDOL compliance report detailing the results of the USDOL review was issued on May 15, 2019.

In December 2019, DEO issued the Final Report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a total of 2 years and 8 months. CareerSource Pinellas responded by submitting a Corrective Action Plan (CAP), in February 2020, within the required 30 days. The Corrective Action Plan included over 30 exhibits and/or attachments, a request for DEO technical assistance and guidance, as well as DEO approval of policies that would guide program planning and procedures. To date CareerSource Pinellas has not received a response to the Corrective Action Plan.

The DEO on-site PY'19 programmatic Monitoring Review was conducted on May 11, 2020 through Tuesday May 19, 2020 for the period of 4/1/2019 through 3/31/2020.

The completed review, preliminary results and comments were submitted to DEO on June 4, 2020. We are waiting for the final report from DEO.

DEO's yearly Programmatic Monitoring for PY'20 is currently scheduled for April 12, 2021 for the period of 4/1/2020 through 3/31/2021.

Timeline

DEO Financial Compliance Monitoring

July 1, 2017 – June 30, 2020



In April 2018, the Department of Economic Opportunity (DEO) completed the onsite PY'17 Financial Compliance Monitoring Review for the period of 7/1/2017-3/31/2018, and in June 2019, completed the onsite PY'18 Financial Compliance Monitoring Review for the period of 4/1/2018 – 3/31/2019. On August 23, 2019, the DEO issued the final monitoring report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a period of 2 years and 8 months. The final report included seven observations and seven technical assistance items. Half of the items pertained to the 2017-2018 monitoring period and half pertained to the 2018-2019 monitoring period. All observations and technical assistance items noted in the report have been addressed.

The DEO PY'19 Financial Compliance Monitoring Review was completed remotely in June 2020 for the period of 4/1/2019 through 3/31/2020. We are waiting for the final report from DEO.

DEO annual Financial Monitoring for PY'20 is currently scheduled for April 12, 2021 for the period of 4/1/2020 through 3/31/2021.

Timeline

USDOL Compliance Review

USDOL/ DEO Compliance Review Background: CareerSource Pinellas received the U.S. Department of Labor Employment and Training Administration (USDOL/ETA) Compliance Review of CareerSource Tampa Bay (CSTB) and Career Source Pinellas (CSPIN) on May 16, 2019. The report was submitted to Ken Lawson Executive Director Florida Department of Economic Opportunity (DEO) and was issued by the Atlanta Regional Office on May 15, 2019.

On June 28, 2019, the Florida Department of Economic Opportunity (DEO) submitted to the U.S. Department of Labor, Employment and Training Administration (ETA), Atlanta Regional Office, responses to the Findings contained in the ETA's May 15, 2019 report of the Compliance Review.

On October 14, 2019, USDOL/ETA issued a letter of response to DEO. USDOL/ETA acknowledged DEO efforts to begin to implement many of the corrective actions that are required to resolve the Findings. However, as reflected in the Compliance Review Report, the documentation provided and corrective actions taken to date are insufficient to fully address the required actions in the Findings. As a result, 16 of the 17 Findings remain unresolved.

In response, DEO submitted supplemental information. The supplemental information was due to DEO for review on or before November 12, 2019. DEO reviewed this information to provide a written response to USDOL/ETA as required by November 28, 2019.

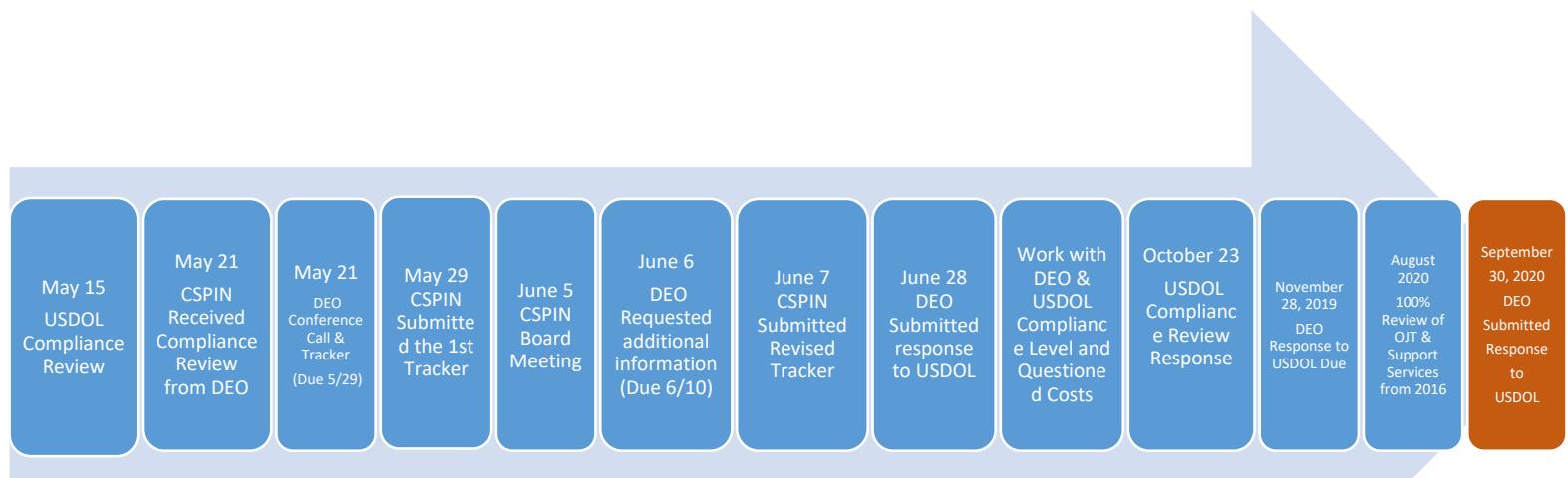
In December, DEO submitted a request for technical assistance to the USDOL.

It was anticipated, the USDOL/DEO will provide information to the Local Workforce Development areas upon completion of the requested technical assistance.

DEO was tasked by USDOL to establish RFP for outside monitoring agency to review all OJT payments for PY 16-17.

DEO contracted with Carr, Riggs & Ingram CPAs and Advisors (CRI) to complete the independent monitoring. CRI started the review early August and completed the full review of all 2016 OJTs and support services. The results were submitted to USDOL.

DEO submitted an updated response to USDOL on September 30, 2020.





Information Item 7

Program vs. Expenditure Report



Program vs. Expenditure Review

July through August 2020



CareerSource Pinellas July through August 2020

	Workforce Innovation and Opportunity Act		Welfare Transition Program		Trade Adjustment Assistance	
Participants Served	<u>1,727</u>		<u>198</u>		<u>74</u>	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 124,853	\$ 72.29	\$ 153,435	\$ 774.92	\$ 1,961	\$ 26.50
Personnel Costs (DEO)	-	-	-	-	14,026	189.54
Service Provider	50,684	29.35	587	2.96	-	-
Training and Supportive Services	469,247	271.71	8,321	42.03	13,073	176.66
Other Direct Costs	14,256	8.25	4,408	22.26	-	-
Pooled Costs	131,793	76.31	122,000	616.16	1,503	20.31
TOTAL	\$ 790,833	\$ 457.92	\$ 288,751	\$ 1,458.34	\$ 30,563	\$ 413.01
	Supplemental Nutrition Assistance Program		Employment Services		Total	
Participants Served	<u>183</u>		<u>6,891</u>		<u>9,073</u>	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 56,602	\$ 309.30	\$ 50,775	\$ 7.37	\$ 387,626	\$ 42.72
Personnel Costs (DEO)	-	-	151,434	21.98	\$ 165,460	18.24
Service Provider	-	-	-	-	\$ 51,271	5.65
Training and Supportive Services	134	0.73	4,466	0.65	\$ 495,241	54.58
Other Direct Costs	-	-	927	0.13	\$ 19,591	2.16
Pooled Costs	27,352	149.46	155,649	22.59	\$ 438,297	48.31
TOTAL	\$ 84,088	\$ 459.50	\$ 363,251	\$ 52.71	\$ 1,557,486	\$ 171.66
						197

CareerSource Pinellas

July through August 2020

Workforce Innovation and Opportunity Act				
PINELLAS	AD	DW	Youth	Total
Number Served	699	575	453	1,727
Placements	17	18	14	49
Average Wage	\$20.90	\$26.63	\$12.38	\$20.57

Welfare Transition Program	
PINELLAS	
Number Served	198
Placements	53
Average Wage	\$13.08

Trade Adjustment Assistance	
PINELLAS	
Number Served	74
Placements	0
Average Wage	N/A

Supplemental Nutrition Assistance Program	
PINELLAS	
Number Served	183
Placements	27
Average Wage	\$11.97

Employment Services				
PINELLAS	RESEA	VETS	Employment Services	Total
Number Served	756	344	5,791	6,891
Placements	114	24	200	338
Average Wage	\$15.00	\$17.20	\$12.88	\$13.90



CareerSource Pinellas

July through August 2020

Pinellas	One Stop Center Traffic
Number of Visitors	1,393
Number of Visits	2,730

Pinellas	Website Traffic
Total # of Visits	7,723
Returning	25.0%
New	75.0%

Pinellas	Employer Services
Employers Served	493
Job Orders Posted	1,958
Referrals to Job Orders	2,834



Information Item 8

Board and Committee Attendance Update

As required by the By-Laws, please find attached the Board/Committee attendance update for PY' 2020-2021.

2020 - 2021 ATTENDANCE
BOARD OF DIRECTORS

Members	7/15/2020	9/16/2020	11/18/2020	1/20/2021	3/17/2021	5/19/2021		
Ivonne Alvarez	YES	YES						
Jody Armstrong	YES	YES						
Rebecca Avrin	YES	Resigned	~~	~~	~~	~~		
Manny Bhuller	YES	YES						
Andrea Cianek	YES	NO						
Candida Duff	YES	YES						
Celeste Fernandez	NO	YES						
David Fetkenher	YES	NO						
Beverly Frank	~~	~~						
Jack Geller	YES	YES						
Patricia Gerard	YES	YES						
Barclay Harless	YES	YES						
John Howell	YES	NO						
Mark Hunt	YES	YES						
Michael Jalazo	YES	YES						
Samuel Kolapo	YES	YES						
Russell Leggette	YES	YES						
Joanne Lentino	NO	NO						
Michael Legal	YES	YES						
Michele Mathews	YES	YES						
Kay McKenzie	YES	NO						
Mike Meidel	YES	NO						
Chris Owens	YES	YES						
Debbie Passerini	YES	YES						
Michael Ramsey	YES	YES						
Rebecca Sarlo	YES	YES						
Patrica Sawyer	YES	YES						
Sheryl Sheppard	YES	NO						
Amy Van Ness	YES	YES						
Zachary White	NO	YES						
Kenneth Williams	YES	YES						
Glenn Willocks	YES	YES						

Audit Committee							
Members	10/8/2020	12/16/2020	2/24/2021	4/28/2021			
Barclay Harless	NO						
Comm. Pat Gerard	YES						
Rebecca Sarlo	YES						
David Fetkenher	NO						
County Appointee							
County Appointee							
Ad Hoc CEO/Legal Counsel Committee							
Members	10/8/2020	11/9/2020					
Barclay Harless	YES	YES					
Comm. Pat Gerard	YES	YES					
Joanne Lentino	NO	NO					
Michael Logal	YES	YES					
Michael Meidel	YES	YES					
Compensation Committee							
Members	8/6/2020	10/8/2020	2/4/2021	4/8/2021			
Candida Duff	YES	CANCELLED					
Jack Geller	YES						
Barclay Harless	YES						
Michael Logal	NO						
Kay McKenzie	YES						
Michele Mathews	YES						
Debbie Passerini	YES						
Amy Van Ness	YES						

Finance Committee								
Members	8/26/2020	10/28/2020	12/16/2020	2/24/2021	4/28/2021	6/30/2021		
David Fetkenher	YES	NO						
Jack Geller	YES	YES						
Barclay Harless	YES	YES						
Rebecca Sarlo	YES	YES						
Amy Van Ness	NO	NO						
Manny Bhuller	YES	YES						
One Stop Committee								
Members	8/20/2020	10/22/2020	2/18/2021	4/22/2021	6/24/2021			
John Howell	NO	NO						
Mark Hunt	YES	YES						
Jason Krupp	YES	YES						
Patty Sawyer	NO	YES						
Tiffany Nozicka	YES	YES						
Candida Duff	NO	NO						
Jody Armstrong	YES	YES						
Samuel Kolapo	YES	YES						
Rebecca Sarlo	NO	YES						
Workforce Solutions Committee								
Members	8/11/2020	10/13/2020	2/9/2021	4/13/2021	6/8/2021			
Mark Hunt	YES	YES						
Michael Meidel	YES	NO						
Michael Ramsey	YES	NO						
Michael Legal	YES	NO						
Chris Owens	YES	NO						
Denise Sanderson	YES	YES						
Rebecca Sarlo	YES	YES						
Candida Duff	NO	NO						
Andrea Cianek	YES	YES						
Ivonne Alvarez	YES	YES						
Rebecca Avrin	YES	Resigned	~~	~~	~~			
Michael Jalazo	YES	YES						
Glenn Willocks	YES	YES						



Information Item 9

First Amendment to CEO Employment Agreement

On November 1, 2019, the Board of Directors approved a three-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas.

On October 8, 2020 the Ad Hoc CEO/Legal Counsel Committee met to discuss the CEO's Performance Review. Stephanie Marchman pointed out that there was a scrivener's error in the CEO's employment contract. The end date is listed as 2019 and should be 2022. She drafted a CEO First Amendment to Employment Agreement for signature by the Board Chair and the CEO.

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

THIS FIRST AMENDMENT TO EMPLOYMENT AGREEMENT (the “First Amendment”), is made and entered into this 23 day of October, 2020, by and between WorkNet Pinellas, Inc. (d/b/a CareerSource Pinellas), a Florida not-for-profit corporation (the “Employer”), and Jennifer Brackney (the “Employee”), both of whom understand as follows:

WHEREAS, Employer and Employee have heretofore entered into an Employment Agreement dated November 1, 2019 (the “Agreement”); and

WHEREAS, the parties desire to correct a scrivener’s error in said Agreement relating to the term of the agreement; and

WHEREAS, Section 2 of the Agreement, entitled “Term of Agreement”, mistakenly provides that the term of the Agreement both begins and ends on the same date, November 30, 2019; and

WHEREAS, the parties intended the Agreement to be for a three year term.

NOW, THEREFORE, in consideration of the mutual covenants set forth in the Agreement and this First Amendment thereto, Employer and Employee agree to amend the Agreement as follows:

Section 1. Section 2 of the Agreement is amended in its entirety to read as follows:

2. **Term of Agreement.** Unless terminated at an earlier date in accordance with this Agreement, the term of this Agreement shall be for the period commencing on the Effective Date and ending on November 30, 2022 (the “**Term**”). The Term may be extended beyond the period set forth in this Section as mutually agreed upon in writing by the Employer and Employee. The Employer shall provide Employee with written notice at least 60 days prior to the expiration of the Term (the “**Notice Date**”) if the Employer has made a decision as of the Notice Date to initiate a formal search to replace Employee in her capacity as Chief Executive Officer of the Employer at the end of the Term.

IN WITNESS WHEREOF the parties have executed this First Amendment to the Agreement in duplicate the date first above written.

Employee:

Jennifer Brackney
Jennifer Brackney

Employer:

B.H.
Barclay Harless, Board Chair

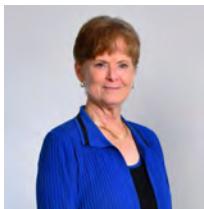


HANDOUT

2019 - 2020 ANNUAL REPORT



CAREER SOURCE PINELLAS BOARD



Commissioner Pat Gerard
Pinellas County Commission
Vice Chair



Karla Leavelle
CareerSource Pinellas
Board Chair



Jennifer Brackney
CareerSource Pinellas
CEO

As CareerSource Pinellas wraps up an unprecedented program year, we continue to examine the workforce, education, and economic challenges and opportunities ahead.

When the CareerSource Pinellas Board embarked on developing a Strategic Plan for this organization, a new era of economic challenges was just unfolding for the country. Our region has risen to those challenges with surprising creativity and resilience. However, in order to meet the needs of our local economy, much remains to be done to develop our human capital. It is our collective obligation to develop strategic workforce solutions that offer the right balance of short-term focus and long-term ambition. This will ensure we have a strong and competitive workforce to meet the changing regional economy.

The local workforce development system is called "CareerSource Pinellas" and is a partnership of more than 30 organizations working together, to provide workforce services and programs to individuals and businesses.

Services are available online, in Pinellas County, and through satellite offices located in Tarpon Springs, and soon to be at the Lealman Exchange.

Over the past few years, our local workforce system has risen to the challenges before us and served unprecedented numbers of individuals and businesses, with responsive programs and services.

The CareerSource Pinellas Board of Directors oversees our local workforce system and sets the strategic policy framework. The Board is composed of distinguished leaders representing business, labor, education, economic development and community-based organizations. It is also supported by a number of talented professionals, and dedicated staff, who understand our purpose is to maintain and enhance a comprehensive workforce development system in Pinellas County.

As we recognize our success, it is important that all of us remember that a community's enduring strength in the global economy is determined by the quality and quantity of its human talent.

BOARD MEMBERS

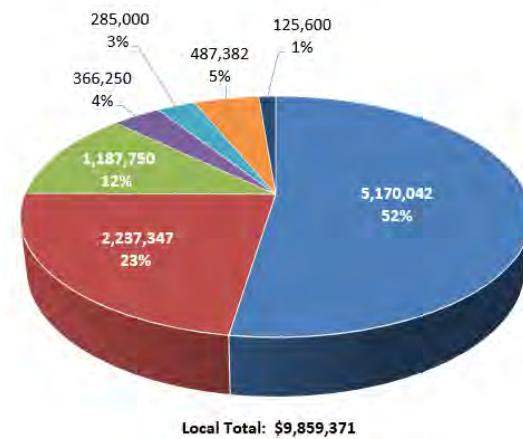
- **MS. VIVIAN AMADEO**, Don Cesar Hotel
- **MR. WILLIAM APPLE**, Precision Building & Mechanical, LLC
- **MS. JODY ARMSTRONG**, Disability Achievement Center
- **MR. MANMOHAN BHULLER**, The CI Group
- **MS. CANDIDA DUFF**, H&T Global Circuits
- **MR. JAMES ENGLAND**, England Brothers Construction
- **MS. CELESTE FERNANDEZ**, Department of Children and Families
- **MR. DAVID FETKENHER (Treasurer)**, Crown Automotive Group
- **MR. JACK GELLER, ESQ. (Past Chair)**, Harper, Kynes, Geller, & Greenleaf, P.A.
- **COMM. PATRICIA GERARD (Vice-Chair)**, Pinellas County BOCC
- **MR. BARCLAY HARLESS (Chair-Elect)**, Bank OZK
- **MS. ANDREA HENNING**, St. Petersburg College
- **MR. MARK HUNT**, Pinellas County Schools
- **MR. MICHAEL JALAZO**, Pinellas Ex-Offender Re-Entry Coalition
- **MS. CAROLYN KING**, Pinellas Opportunity Council, Inc.
- **MR. SAMUEL KOLAPO**, JobCorps
- **MS. KARLA LEAVELLE (Chair)**, Human Capital Advisors
- **MR. RUSSELL LEGGETTE**, Florida Pipe Trades
- **MS. JOANNE LENTINO**, Pinellas County School Board
- **MR. MICHAEL LOGAL**, AppleOne Employment Services
- **MS. KAY MCKENZIE**, Check Before Hire, LLC
- **MR. MICHAEL MEIDEL (Secretary)**, Pinellas County Economic Development
- **MS. DEBORAH PASSERINI**, Goodwill-Suncoast Inc.
- **DR. REBECCA SARLO**, Ultimate Medical Academy
- **MS. SHERYL SHEPPARD**, SS White Technologies
- **MS. AMY VAN NESS**, FreightCenter Inc.
- **MR. SCOTT WAGMAN**, HW Properties
- **DR. ZACHARY WHITE**, Homeless Empowerment Project, Inc.
- **MR. GLENN WILLOCKS**, Tradewinds Island Resorts
- **MR. KENNETH WILLIAMS**, Teamsters Local Union No. 79

HIGHLIGHTS AND IMPACT

- Met or exceeded all 14 U.S Department of Labor “Performance Indicators” for the Workforce Investment and Opportunity Act (WIOA) Program Year ending June 30, 2019.
- Exceeded target for all metrics of the Continuous Improvement Initiatives (CIP), and as a result, qualified for an incentive award of \$238,479 to expand and enhance programs.
- Provided 19,831 individuals with career services, including job search assistance, job referrals, career transition, resume assistance, career workshops and program orientations through the Career Resource Centers.
- Trained 1,630 individuals in occupational skills training programs, placing 508 in employment. Average annual wages per placement was \$57,657 for Dislocated Workers and \$45,843 for Adults.
- Enrolled 288 individuals in special projects training programs, including the Department of Labor Trade Adjustment Assistance Act (TAA), US Department of Labor YouthBuild, and State or CareerSource Florida-led initiatives.
- Provided more than 1,303 local employers with real time assistance, including labor market information, career fairs, internet-based job postings, employee recruitment/screening, employee referrals, and customized services.
- Hosted 113 onsite and virtual career fairs, recruitment and networking events connecting 302 businesses and local organizations with over 1,550 job seekers.
- Maintained 31 operational and strategic partnerships in order to leverage resources to expand and enhance services.
- Partnered with PERC to host the STARS program, connecting 72 ex-offenders to services, assistance and resources in the community.
- Provided 29 YouthBuild students with the opportunity to complete their high school education, learn construction-related skills, develop leadership skills and work on building or renovating low income homes.
- Participated in the Ticket to Work program to assist individuals with disability return to work by utilizing career services provided through the Career Resource Center.
- Facilitated 43 board, committee and board-related meetings to fulfill the local oversight responsibilities.
- Developed a comprehensive four-year Local Workforce Development Plan and Strategic Plan - a dynamic blueprint for the sustainability and growth of the region’s talent pipeline.
- Responded to the local economic pandemic by remaining open to the public to provide services to the customers that needed us the most and creatively developed solutions to continue to provide direct services to customers.
- Worked to continue to grow an agile organization that promotes business engagement, strengthens meaningful connections across partners, and expands our talent pipeline.

FINANCIAL REPORT

Budgeted Revenues

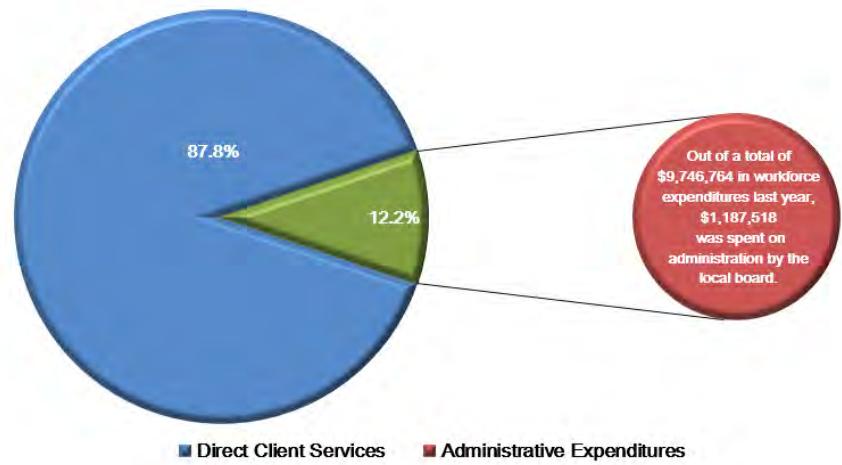


Budgeted Revenue Breakdown

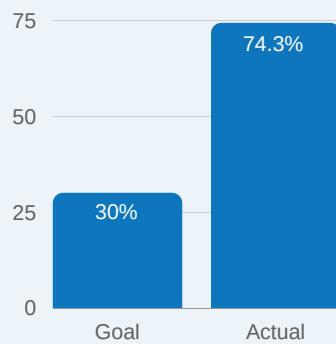
- Workforce Innovation & Opportunity Act (WIOA): \$5,170,042
 - Welfare Transition: \$2,237,347
 - Employment Services: \$1,187,750
 - YouthBuild: \$487,382
 - Supplemental Nutrition Assistance Program (SNAP): \$366,250
 - Trade Adjustment Assistance: \$285,000
 - Other: \$125,600
- Local Total: \$9,859,371**

Organizational Expenditures

Of the total \$9,746,764 in workforce expenditures last year, \$1,187,518 was spent on administration.



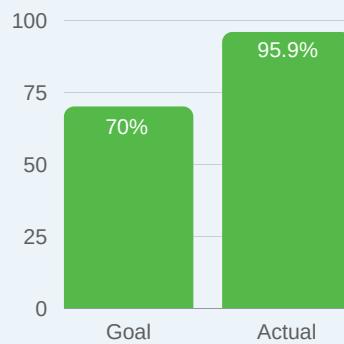
Individual Training Account (ITA)



Paid Work Experience



Out of School Youth



STRATEGIC PLAN

The CareerSource Pinellas Local Workforce Development Board would like to thank the participating members of the Strategic Planning Committee for all the time, energy and commitment each individual brought to this strategy development effort.

Strategic Planning Team Members:

Jody Armstrong,
Disability Achievement Center

Jennifer Brackney,
CareerSource Pinellas

Barclay Harless,
Bank OZK

John Howell,
Florida Department of Education

Mark Hunt,
Pinellas County Schools

Emery Ivery,
United Way Suncoast

Michael Jalazo,
Pinellas Ex-Offender Re-Entry
Coalition

Michael Legal,
AppleOne Employment Services

Michael Meidel,
Pinellas County Economic
Development

Steve Meier,
CareerSource Pinellas

Chris Moore,
Assistant to the County Administrator

Michelle Moeller,
CareerSource Pinellas

Michael Ramsey,
St. Petersburg College

Rebecca Sarlo,
Ultimate Medical Academy

Mary jo Schmick,
CareerSource Pinellas

April Torregiante,
CareerSource Pinellas

Amy Van Ness,
Freight Center, Inc.

Scott Wagman,
HW Properties

Zachary White,
Homeless Empowerment
Program

This Strategic Plan is the framework to continue our growth and ensure the sustainability of our customer-focused workforce development system that continues to benefit all stakeholders – our customers, our employees and the community.

The demand is great, as is our commitment to build a workforce strategy for our time that can meet the needs of today's changing business environment.

VISION:

The vision of CareerSource Pinellas is to enhance lives by making talent the region's key competitive asset.

MISSION:

The mission of CareerSource Pinellas is to build the talent pipeline for today and the future by providing easy access to workforce solutions.

STRATEGIC GOALS



BOARD COMMITTEES

AD HOC STRATEGIC PLANNING COMMITTEE

Chair: *Barclay Harless*

Mission: To develop a plan that provides the strategic direction, goals and strategies for the organization's future development.

Accomplishments:

- Led the development of the 2020-2024 Strategic Plan - a dynamic blueprint for the sustainability and growth of the region's talent pipeline.
- Hosted four strategic planning sessions and five focus groups providing an inclusive approach to gathering system stakeholder feedback and input.

ONE-STOP COMMITTEE

Chair: *John Howell*

Mission: To leverage partnerships to enhance and expand programs and services in Pinellas County.

Accomplishments:

- Reviewed and made recommendations for expanding and enhancing career services.
- Facilitated discussion to ensure activities with key partners fully leverage resources and linkages.

COMPENSATION COMMITTEE

Chair: *Candida Duff*

Mission: To provide oversight of human resource functions, policies and plans related to compensation, benefits and performance.

Accomplishments:

- Approved and revised Employee Handbook and related HR policies.
- Implemented a health and wellness plan offering a flat rate benefit stipend.
- Approved a performance merit increase of 0-5 percent of base salary for employees based on overall annual performance evaluation rating.
- Developed the annual performance evaluation to ensure each employee's performance aligns with performance expectations and supports the development of a positive work culture.

FINANCE COMMITTEE

Chair: *David Fetkenher*

Mission: To provide oversight of the budget and review revenue and expenditures.

Accomplishments:

- Received approval from US Department of Labor for the indirect cost rate of 15.3 percent to ensure accurate accounting of indirect activities.
- Provided detailed reports to track and manage program vs budget expenditures.

AUDIT COMMITTEE

Chair: *David Fetkenher*

Mission: To provide oversight related to audit compliance.

Accomplishments:

- Enlisted Powell & Jones to conduct an annual financial audit, Agreed Upon Procedures, and limited scope 401K plan audit.
- Reviewed the Internal Control Questionnaire (ICQ) to assure a strong system of internal controls.

WORKFORCE SOLUTIONS COMMITTEE

Chair: *Mark Hunt*

Mission: To ensure coordination of local workforce develop programs to strengthen business partnerships.

Accomplishments:

- Promoted sector strategy initiatives in health care, manufacturing, financial and professional services, information technology and construction.
- Analyzed local economic trends to ensure the Local Target Occupations List reflects local, in-demand occupations.
- Engaged the business community and expanded resources to fill existing skill gaps through target training opportunities.
- Participated in business focused partnerships with local chambers and EDC.

SUCCESS STORIES 2020

GIVING GUIDANCE AND SUPPORT



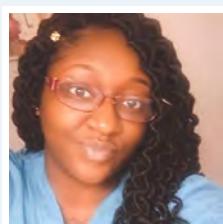
CareerSource Pinellas is always excited to see the way our customers are able to turn tough situations into exciting new opportunities. Hilary was attending school to further her career when she unexpectedly became unemployed. As a single mother, without a steady income, she realized she would have to quickly change course to find new employment to support her family.

Looking at her options, Hilary learned that many of her class credits fulfilled the requirements to be accepted into the St. Petersburg College Registered Nurse (RN) Training Program.

Even though she was receiving unemployment assistance, and actively trying to find a job, Hilary knew she needed to do more to make her new goal of becoming an RN a reality, so she turned to CareerSource Pinellas. Hilary successfully obtained her RN License and is now employed at Baycare Health System.

Hilary says, "I am so glad I trusted CareerSource Pinellas to provide guidance and support in my time of need."

WHEN AMBITION MEETS DETERMINATION



Keidria Williams is a single mother of five children who originally came to CareerSource Pinellas looking for assistance with childcare. With guidance from the team, she worked to achieve her LPN Licensure, and even completed an IV therapy course to help further her career.

We are pleased to say that Keidra is now a Licensed Practical Nurse with an IV therapy certification. She is working as an LPN at Bayfront Health where she is applying all she's learned.

Keidria says, "I am so proud of all I have accomplished, and I appreciate the support and guidance from CareerSource Pinellas. Thank you for everything!"

A FRESH START



Seeking employment for single moms and dads can be a challenge when childcare barriers exist. Finding the right provider and paying associated costs can be an uphill battle. These challenges were compounded with the health crisis. With businesses and childcare providers closing, 'can' quickly became a 'must'-stay-at-home for many single parents. For those resourceful and determined parents that accomplished the placement of their children and obtained employment during these trying times, success is a true victory.

Jacky Ward is a shining example. She was determined to beat the barriers, and her determination paid off. Jacky came to CareerSource Pinellas in early February after making a bold move from Homosassa to St. Petersburg to start a new life. She was amazed with the services offered by CareerSource Pinellas — including childcare, transportation, tuition assistance, career counseling, and job search assistance. Jacky persevered and is now employed at HealthCare Support as of April 4, 2020.

Jacky says, "My story is an example of how people can move forward even in the midst of chaos. I am happy to have the support of CareerSource Pinellas."

AGAINST ALL ODDS, SHE SUCCEEDS



Megan Lishamer was facing a tough time. As a single mother going through a divorce, she worried how she would make ends meet when she was laid off from her Medical Assistant position.

Prior to her dislocation, Megan had been attending SPC part-time and applied to be accepted in the RN program. She thought her financial situation would force her nursing dreams to be put on hold. However, SPC's Financial Aid Department told Megan about CareerSource Pinellas.

Like many single parents, Megan faced many challenges while attending school for Nursing. Nevertheless, Megan stayed on course and is now working at Palms of Pasadena hospital, as an RN and couldn't be happier.

Megan says, "I am very grateful for the opportunity to complete my education and pursue my career goal of becoming a nurse. Thank you, CareerSource Pinellas!



13805 58th St. North, Suite 2-140
Clearwater, FL 33760
(727) 524-4344

YOUR TALENT IS OUR PASSION

BY-LAWS

The provisions of this document constitute the By-Laws of WorkNet Pinellas, Inc., a Florida not-for-profit corporation, which shall be utilized to govern the management and operation of WorkNet Pinellas, Inc. for all purposes.

ARTICLE I – NAME, SERVICE AREA, AND OFFICE LOCATION

SECTION I – Name

The name of the organization shall be WorkNet Pinellas, Inc. doing business as and hereinafter referred to as CareerSource Pinellas (or “CSPIN”).

SECTION 2 – Service Area

CareerSource Pinellas, serving as the Local Area Workforce Development Board by CareerSource Florida, Inc., the State of Florida Workforce Development Board, shall primarily serve the employers and residents of Pinellas County, Florida.

SECTION 3 – Office Location

The official office location and mailing address shall be as determined by the Board of Directors of CareerSource Pinellas.

ARTICLE II – PURPOSE AND USE OF FUNDS

SECTION I – Purpose

The purposes for which CareerSource Pinellas is formed, and its business goals and objectives are as follows:

- A. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of customers, both employers and job seekers alike.
- B. To act as a fiscal agent and administrative entity as defined by the Federal Workforce Innovation and Opportunity Act (WIOA), authorized by the State of Florida, the U.S. Department of Labor, and as approved by the Pinellas County Board of County Commissioners serving as the Chief Elected Official
- C. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the

- community.
- D. To place special emphasis on service to welfare recipients, economically disadvantaged adults and youth, dislocated workers, and individuals and employers needing workforce development services as identified in the CareerSource Pinellas strategic plan.

SECTION 2 – Use of Funds

CareerSource Pinellas shall direct the receipt and expenditure of funds in accordance with the approved local plans and budget, and all applicable Federal, State or Local Laws. This shall be done in ways that will most effectively satisfy the labor demand needs of the residents and business community to enhance the economic well-being of the area.

ARTICLE III - BOARD MEMBERSHIP

SECTION I – Governing Body

CareerSource Pinellas shall be governed by a Board of Directors, to be appointed as provided herein.

SECTION 2 – Authority and Responsibilities of the Board

All corporate powers shall be exercised by or under the authority of the Board of Directors, and the business and affairs of Career Source Pinellas will be managed under the Board's direction.

The Directors general functions shall include:

- A. Establishing policies for the governance, administration and operation of CareerSource Pinellas;
- B. Exercising and fulfilling the specific powers and responsibilities as required under applicable law;
- C. Discharging their duties in good faith, with the care an ordinary prudent person in a like position would exercise in similar circumstances;

The specific authorities and responsibilities of the Board shall include all authorities and responsibilities delegated to it by applicable federal, state and local laws, regulations, policies and mandates, and shall include:

- A. Adopting, amending or repealing the Articles;
- B. Electing and removing officers of CareerSource Pinellas;
- C. Ensuring accountable management of real and personal property of CareerSource Pinellas, including approval of the acquisition, conveyance, mortgaging, or encumbering property, and approval of

- D. material contracts on behalf of Career Source Pinellas;
- E. Establishing policies, including monetary or other limits, within which administration and staff of CareerSource Pinellas may function independently;
- F. Approving rules and regulations for the administration of CareerSource Pinellas personnel, including approval of pay/compensation plans and employee benefits;
- F. Developing, ratifying and submitting or amending the local workforce plan pursuant to Public Law No. 113-128 WIOA and the provisions of Florida Statute 445.007, subject to the approval of the Pinellas County Board of County Commissioners;
- G. Coordinating agreements with the Pinellas County Board of County Commissioners that are necessary to designate the fiscal agent and administrative entity;
- H. Oversight of programs;
- I. Oversight of administrative costs;
- J. Oversight of performance outcomes;
- K. Identifying and selecting providers of training services, intensive services, youth providers and One-Stop Operators as necessary and applicable;
- L. Developing a budget, subject to the approval of the Pinellas County Board of County Commissioners, for purposes of carrying out the duties of the Board under applicable state and federal law;
- M. Oversight of the budget;
- N. Negotiating and reaching agreement on local performance measures;
- O. Coordinating the workforce investment activities with economic development strategies and developing other employer linkages with such activities; and
- P. Developing the Regional Targeted Occupations List.
- Q. Selecting, hiring and terminating, subject to the approval of the Pinellas County Board of County Commissioners, the Chief Executive Official who shall report directly to the CSPIN Board; and
- R. Selecting and hiring or contracting for, or terminating, the provision of legal services to be provided to, and for, WorkNet Pinellas, Inc. subject to the approval of the Pinellas County Board of County Commissioners. The selected provider of legal services shall report directly to the CSPIN Board of Directors. The performance of legal services shall be reviewed not less than every calendar year, and any legal services agreement shall be terminable at will and may not have a term beyond twenty-four (24) months. Nothing herein shall prevent legal services contract renewals beyond such twenty-four (24) month term, provided that the Board of Directors shall be required to affirmatively vote to renew such agreement not less than every two years, and only after a review by the Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee as provided in Article VI, Section 12 of these bylaws.

Nothing herein shall be construed to prevent the Pinellas County Board of County Commissioners from removing the CSPIN Executive Director or legal services provider.

Removal of the CSPIN Executive Director or legal services provider is a power reserved to the Pinellas County Board of County Commissioners as the Chief Elected Official.

SECTION 3 – Authority of Individual Board Members

Board members have authority over the affairs of CareerSource Pinellas only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is taken when carrying out specific instructions by the Board of Directors of CareerSource Pinellas.

SECTION 4 - Categories of Board Membership

All the members of the Board of Directors of CareerSource Pinellas shall be appointed by the Pinellas County Board of County Commissioners in accordance with Federal and State legislation, regulations and policies, and consistent with such policies and/or procedures as may be established by the Board of County Commissioners. Such appointments shall include:

- A. The Chairman of the Pinellas County Board of County Commissioners or his/her designee from the Board of County Commissioners, shall fill one of the mandatory seats on the Board as appropriate and as established by Federal and State legislation, regulations and/or policies.
- B. A local elected official which must be either a municipal officer, School Board Member, or an additional County Commissioner, appointed by the Board of County Commissioners shall fill a seat on the Board.

SECTION 5 – Appointment of Board Members

- A. Members of the CareerSource Pinellas Board of Directors shall be appointed by the Pinellas County Board of County Commissioners subject to the provisions of WIOA and its regulations, and pursuant to the Florida Workforce Innovation Act and policies established by the Governor for the State of Florida. The maximum number of Board members and the categories of membership shall conform to Federal and State legislation, regulations and policies (but no more than 33 Directors shall be appointed to serve on the Board).
- B. The CareerSource Pinellas Board may make recommendations regarding nominations to the Pinellas County Board of County Commissioners. Such nominations shall be in accordance with the nomination process set forth in the governing statutes and the policies established by the Pinellas County Board of County Commissioners. Appointments to the Board shall be at the discretion of the Pinellas County Board of County Commissioners.
- C. Members of the Board shall serve at the pleasure of the Pinellas County

Board of County Commissioners. The Pinellas County Board of County Commissioners shall have the authority to remove a Director from the Board when it determines that the best interests of the workforce program will be served.

ARTICLE IV – BOARD OF DIRECTORS

SECTION I – Terms of Membership

- A. Members of the Board shall serve for fixed and staggered terms of two years with the exceptions described within these By-Laws.
- B. In accordance with the federal law and Florida State law, whenever a mandatory seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, their term of office shall not expire except and unless the federal or state statute is amended to exclude the position.
- C. If a member resigns prior to the expiration date of his/her term in office, nominations for filling the vacancy shall be made to the Pinellas County Board of County Commissioners in the same manner as is described within these By-Laws. Upon appointment, the new member shall serve the unexpired term of the member whose vacancy he/she is filling.
- D. The Chairman of the Pinellas County Board of County Commissioners, or his or her designee, and the local elected official are not subject to the Board membership term limitations specified herein.

SECTION 2 – Resignation

A member may resign his or her membership on the CareerSource Pinellas Board at any time by submitting a resignation in writing to the Chair or Chief Executive Official/Executive Director. In the case of the resignation of the Chair, a resignation shall be submitted in writing to the Chair Elect or Chief Executive Official/Executive Director. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation by the Chair.

After two consecutive absences, or three (3) absences in a fiscal year from regularly scheduled meetings of the CareerSource Pinellas Board without an excuse approved by the Chair the Chief Executive Official shall notify the offending director to determine whether that individual wishes to resign their seat on the Board and to notify them that any further unexcused absence in the fiscal year shall constitute grounds for removal of the Board member under Section 3D. The Chief Executive Official shall also notify the Board of County Commissioners of such occurrence.

For members of committees that are not defined persons identified to be members of such a committee by title or position, three (3) consecutive absences from regularly scheduled committee meetings of CareerSource Pinellas, without an excuse approved by the

committee chair, shall constitute a de facto resignation of the committee member from that committee. De facto resignation from a committee will not impact the individuals' membership on the Board or membership on other committees.

SECTION 3 – Revocation of Membership

The Board of Directors may, by a two-thirds affirmative vote at a meeting where a quorum has been established, recommend revocation of membership to the Pinellas County Board of County Commissioners for the following reasons:

- A. Should a Board member cease to represent the category to which they were appointed to fill on the Board through change in status;
- B. Disability, illness or inability to perform their duties on the Board;
- C. Unethical or illegal practices or actions, or
- D. Failure to carry out duties, responsibilities, and functions of a Board member as defined in federal and state law, regulations, and these Bylaws.

SECTION 4 – Notification of Vacancies

The Chair of the Board will notify the Board of County Commissioners when vacancies occur through written correspondence with the Commissioner assigned to serve on the board of directors, the Board of County Commissioners, and any other party designated in writing by the County, and will annually submit written notification of all vacancies at the beginning of each fiscal year.

ARTICLE V - BOARD OFFICERS

The Officers of CareerSource Pinellas shall consist of a Chair, a Chair Elect, a Vice Chair, a Secretary and a Treasurer. The Chairman of the Pinellas County Board of County Commissioners, or his/her designee from the Board of County Commissioners, shall occupy the Vice Chair position.

SECTION 1- Election of Officers

The Chair, Chair Elect, Treasurer, and Secretary of the CareerSource Pinellas Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the CareerSource Pinellas Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.
- C. The CareerSource Pinellas Chair and Chair Elect shall be selected from among the representatives of the private sector Board members.

SECTION 2 – Duties of Officers

- A. Duties of the Chair shall include:
 - Presiding at all meetings of the CareerSource Pinellas Board of Directors;
 - Serving as chair of the Executive Committee;
 - Making all committee chair appointments;
 - Calling special meetings of the Board;
 - Establishing Ad-Hoc Committees as deemed necessary to conduct the business of the Board and make appointments thereto;
 - Serving as a member of the Audit Committee: and
 - Performing all duties incident to the office of Chair.
- B. Duties of the Chair Elect shall include:
 - Presiding over meetings in the absence of the Chair;
 - Serving as a member of the Executive Committee; and
 - Performing all duties incident to the office of Chair in the absence of the Chair.
- C. Duties of the Treasurer shall include:
 - Serving as a member of the Executive Committee;
 - Serving as a member of the Audit Committee;
 - Serving as Chair of the Finance Committee; and
 - Making a report on the financial status at each regular meeting of the Board.
- D. Duties of the Secretary shall include:
 - Serving as a member of the Executive Committee;
 - Signing all bank resolutions; and
 - Reviewing all Board minutes prior to official adoption by the Board of Directors.
- E. Duties of the Vice Chair shall include:
 - Presiding over meetings in the absence of the Chair and the Chair Elect;
 - Serving on the Audit Committee; and
 - Serving on the Executive Committee.

SECTION 3 – Terms of Office

The term of office for the Chair, Chair Elect, Secretary and Treasurer of CareerSource Pinellas shall be for one (1) year, from July 1 through June 30.

CareerSource Pinellas Officers may serve two consecutive terms of one year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two consecutive terms, the Officer shall then step down from their position for a minimum of one year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

The Vice Chair is not subject to the Officer term limits specified herein.

SECTION 4 – Vacancy in One of the Officer Positions

If a vacancy in any office but the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting. If the office of Chair becomes vacant, the Chair Elect will assume the office of Chair.

ARTICLE VI – COMMITTEES

SECTION 1 – Standing Committees

The Standing Committees of CareerSource Pinellas shall be the Executive Committee, the One Stop Committee, the Workforce Solutions Committee, the Finance Committee, , and the Audit Committee. In addition, there may be such ad hoc committees as determined necessary by the Chair or as specified in these Bylaws.

Other than those committees required by law, CareerSource Pinellas may vote to expand or combine Committees as appropriate for the efficient operation of the business of CareerSource Pinellas.

SECTION 2 – Terms of the Executive Committee members and Committee Chairs

CareerSource Pinellas Executive Committee Members and Committee Chairs may serve in those positions for two consecutive terms of one year each, if re-elected or re-appointed and shall then step down from their position for a minimum of a year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

SECTION 3 – General Committee Membership

- A. A committee member, with the exception of an Executive Committee member, may designate an alternate in writing who shall have the powers, including voting, of the committee member when that alternate attends committee meetings in lieu of the committee member. No other proxy voting is allowed.
- B. CareerSource Board members shall comprise a majority of each committee except as otherwise provided in these Bylaws.
- C. The Chair of any standing committee with the exception of the Executive Committee, at his/ her discretion, may appoint board and non-board members to serve on the committee except as otherwise provided in these Bylaws.
- D. Non-board committee members shall serve for a two-year term from their appointment date. Terms are renewable for additional two-year periods at the discretion of the committee chairperson or appointing authority.

SECTION 4 – Executive Committee Membership, Duties and Responsibilities

CareerSource Pinellas shall have an Executive Committee consisting of the Officers, the Chairs of the Standing Committees, Past Chair, and up to five at-large members appointed by the Chairperson.

The Executive Committee may meet; (i) only in months when the full Board of Directors does not meet and time is of the essence in taking any action; (ii) in emergency situations where the failure to act would result in irreparable harm to persons or workforce program continuity, and the full Board of Directors cannot be convened. The Executive Committee shall have and exercise the authority of the Board of Directors in the governance of the affairs of CareerSource Pinellas with the exception of (i) adopting, repealing, or amending the Articles, the Interlocal Agreement or these By-Laws; (ii) approval or modification of the annual budget; (ii) approval or amendment of the 4 year or other plans required by the WIOA; (iii) acquisition or conveyance of real estate; (iv) pledging, mortgaging, or encumbering real property, or pledging or encumbering personal property other than in the ordinary course of business for expenditures included in the line item budget and/or pre-approved by the Board of Directors; (v) staff pay or compensation plans; (vi) approval or amendment of the CSPIN administrative code/governing policies, including purchasing and financial policies; (vii) approval of the annual financial audit and responses thereto, as well as the early termination of the audit firm; (viii) hiring, disciplining, and discharging the Chief Executive Official/executive director and legal counsel.

Any items approved by the Executive Committee will appear as consent agenda items at the next meeting of the full Board of Directors. Such consent agenda items will be distributed to board members at least 72 hours prior to the Board meeting date and time.

Delegation of authority to the Executive Committee shall not relieve the Board of Directors or any individual Director of any responsibility imposed on it, or him or her, by the Bylaws or by any applicable law.

The Executive Committee shall also be responsible for planning, conducting and/or recommending Board Member development or in-service activities.

SECTION 5 – One Stop Committee Membership, Duties and Responsibilities

The One Stop Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the One Stop Committee Chair. The One Stop Committee shall be responsible for advising the Board of Directors on matters related to the following committee areas of oversight:

- Providing assistance with planning, operational and other issues relating to the one-stop delivery system;
- Providing assistance with planning, operational, and other issues relating to the provision of services to youth;
- Providing assistance with planning, operational and other issues relating to the provision of services to individuals with disabilities;
- Reviewing the plans and services of other agencies and one-stop partners with the intent to improve coordination of services;
- Reviewing customer survey feedback to ensure customer input is made part of the plan of service;
- Reviewing the enrollment and training of individuals under the Workforce Investment Act;
- Reviewing the services delivered to welfare transition customers;
- Reviewing services and programs delivered to recognized target groups;
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee's annual strategic plan; and
- Planning for future changes and improvements to the one-stop system.

SECTION 6 – Workforce Solutions Committee Membership, Duties and Responsibilities

The Workforce Solutions Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Workforce Solutions Committee Chair. The Workforce Solutions Committee shall be responsible for:

- Reviewing and recommending approval of the services and programs delivered to employers;
- Reviewing and recommending approval of training vendor applications and other actions pertaining to training vendors;
- Reviewing periodic training vendor performance reports;
- Reviewing the region's activities related to targeted industries;
- Creating and maintaining the regional targeted occupations list; and
- Reviewing and recommending approval of the Board's partnerships with economic development organizations and other business associations in accordance with the

committee's annual strategic plan.

SECTION 7 – Finance Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight responsibilities regarding the fiscal affairs of the Agency. The Committee's responsibilities shall include, but are not limited to:

- Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;
- Reviewing and recommending approval of all subsequent modifications to the budget;
- Reviewing the annual audit and accompanying management letters with agency responses and forwarding any recommendations to the Board of Directors;
- Providing financial oversight through review of financial monitoring reports and forwarding any recommendations to the Board of Directors;
- Reviewing the agency's periodic financial statements and report on the organizations financial status at each meeting of the of the Board of Directors and of the Executive Committee; and
- Serving on procurement review panels at the request of the Chief Executive Official/executive director and/or CFO/finance director.

SECTION 8 – Audit Committee Membership, Duties and Responsibilities

The Audit Committee shall consist of the County Commissioner serving as the Vice-Chair on the CareerSource Pinellas Board of Directors, two members appointed by the Board of County Commissioners, the Chair of the CareerSource Pinellas Board of Directors, and the CareerSource Pinellas Treasurer. No staff member of either the County or CSPIN shall serve on the Audit Committee, but may serve as staff to the Committee. CSPIN's Finance Director shall serve as primary staff to the Audit Committee. The Audit Committee shall be responsible for:

- Making recommendations to the Board of Directors on the selection of an independent auditor, including terms of engagement and compensation;
- Overseeing the annual audit of any and all programs operated by CareerSource Pinellas in compliance with OMB Circular A-133, including approving annual audit plans;
- Reviewing the annual Financial audit and recommending responses to any adverse findings thereto to the Board of Directors;
- Authorizing and procuring Performance audits or Compliance audits as defined by Sec 11.45, Florida Statutes, to be performed by independent firms or the Division of Inspector General, Clerk of the Circuit Court and Controller, subject to ratification by the Board of Directors;
- Reviewing audits and reports on the monitoring of activities, operations and expenditures under the programs operated by CareerSource Pinellas and reporting

- findings and making recommendations on corrective actions to the Board of Directors;
- Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Pinellas programs or county staff as determined by the Audit Committee and reporting findings and making recommendations on corrective actions to the Board of Directors.

SECTION 9 – Ad-Hoc Nominating Committee Duties and Responsibilities

The Chair of CareerSource Pinellas shall appoint the Chair and members of the ad-hoc Nominating Committee from among the membership of the Board. The Vice Chair and Chair Elect shall serve as members of the Committee. The responsibilities of The Nominating Committee shall include:

- Meeting prior to the fourth quarterly or annual board meeting to select a slate of Officers to be presented to the CareerSource Pinellas Board at the annual meeting; and
- May advise the Chair Elect on appropriate candidates for Executive Committee membership and Committee chairs.

SECTION 10 – Ad Hoc Compensation Committee Membership, Duties and Responsibilities

The Compensation Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Compensation Committee Chair. The Compensation Committee shall, except as provided for by Section 12 below, be responsible for:

- Reviewing and evaluating employee performance review process
- Reviewing, evaluating and making recommendations to the Board of Directors relating to the approval of employee pay and compensation plans
- Reviewing and evaluating employee benefits programs and making recommendations to the Board of Directors relating to the approval of these programs
- Evaluating and approving training policies to ensure that employees meet the necessary requirements under the Workforce Investment and Opportunity Act
- Providing assistance with planning, operational and other issues relating to the provision of fair labor practices in the workplace
- Meeting at least annually and reporting findings and recommendations to the Board of Directors at the annual meeting.

SECTION 11 - Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee Membership, Duties and Responsibilities

The Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee shall be constituted, beginning in 2019 and not less than every calendar year,

or whenever there is a vacancy for the CareerSource Pinellas executive director or legal counsel positions. The Committee shall consist of five members, including the Board of County Commissioner's member serving as the Vice-Chair, the CareerSource Pinellas Chair, Pinellas County Economic Development Department Board Member, the local elected official member, and one member appointed by the Chair. The Chair shall designate the chair of the Committee. CSPIN and County staff may serve as staff to this Committee.

The Committee shall, subject to the final approval of the Board of Directors, be responsible for:

- Not less than once every calendar year, reviewing the performance and compensation of the executive director and the legal counsel;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising the executive director qualifications and job description;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising and the legal counsel qualifications and terms of engagement or employment;
- Establishing the recruitment process for the Chief Executive Official/Executive Director or legal counsel positions;
- Screening and ranking applications for the executive director position and proposals or applications for legal counsel for submittal to the Board of Directors for final approval and hiring.

ARTICLE VII - MEETINGS

SECTION 1 – Notice, Minutes, etc.

- A. Regular meetings of CareerSource Pinellas Board and Committees of the Board shall be held at a place to be determined by the members, at such times and as often as they may deem necessary.
- B. The Chief Executive Official/executive director or his/her designee shall send written notice of each Board and Committee meeting to the members at such times and as often as they may deem necessary.
- C. The public shall be informed of Board and Committee meetings through notice(s), which shall state the purpose of the meeting, the time and the place. Special meeting notices shall state the purpose of the meeting and whether it has been called by the Chair or by petition.
- D. All Board and Committee meetings shall be subject to the Sunshine and Open Meeting Laws of the State of Florida.
- E. The CareerSource Board may allow one or more members to participate in Board and Committee meetings by telephone or other types of communications technology in accordance with state law and provided that access be given to the public at such meetings through the use of such devices as a speaker telephone that would allow the absent member or members to participate in discussions to be heard by other board members

- F. and the public to hear discussions taking place during the meeting.
- F. Special meetings of members may be called at any time by the CareerSource Pinellas Chair or by a petition signed by not less than twenty-five percent (25%) of the membership of the CareerSource Pinellas Board, setting forth the reason for calling such a meeting.
- G. CareerSource Pinellas committees shall meet at the call of the Committee Chair, the Committee Vice Chair or the CareerSource Pinellas Board Chair.
- H. Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

SECTION 2 – Limitation on Participation

Participation in Board meetings and Executive Committee meetings shall be limited to members of the Board, Committees and staff with the following exceptions:

- A. Regularly scheduled agenda items that call for reports or participation by non-members.
- B. A time shall be set on the agenda for the receipt of public comment.

SECTION 3 – Parliamentary Procedures

When parliamentary procedures are not covered by these by-laws, Robert's Rules of Order, Revised, shall prevail.

ARTICLE VIII – QUORUM AND VOTING

SECTION 1 – Quorum

- A. A quorum of the Board shall consist of forty percent (40%) plus one of the Board membership.
- B. A quorum of the Executive Committee, the Finance Committee, and the Ad Hoc Executive Director and Legal Counsel Selection Committee shall consist of forty percent (40%) plus one of the Committee members.
- C. Except for the above Committees, the number of Committee Members present for a committee meeting shall constitute a quorum for the purpose of conducting the business of the Committee.
- D. Board members participating by telephone or other types of communications technology will be included as part of the quorum as a quorum does not have to be physically present to conduct business.

SECTION 2 – Voting and Related Party Contracts

- A. Any action that may be taken by the CareerSource Pinellas Board of Directors or a committee of the Board shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the members in attendance at a meeting where a quorum has been established.
- B. Each member of the CareerSource Pinellas Board of Directors shall have one (1) vote when present at a meeting of the Board, whether in person or by phone or other type of communication technology. Members may not vote by proxy.
- C. Voting privileges of non-board members selected to serve on a committee are limited to that committee.
- D. A member of the Board who is present, either in person or by other communication means, at a meeting of the Board or a committee of the Board at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent is declared and entered in the minutes of the meeting
- E. When an issue presents a possible conflict of interest to a member, said member shall disclose the conflict of interest and shall abstain from voting on said issue. A conflict of interest is any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents, or any matter which would financially benefit such member or any organization such member represents.
- F. Contracts awarded to members of the CareerSource Pinellas Board of Directors shall require a 2/3 affirmative vote of the quorum in attendance at the Board meeting.
- G. A Board member acting as presiding Officer at a meeting of the Board or a Committee of the Board held pursuant to these By-Laws shall be entitled to vote on the same basis as if not acting as the presiding Officer.
- H. Any item considered, voted on and approved by a committee of the CareerSource Pinellas Board of Directors, excluding approval of meeting minutes and adjournment of meeting, shall be brought forth to the Board of Directors for consideration at its next meeting.

SECTION 3 – Consent Agenda

As soon as practicable following a meeting of the Executive Committee, minutes of the meeting shall be transmitted to Members of the Board of Directors. All actions of the Executive Committee are to be brought before the full board as a consent agenda at their next scheduled meeting. Consent agenda items are to be distributed to the full board at least 72 hours prior to the board meeting date and time.

ARTICLE IX - AMENDMENTS

These By-laws may be amended or replaced by vote of the CareerSource Pinellas Board,
Doc 230791

subject to approval by the Pinellas County Board of County Commissioners. Action by the CareerSource Pinellas board shall be by an affirmative vote of two-thirds of the membership of the CareerSource Pinellas Board, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than seven (7) business days prior to the meeting at which such amendment or repeal is acted upon.

ARTICLE X - GENERAL PROVISIONS

Nothing in these By-laws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations or the units of the local elected officials or governments party to the consortium agreement.

ARTICLE XI - INDEMNIFICATION

SECTION I – Indemnification of Board Members

CareerSource Pinellas, Inc. may indemnify any CareerSource Pinellas Board Director, Officer, or former CareerSource Pinellas Board Director or Officer in accordance with and as limited by Chapters 607 and 617 Florida Statutes.

SECTION 2 – Indemnification Insurance

CareerSource Pinellas and the Pinellas County Board of County Commissioners shall have the power to purchase and maintain insurance sufficient to meet this Article's indemnification provisions.

ARTICLE XII - ENACTMENT PROVISION

Pursuant to 20 C.F.R. 679.310(g), these by-laws shall become effective after approval by the Pinellas County Board of County Commissioners acting as the Chief Elected Official.

These amended By-Laws were adopted as of this July 23, 2019.

LWDB 14

Measures	PY2019-2020 4th Quarter Performance	PY 2019-2020 % of Performance Goal Met For Q4	PY 2019-2020 Performance Goals	PY2020-2021 1st Quarter Performance	PY2020-2021 % of Performance Goal Met For Q1	PY2020-2021 Performance Goals
Adults:						
Employed 2nd Qtr After Exit	91.90	103.03	89.20	91.90	102.11	90.00
Median Wage 2nd Quarter After Exit	\$11,146	162.72	\$6,850	\$11,083	158.33	\$7,000
Employed 4th Qtr After Exit	91.70	107.25	85.50	91.60	107.13	85.50
Credential Attainment Rate	96.20	148.00	65.00	96.00	137.14	70.00
Measurable Skill Gains				68.10	144.89	47.00
Dislocated Workers:						
Employed 2nd Qtr After Exit	83.20	92.24	90.20	78.40	87.11	90.00
Median Wage 2nd Quarter After Exit	\$8,422	122.95	\$6,850	\$8,646	123.51	\$7,000
Employed 4th Qtr After Exit	85.60	100.47	85.20	84.00	98.59	85.20
Credential Attainment Rate	89.50	131.23	68.20	89.20	127.43	70.00
Measurable Skill Gains				76.80	163.40	47.00
Youth:						
Employed 2nd Qtr After Exit	91.10	107.81	84.50	92.50	109.47	84.50
Median Wage 2nd Quarter After Exit				\$5,847	182.72	\$3,200
Employed 4th Qtr After Exit	86.00	108.59	79.20	84.70	108.59	78.00
Credential Attainment Rate	88.50	102.55	86.30	81.60	94.55	86.30
Measurable Skill Gains				62.70	133.40	47.00
Wagner Peyser:						
Employed 2nd Qtr After Exit	65.90	99.55	66.20	60.90	91.99	66.20
Median Wage 2nd Quarter After Exit	\$5,841	120.43	\$4,850	\$5,678	113.56	\$5,000
Employed 4th Qtr After Exit	61.30	95.48	64.20	57.50	89.56	64.20

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)

November 2020

PinellasWorks Update!



CareerSource Pinellas has had a busy and exciting few months. While the unemployment rate continues to drop, there are still many people in the region actively seeking employment and employers are working hard to fill positions left open or created by COVID-19.

That's why the PinellasWorks program, launched in late October, is such an exciting opportunity for Pinellas job seekers and employers alike. The program is supported by \$2 million of CARES Act funding, allocated by the Pinellas Board of County Commissioners. The program provides an opportunity for CareerSource Pinellas to

connect employers and job seekers who have been impacted by COVID-19 and offers 100% reimbursement of costs associated with training new employees as well as an opportunity for job seekers to learn new skills and get back to work. Already 30 employer partners have signed up to provide on-the-job and paid-work training opportunities for Pinellas workers.

Career Resource Center

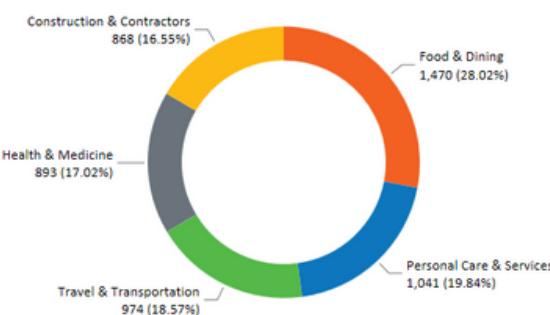
As the end of the year approaches, CareerSource Pinellas will be collecting data around the services and time needed to provide helpful services to customers. These metrics will help the team develop a career services "menu" that can be customized to best serve the needs of customers, and will be increasingly important to ensuring we are ready for an expected influx of job search activity when Florida's job search waiver ends on December 5.

Looking Ahead

In early 2020, we looked ahead and created goals and a road map for the next four years, with no way of knowing what the year would hold. While 2020 wasn't what anyone expected, these goals and strategies remain relevant and worthwhile as we move toward 2021. Through every challenge, the CareerSource Pinellas team is still hard at work to build the talent pipeline for today and the future by providing easy access to workforce solutions.

Business Impact

Damage Assessment Survey Top 5 Affected Sectors



The current weekly unemployment claims are now 19,091.

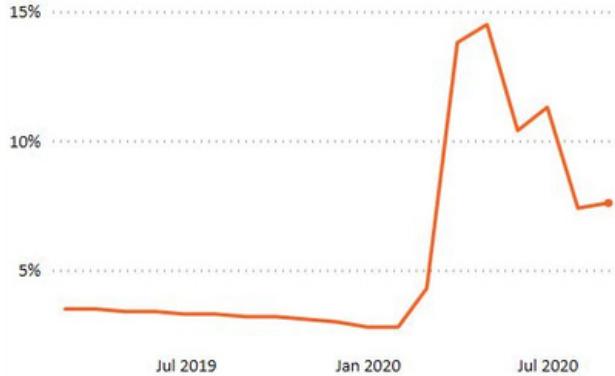
Residential Impact

Weekly Initial Unemployment Claims



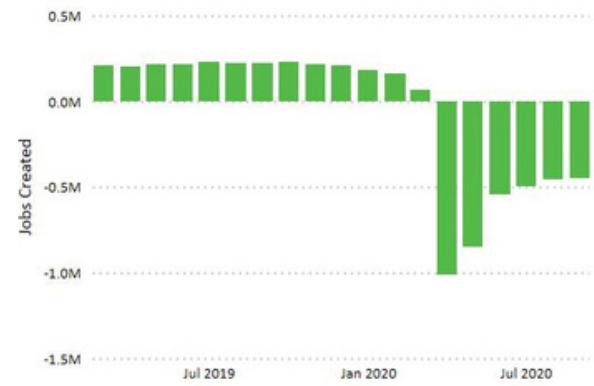
Strict limitations, quarantines and restrictions have resulted in a business slowdown and shutdown with some industry branches impacted more than others. The Food and Dining sector was particularly impacted, with 28.02% of businesses experiencing damage.

Unemployment Rate



The current unemployment rate is 7.6%.

Jobs Year Over Year Change

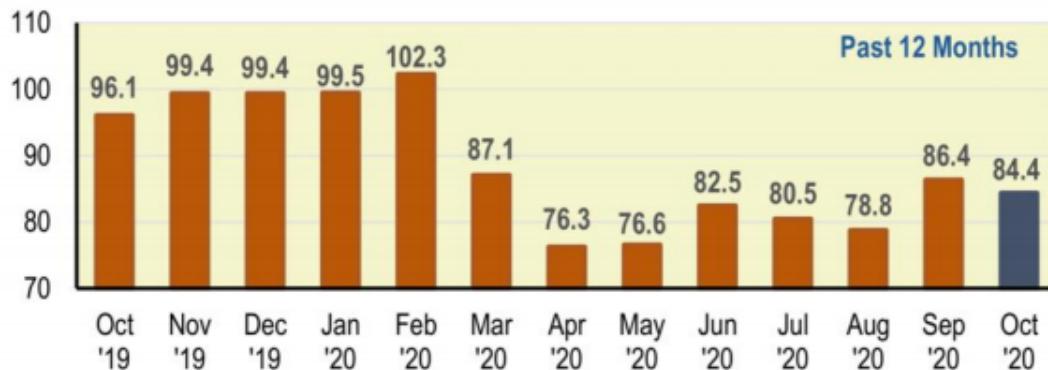


The current jobs year over year change is -451,100.

Florida Consumer Sentiment Index

Floridians' views about current economic conditions weakened in October. Their view of personal financial situations now compared with a year ago dropped 3.7 points from 71.1 to 67.4. This opinion is shared by all Floridians, but it is particularly stronger among people age 60 and older, women, and those with an annual income under \$50,000.

"Overall, Floridians are more pessimistic in October than September, and one of the sources of the pessimism is Floridians' opinions as to whether now is a good time to buy a big-ticket item, a potentially negative sign for retailers during the holiday shopping season. This question of the index reached its lowest level in record in April, when it tumbled 60.5 points with respect to February. It has since bottomed out but has only recovered to about half of the levels recorded before the pandemic started," Sandoval said.



FL Unemployment at a Glance : March 15, 2020 - November 4, 2020

Total Claims Received

4,544,832

Confirmed Unique Claims Received

4,387,655

Unique Claimants

2,680,843

Total Claims Processed**

4,313,802

99.1% of Confirmed Unique Claims Submitted

Total Eligible Claims Processed

2,141,818

Total Claimants Paid

2,085,353

97.4% of Eligible Claimants Paid

Federal PUA Claimants Paid

569,428

Federal PEUC Claimants Paid

667,475

\$18,171,613,658
Paid to Claimants

**Once DEO has verified a claim, DEO will determine if a claimant is eligible