

March 17, 2021 - 11:45 A.M.

Virtual Zoom Meeting

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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**
- VI. **Action/Discussion Items**
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XIII. Handouts

DEO Presentation
Chairman’s Report

XIV. Open Discussion

XV. Adjournment

Finance Committee – April 28, 2021 (10:00 am - 11:00 am)
 Audit Committee – April 28, 2021 (11:00 am - 12:00 pm)
 Compensation Committee – April 8, 2021 (11:00 am - 12:00 pm)
 Workforce Solutions Committee – April 13, 2021 (2:30 pm - 3:00 pm)
 One-Stop Committee – April 22, 2021 (9:00 am - 10:00 am)
 Next Board of Directors Meeting – May 19, 2021 (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 Julia Bergen at 727-608-2551 or jbergen@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 November 18, 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, November 18, 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, Manny Bhuller, Celeste Fernandez, David Fetkenher, Beverly Frank, Jack Geller, Barclay Harless, Michael Jalazo, Michael Logal, Michele Mathews, Michael Meide, I Chris Owens, Debbie Passerini, Michael Ramsey, Dr. Rebecca Sarlo, Pattye Sawyer, Sheryl Sheppard, Amy Van Ness, Zachary White, Kenneth Williams, Glenn Willocks.

Board Members Absent

Jody Armstrong, Andrea Cianek, Candida Duff, Commissioner Patricia Gerard, John Howell, Mark Hunt, Joanne Lentino, Samuel Kolapo, Russell Leggette, Kay McKenzie.

Board Counsel

Stephanie Marchman

Guests

Shellonda Rucker, Paul Ashe

Staff in attendance

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

Welcome & Introductions

Barclay Harless, Board Chairman welcomed the Board of Directors. Barclay's Chairman's Report that was included in the packet. The report contained information on the PinellasWorks Program, goals and strategies moving forward, unemployment at a glance, residential and business impact and a Florida consumer sentiment index.

CEO Report

What a difference a year makes! Last year, the unemployment rate was 3.2%, now it is 7.9%. While this is not a great number, it has come down significantly from 14% in April.

We are working on evaluating the impact of the minimum wage. One of the unintended consequences may be a limiting effect on participation in programs based on income eligibility.

Pinellas Works

We have several efforts underway to connect job seekers with employers including Pinellas Works which is a grant we received from Pinellas County. We have devised creative ways to continue hosting events with keeping people safe as a priority. For example, we have a virtual career fair and drive thru career fairs planned this week. We are working with several local staffing agencies to build capacity for the Pinellas Works program.

Career Resource Centers

We will fully implement a virtual platform beginning December 5th . This will serve the anticipated influx of job seekers when the waiver for job search activity will end. We are also revamping all career services to ensure consistency and developing metrics for the staff to serve the maximum number of customers.

Compliance Review USDOL/DEO

We continue to work with USDOL/DEO to address the concerns outlined in the Compliance Review.

Partnership Opportunities

We continue to grow and develop our partnerships in the community and the region. We are working with CareerSource TampaBay to submit an H1-B grant, Early Learning Coalition to help address the shortage of childcare teachers and continuing to support career activities at the Homeless Empowerment Program. Lastly, we are putting the final touches on the CareerSource Center at Lealman.

Action Item 1 – Approval of the Minutes – 9.16.20 Board of Directors

The minutes of the September 16, 2020 Board of Directors meeting were presented for approval.

Motion: Debbie Passerini
Second: Pattye Sawyer

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

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.

Discussion: None

Motion: Jack Geller
Second: Debbie Passerini

The Board of Directors approved the PY' 2019-2020 Performance Review and a five percent merit increase on base salary effective on December 1, 2020. The motion carried unanimously.

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.

Discussion: None

Motion: Jack Geller
Second: Debbie Passerini

The Board of Directors approved the CEO Performance Goals for PY' 2020-2021 for Ms. Brackney for the period of July 1, 2020 through June 30, 2021. The motion carried unanimously.

Action Item 4 – General Counsel Performance Review

On November 20, 2019, the Board of Directors approved the selection of GrayRobinson 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, GrayRobinson.

Discussion: None

Motion: Michael Meidel
Second: Michael Logal

The Board of Directors approved the General Counsel PY' 2019-2020 Performance Review for Stephanie Marchman, GrayRobinson. There was no further discussion. The motion carried unanimously.

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 GrayRobinson, 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.

Discussion: None

Motion: Debbie Passerini
Second: Michael Logal

The Board of Directors approved the General Counsel PY' 2020-2021 Performance Goals for Ms. Marchman. There was no further discussion. The motion carried unanimously.

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.

Discussion: None

Motion: Michael Logal
Second: Jack Geller

The Board of Directors approved the enclosed 2020-2021 Internal Control Questionnaire and Assessment. There was no further discussion. The motion carried unanimously.

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 audit staff at Powell and Jones contracting 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.

Discussion: None

Motion: Michael Logal
Second: Debbie Passerini

The Board of Directors approved the enclosed 401(k) report that was filed, along with the form 5500 by October 15, 2020. There was no further discussion. The motion carried unanimously.

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.

Discussion: None

Motion: Jack Geller
Second: Rebecca Sarlo

The Board of Directors 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 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.

Discussion: None

Motion: Jack Geller
Second: Michael Jalazo

The Board of Directors approved to remove the non-responsive training providers from the approved training provider list for LWDB 14. There was no further discussion. The motion carried unanimously.

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-Subgrantee 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.

Discussion: None

Motion: Michael Logal
Second: Jack Geller

The Board of Directors approved contract negotiations and award of contract for the provision of Internal Monitoring Services with Taylor Hall Miller Parker, P.A. not to exceed \$68,425. There was no further discussion. The motion carried unanimously.

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. 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.

Discussion: None

Motion: Pattye Sawyer
Second: Ivonne Alvarez

The Board of Directors approved the revisions as outlined above and presented in the draft, revised Employee Handbook. There was no further discussion. The motion carried unanimously.

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 are 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.

Discussion: None

Motion: Jack Geller
Second: Michael Logal

The Board of Directors approved and adopted the CareerSource Pinellas Supportive Services Policy. There was no further discussion. The motion carried unanimously.

Action Item 13-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.

Discussion: None

*Michael Logal declared a conflict of interest and abstained from the vote.

Motion: Michael Jalazo

Second: Michael Meidel

The Board of Directors approved the related party contract with AppleOne by a two-thirds (2/3rd) vote with a spending cap of \$300,000. There was no further discussion. The motion carried unanimously.

Board Counsel Update

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.

Other Administrative Matters – No Administrative Matters

Information Items

Information Item 1 – vCIO update: Paul Ashe, Securance Consulting

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:

- **Cybersecurity:** Ensure the environment is protected from cyber-attacks and risks.
- **Technology Architecture:** Begin to leverage the benefits and value of cloud computing.
- **Financial Responsibility:** Streamline the technologies in the environment to reduce the day-to-day management.
- **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 cloudbased application.
- Email – we migrated email from on-premises to Microsoft 365 cloud.
- Virtualization – we completed building the infrastructure to convert our physical servers to virtual. This will reduce the physical server footprint down to two 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.

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 8/31/20

A brief overview of the following financial reports provided in the agenda was given: Statement of Activities for Current Year vs. Prior Year, Statement of Activities for Current Year vs. Budget Mod 1, Cost Allocation/Expenditure Report for year ended 08/31/20, Pooled Cost Expenditure Report for year ended 08/31/20, Grants Status Report for year ended 08/31/20.

Information Item 3 – Training Provider Spending Summary (July 1, 2020 – August 31, 2020)

A training provider summary was provided for the period from July 1, 2020 – August 31, 2020. Customer Training totaled \$491,531 for 171 participants and an average cost of \$2,874 per participant.

Information Item 4 – OJT Provider Spending: (July 1, 2020 – August 31, 2020)

A spending report for the On-the-Job training program was provided for the period from July 1, 2020 – August 31, 2020. OJT spending totaled \$0 for 0 participants. Prior year OJT spending was \$13,606.

Information Item 5 – WIOA Primary Indicators

WIOA Primary Performance Indicators have been established for PY' 2020-2021. There are four new Primary Indicators: Youth Median Wage and Measureable Skills Gains for Youth, Adult and Dislocated Worker. PY' 2020-2021 Quarter One results are scheduled to be released on or about November 29, 2020.

Information Item 6 – 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 two years and eight 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.

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 two years and eight 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.

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 Review/July through August 2020

	Workforce Innovation and Opportunity Act		Welfare Transition Program		Trade Adjustment Assistance	
Participants Served		1,727		198		74
	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		183		6,891		9,073
	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

Workforce Innovation and Opportunity Act					Welfare Transition Program		Trade Adjustment Assistance	
PINELLAS	AD	DW	Youth	Total	PINELLAS		PINELLAS	
Number Served	699	575	453	1,727	Number Served	198	Number Served	74
Placements	17	18	14	49	Placements	53	Placements	0
Average Wage	\$20.90	\$26.63	\$12.38	\$20.57	Average Wage	\$13.08	Average Wage	N/A

Supplemental Nutrition Assistance Program				Employment Services			
PINELLAS		PINELLAS	RESEA	VETS	Employment Services	Total	
Number Served	183	Number Served	756	344	5,791	6,891	
Placements	27	Placements	114	24	200	338	
Average Wage	\$11.97	Average Wage	\$15.00	\$17.20	\$12.88	\$13.90	

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, the Board/Committee attendance update for PY’ 2020-2021 was presented.

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.

Public Comments: None

Open Discussion: None

Adjournment: The meeting was adjourned 12:56 p.m.



Action Item 2

Telework Policy

In March 2020, CareerSource Pinellas, like many organizations, had to transition to a telework arrangement for employees. As such, the following Telework Policy was introduced and recommended by Stephanie Marchman.

Recommendation

Approval to maintain the current telework and remote policy in response to COVID-19 or any other circumstance as needed.



Human Resources Policy

POLICY
NUMBER
1.2.14.21

Title:	Telework and Remote
Program:	Human Resources
Effective:	

Teleworking, in its most fundamental form, is a formal program that permits employees to conduct the essential duties and responsibilities of their position away from the employee's official work site, normally through the use of computers and other telecommunication devices.

It is the belief of CareerSource Pinellas ("CareerSource") that teleworking will provide benefits to both CareerSource and interested employees through more flexible scheduling opportunities for employees, reduced energy consumption, work productivity optimization, and improved emergency response capability.

Based on the foregoing, CareerSource has adopted this policy, which implements a teleworking program; regulates employee participation in such a program; provides for the evaluation and approval of eligible employees to participate in such a program; governs the use of CareerSource equipment and alternate work locations by teleworking employees; and addresses work schedules, timekeeping of teleworking employees, and accountability of teleworking employees.

Although teleworking may be a beneficial arrangement for some departments, classifications, and employees, CareerSource recognizes that such an arrangement may not be appropriate under many circumstances. Therefore, teleworking shall not be considered an entitlement and employee participation in such a program shall be at the sole discretion of CareerSource.

Telework and Remote Policy

1. Purpose

The purpose of this document is to establish systems and practices necessary for teleworking for both the employees and departments participating in this program. Teleworking, in its most fundamental form, is a formal program that permits employees to conduct the essential duties and responsibilities of their position away from the employee's official work site, normally through the use of computers and other telecommunications. Remote access to computers is covered under this practice as well.

It is the belief of CareerSource that teleworking will provide benefits to both CareerSource and interested employees through more flexible scheduling opportunities for employees, reduced energy consumption, work productivity optimization, and improved emergency response capability.

2. Scope

This policy applies to all CareerSource employees who participate in the teleworking program. This policy may be modified by each individual Director, or CEO by notifying his or her employees of such modification(s). Teleworking opportunities and practices within CareerSource may be modified or terminated at any time.

3. Definitions

- a. Alternate Work Site: The post of duty to which the employee would report if teleworking.
- b. Official Work Site: The post of duty to which the employee would report if not teleworking.
- c. Telework: A voluntary work arrangement whereby approved CareerSource employees are scheduled to perform the essential duties and responsibilities of their position at an alternate work site.

4. Participation in the Telework and Remote Program

- a. Teleworking is not an entitlement and CareerSource shall determine which departments, classifications, and employees within a department may participate in this program and the duration of such participation.
Employment with CareerSource does not automatically guarantee the granting of teleworking privileges, nor does the fact that a co-worker has already been granted such permission.

- b. Eligibility to participate in this program will be determined on a case-by-case basis. The ability to telework is based upon the essential duties of the job and their adaptability to teleworking rather than just the employee's desire to telework. Some factors that would be considered are the work site, equipment used, the need for contact with internal or external customers, or the requirement to be present at specific work sites. Other factors include the varying need for customer training, monitoring or counseling for certain classifications or employees. The need to enhance teamwork in general or for a particular project, and the need to be available to cover for unexpected absences of other employees can affect and change the viability of a teleworking arrangement, as would the presence of equipment, information, or other personnel that can only be dealt with at the official work site. All of the above will change as time goes on and circumstances and departmental needs change, which will require changes to teleworking arrangements.
- c. Since the teleworking arrangement requires the performance of all essential duties, such an arrangement may be a suitable, reasonable accommodation if the non-essential duties of a disabled employee's position which would conflict with teleworking can be reassigned. Of course, if the assignment or duties of the position change such that even a teleworking arrangement will not allow for the performance of what are the essential duties, there is no duty to reassign or forego the performance of essential duties. In this latter situation, another reasonable accommodation may be offered, depending on the circumstances.
- d. Some positions are not suited for telework. A good rule of thumb is if someone can close their office door for eight hours, without the need for face-to-face contact, then the job can be considered for telework. In some cases, someone may be able to cluster their work so they can telework for a period of time.
- e. Generally, it is not appropriate for new employees to telework.
- f. It may be difficult to provide teleworking opportunities in connection with part-time schedules. The constraints (i.e., need for presence at official work site) on the ability to participate in telework may be heightened in a part-time work schedule.
- g. Teleworking should not adversely affect an employee's eligibility for advancement or any other employee right or benefit; however, advancement opportunities may not include the ability to telework.
- h. Except as otherwise provided, teleworkers are subject to all the same

policies, regulations, and rules as other employees and are covered by workers' compensation when performing work at the alternate work site.

- i. CareerSource recognizes that issues might arise that make working from the alternate work site difficult, if not impossible. Teleworkers must immediately inform their supervisors if they are experiencing difficulties so a decision can be made about allowing them to continue in this capacity or modifying the teleworking arrangement. The problem could be technical in nature (i.e., PC or laptop failure, network connection problem, etc.), a problem with the alternate work site itself, or a personal problem such as childcare problems or illness.

5. Evaluation and Approval of Employee Participation in Telework and Remote Program

The Director and CEO must evaluate the adaptability of work for telework. In the event that only a limited number of similarly situated employees will be allowed to telework, the CEO must establish clear requirements and allow all similarly situated employees the opportunity to participate in the CareerSource teleworking program.

The Director and CEO must evaluate and approve employee participation in CareerSource's teleworking program by using the following criteria:

- a. *Appropriateness of the employee's job for teleworking.* The Director and CEO shall first evaluate and determine which classifications, employees, and assignments, at that point in time, are appropriate and eligible for teleworking.
- b. *Ability of employee to be successful in a teleworking arrangement.* The Director and CEO shall assess each individual employee who is eligible for teleworking to determine whether they have the necessary knowledge, skills, abilities, and personality characteristics to work as a teleworker based on employment history, evaluations, disciplinary history, or other pertinent information.
- c. *Equipment availability.* The Director and CEO shall assess what equipment and services (i.e., computer, software, high-speed internet connection, printer, telephone, fax, outside technical support for the alternate work site, etc.) are needed for an eligible employee to telework and determine whether such equipment and services are available to each individual employee who will telework. Such equipment and services may be supplied by the

department or the employee, but the department is not required to supply such equipment or services for teleworking purposes.

- d. *Alternate work site.* The Director and CEO shall assess each individual employee who is eligible for teleworking to determine whether such employee has an appropriate and safe alternate work site available for teleworking. This assessment is not required for employees who telework on an irregular basis.

6. Equipment and Alternate Work Site

- a. The employee's department is not required to provide equipment and services necessary for teleworking. However, the department may provide all or part of the equipment and services necessary for teleworking. The Director and employee must agree upon the equipment and services to be used when teleworking.
- b. Installation of equipment and services necessary for teleworking at the alternate work site will be the responsibility of the employee. However, CareerSource's information technology department will provide technical support by phone to teleworkers during regular business hours. In addition, the information technology department will provide assistance at the appropriate information technology office in installing and configuring software and hardware necessary for teleworking on CareerSource-owned and personal equipment during regular business hours. Information technology personnel shall not travel to the alternate work sites to install software or hardware, troubleshoot, or configure teleworkers' equipment or services. CareerSource will not cover the repair or maintenance of personal equipment used by the employee.
- c. Teleworkers who require the use of computer hardware and software in order to telework must use CareerSource-owned computer hardware while teleworking. Teleworkers shall not conduct CareerSource business on their personal computers and shall not download CareerSource information or data on to their personal computers.
- d. All CareerSource's policies with respect to use, ownership and return of CareerSource systems and property, as outlined in the Employee Handbook, apply to teleworkers.
- e. If CareerSource-owned equipment is used at the alternate work site, the employee will be required to read, understand and sign the CareerSource-Owned Equipment Agreement for Teleworking which outlines the rules for use and care of such equipment, and specifies that the equipment may only be used for official company business. If the teleworker has any CareerSource-owned equipment at their alternate work site, they will be responsible for the return of that equipment in good condition upon termination of the teleworking

agreement. A teleworker's failure to do so may result in disciplinary action. If the equipment is not returned, or has been damaged, the replacement cost of the equipment will be deducted from the next or final paycheck, and/or PTO payout.

- f. Teleworking employees must be available by telephone in the same manner as they would be available if at the official work site.
- g. Teleworkers are required to provide an appropriate and safe alternate work site. The Alternate Work Site Safety Checklist and Acknowledgement must be completed and signed prior to approval of a teleworking arrangement and updated at least annually and upon any material change to the alternate work site.
- h. Teleworkers may not conduct face-to-face work meetings at their homes.

7. Right to Privacy and Public Records

- a. All records created or received while teleworking are potentially subject to Florida Statute, Chapter 119, and must be made available for review and possible disclosure pertinent to public record requests on no more than 24-hour notice.
- b. The same "no expectation of privacy" that pertains to equipment used at the official work site and data stored on CareerSource's network will also apply to any CareerSource-owned equipment used for teleworking and any data created on CareerSource's network while teleworking. Such equipment may be collected at any time by CareerSource for the preservation of evidence, responding to public records or discovery requests, or investigation of alleged misconduct, and such data may be monitored by CareerSource at any time.

8. Work Schedule and Timekeeping

- a. Telework is not normally scheduled and the employee is expected to report to the official work site when notified to do so. Unusual circumstances will be considered on a case-by-case basis but must be approved by the CEO. The challenge is to establish a work environment that empowers the employee with the tools and support to work productively, the Director with sufficient controls for supervisory confidence, and the work team with appropriate interaction.
- b. An appropriate work schedule must be established between the Director, CEO, and the employee teleworking.

- c. Teleworkers must work their full work schedule and keep accurate timekeeping records.
 - i. Teleworking non-exempt employees must accurately record the hours worked each day in accordance with the Hours of Work section of the Employee Handbook. Failure to comply with timekeeping requirements in the Employee Handbook may result in suspension of the privilege to telework, disciplinary action, and possibly termination of employment.
 - ii. Teleworking non-exempt employees shall not work more hours than scheduled or otherwise approved for teleworking and shall not work on holidays without prior approval. Overtime while teleworking must be authorized in advance in writing by the CEO or designee.

9. Accountability

- a. Except in cases where teleworking occurs on an irregular basis, a teleworking work plan must be completed on the Teleworking Work Plan document included as part of teleworking. The Teleworking Work Plan must include at a minimum:
 - i. Specific description of the duties to be performed
 - ii. Established workdays and normal work hours
 - iii. Response time for emails and phone calls
 - iv. Confirmation of availability of equipment and services necessary to telework
 - v. Explanation as to how supervision will be provided
 - vi. Explanation as to how work products and outputs will be monitored and reviewed
 - vii. Explanation as to how attendance and leave records will be completed and monitored
- b. The Director will establish productivity standards and measurements that can be used to evaluate the work and the effectiveness of the teleworking arrangement and modify/update as determined necessary.
- c. A copy of these completed and signed documents must be sent to HR for inclusion in the employee's personnel file.

10. Termination of Teleworking Arrangement

A teleworking arrangement may be cancelled at any time by the employee's supervisor, Director, CEO, or the employee if it is determined that continuation would not be productive, efficient, or otherwise not in the best interest of the department.

11. Non-Compliance with Telework and Remote Policy

Failure to comply with this policy may result in the suspension of the privilege to telework, disciplinary action, and possibly termination of employment.

12. Technical Support

Technical support will be provided to teleworkers during regular business hours (between 8:00am and 5:00pm, Monday through Friday, excluding official holidays). Log a ticket per normal or call your Director.



Action Item 3

Job Title Family Update

A Compensation Review was undertaken by HR Edge Consulting and the Final Report was adopted at the June 5, 2019 meeting by this committee. In further review of the Job Title Families listed, it is our recommendation to change two of the job families. This will afford us the opportunity to remain competitive in the marketplace while recruiting new talent, and to offer different succession paths for our current employees looking to grow in their current role or more accurately describe the position.

The Job Title Families we recommend changing are listed below:

Current Job Title	Proposed Title Change
Business Account Executive	Business Services Representative
HR Business Partner	Partner

Changing the Business Account Executive title to Business Services Representative is in response to our current recruiting efforts. The Account Executive title has a very different and specific meaning in the recruiting space than how we are using that job title. Business Services Representative better reflects the work that is being done by that job title and keeps it consistent with the non-exempt nature of the role.

CareerSource Pinellas currently does not have an HR Business Partner. In broadening the position to Partner, it will afford us the opportunity to use that pay grade for other areas within the business, i.e., Finance Partner, while still being in line with our compensation structure. Should the need arise to hire an HR Business Partner in the future, we will still have the flexibility to do so.

Recommendation

Approval of the proposed job title family changes.



Action Item 4

Approval of Training Vendor Keiser University

16120 US Hwy 19 N., Clearwater, FL 33764

Keiser University has been identified as a non-profit university under the Independent Colleges and Universities of Florida by the Department of Education and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Staff conducted a site visit on July 7, 2020. Keiser University 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 19/20	Completion Rate 18/19	Average Wage at Placement	Retention Rate
Associate of Science – Medical Assisting	\$5,000	\$51,826	\$56,826	60.5 credit hours	22%	60%	\$13.57	54%
Associate of Science – Nursing (RN)	\$6,000	\$64,724	\$70,724	72 credit hours	30%	58%	\$24.45	70%
Associate of Arts – Criminal Justice	\$5,000	\$49,106	\$54,109	60 credit hours	N/A	20%	N/A	N/A
Associate of Arts – Health Administration	\$5,000	\$51,720	\$56,720	60 credit hours	9%	33%	\$13.00	48%
Associate of Science – Surgical Technology	\$5,000	\$53,978	\$58,978	74 credit hours	22%	68%	\$20.27	78%

- Campus opened: 5 years
- Total enrollments for prior year: 48
- Due to COVID-19, the completion rates for the last full academic year are lower than usual, due to many students taking a leave of absence from training to take care of children or family members. Previous academic year completion rates for PY' 18/19 are also provided for reference.

Recommendation:

Approval of Keiser University as an approved training vendor for LWDB 14 for the Medical Assisting and Surgical Technology programs only. The performance of the two programs will be monitored and reviewed according to guidelines established for vendor approval.



Action Item 5

Renewal of Training Provider Access Computer Training

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 that they are required to sign and return, along with relevant documentation, to confirm that the continuing eligibility criteria is met.

Four (4) institutions were reviewed and approved for removal by the Workforce Solutions Committee for non-response on October 13, 2020, and the Board of Directors on November 18, 2020. Of these four (4) that were removed from the list, one (1) of the providers, Access Computer Training, has since responded and requested to be processed for renewal, which is allowable under continued eligibility status, per Policy 90.

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
Business Applications	included	\$5,000	\$5,000	156 clock hours	100%	\$18.00	100%
Introduction to Bookkeeping	included	\$2,500	\$2,500	32 clock hours	100%	N/A*	N/A*
Microsoft Office	included	\$3,500	\$3,500	124 clock hours	100%	N/A*	N/A*
Microsoft Excel	included	\$1,500	\$1,500	40 clock hours	100%	\$18.00	100%
Microsoft Office Fundamentals	included	\$1,500	\$1,500	36 clock hours	100%	\$15.00	66.67%
Microsoft Advanced Office	included	\$1,500	\$1,500	24 clock hours	N/A*	N/A*	N/A*

**N/A signifies a new program or data is unavailable as employment data has not yet been reported for recent graduates*

Recommendation:

Approval to renew the training provider agreement with Access Computer Training and return to the approved training provider list for LWDB 14.



Action Item 6

Fiscal Year 2020 – 2021: Budget Modification No. 2

REVENUE

Total revenues estimated to decrease from \$12,167,795 to \$9,681,044 for an overall decrease of \$2,486,751.

- Pinellas County CARES grant of \$1,772,628
- YouthBuild spending expected to decrease over \$257,000
- WIOA spending expected to decrease over \$311,000
- Local Veterans expected to decrease \$30,000

Pinellas County CARES Grant

- CareerSource Pinellas received grant with Pinellas County for \$2,000,000 to administer CARES funds and assist dislocated workers in Pinellas County impacted by COVID 19.
 - Short window to spend funds
 - Spent \$227,372

Workforce Innovation and Opportunity Act (WIOA) Programs (total decrease of \$311,142:

- Received Apprenticeship Navigator grant (\$75,000) and hired individual to manage grant. Grant ends December 31, 2021. Estimated spending approximately 50% of grant funds by June 30, 2021.
- Decrease in WIOA Youth - \$288,642
 - Lower spending in 2020-2021; will not spend any of the 2020-2022 grant this year
- Decreases in Apprenticeship Expansion (\$45,000) and WIOA Soft Skills grants (\$15,000)
 - Lower than expected spending in 2020-2021
 - Received extension of Soft Skills grant until September 30, 2021
 - Requested extension of Apprenticeship Expansion grant until December 31, 2021 to coincide with Apprentice Navigator grant

DOL YouthBuild:

- Decrease spending of \$257,382
 - Decrease spending due to COVID-19
 - Program is on track with new coordinator, counselor and instructor
 - Submitted grant application on February 9, 2021 for new YouthBuild program

Employment Services

- Decreased Local Veterans funding (\$30,000) from DEO

Other

- Ticket to Work increased \$50,000
 - Exceeded full-year budget of \$75,000 by end of January 2021 (\$81,034)

Action Item 6

Fiscal Year 2020 – 2021: Budget Modification No. 2

EXPENSES

Total budgeted expenses estimated to decrease from \$12,055,188 to \$9,545,037 for an overall decrease of \$2,510,151.

Personnel Expenses

- Personnel expenses expected to decrease \$332,000, or 8.1% from previous budget.
 - Budget modification 2: 53 full-time positions vs. 56 full-time positions in Budget Modification 1
 - Addition of one YouthBuild instructor position
 - Addition of one Apprenticeship Navigator Coordinator
 - Decision not to move forward with hiring one additional career counselor, two additional business service account execs and two special projects coordinators that were in previous budget modification
 - Timing of hiring and replacements for other positions
 - Continue to evaluate needs of the organization

Program Expenses

- Outreach/Marketing down \$67,000
 - Reclassed PR Firm (Tucker Hall) to Professional Services (\$37k)
 - Decreased external spending with increased in-house capability
- One-Stop Operator down \$21,000
 - Reclassed Internal monitoring to separate account and lower spending
- Internal Monitoring up \$34,000
 - Reclassed \$9k from One-Stop Operator
 - Hiring of external firm resulting in higher expenses than in original budget
- OJT/Work-Based Learning increase of \$400,000
 - Welfare Transition youth summer work-based program
- Employed Worker Training decrease of \$100,000
 - Focus shifted to work-based programs, paid-work experience, apprenticeships, and dislocated work experience
- Paid-Work Experience down \$65,000
 - With decrease in WIOA Youth, 20% PWE requirement reduced
- Dislocated Worker Grant (DWG) Work Experience down \$1,351,000
 - Reduced spending in Pinellas County Cares grant

Action Item 6

Fiscal Year 2020 – 2021: Budget Modification No. 2

- Apprenticeships down \$28,000
 - Requested extension of Apprenticeship Expansion grant to 12/31/2021
- Contracted Workforce Services down \$152,000
 - Business decision to bring YouthBuild construction instructors in-house eliminated \$116,000
 - Reduced spending on virtual training during first half of fiscal year - \$36,000
- Customer Training down \$481,000
 - Lower training associated with Pinellas County Cares grant - \$302,000
 - Reduced TAA training - \$140,000
- Customer Support Services (\$121,000) and YouthBuild Stipends (\$107,000) both decreasing because of lower spending due to COVID-19
- Training Related Material (\$60,000) and Fees/Exams/Certifications (\$66,000) both down due to lower spending during the first half of the year as training was down as well.

Professional Fees

- Contract Labor increased \$67,000
 - Transferred Tucker Hall from Marketing/Outreach - \$37k
 - Additional 2021 IT initiatives \$84k; will request approval from DEO
 - Migrate Active Directory to Cloud - \$30k
 - Migrate SharePoint to Cloud - \$30k
 - Configure and Install Sonic Wall - \$9k
 - Migrate Home Drives to Cloud - \$10k
 - Clean up Network Closet - \$5k
 - Reduction in Legal fees \$<50K> as actual legal fees trending lower than prior years

Office Supplies

- Decrease in overall spending as a result of lower physical traffic in centers and a number of employees still working remotely

Occupancy

- Increase in Office Rent/Lease
 - Higher rent for Gulf-to-Bay location; building owned by DEO
 - Reduced funds received to offset rent expense from partners in centers and Junior Achievement at EPI Center.

Action Item 6

Fiscal Year 2020 – 2021: Budget Modification No. 2

Office Equipment

- Reduced copy machine usage due to lower traffic in centers and many employees still working remotely
- Increased software - \$6k
 - Almost \$2k for tools used (SmartSheet) to manage Pinellas Works grant
 - \$4k spent on software utilizing COVID PPE grant funds to enable virtual appointments with customers

Travel and Meetings

- Due to COVID, essentially all travel eliminated this fiscal year.

Licenses, Dues and Other Fees

- The move of the company's 401K will save the organization in excess of \$5k this fiscal year.

Recommendation

Staff recommends approval of adjustments to the revenue budgets and resultant modifications to the expenditures budget.

**CareerSource Pinellas
2020-2021 Planning Budget
Budgeted Revenues - Budget Modification #2**

Funding Streams	Approved Planning Budget for		Budget Modification #1	Proposed Budget Mod #2	Proposed Budget Modification #2
	2020-2021	Budget Mod #1			
Workforce Innovation & Opportunity Act					
Adult	1,151,598	20,907	1,172,505		1,172,505
Dislocated Worker	2,267,644	(253,526)	2,014,118	-	2,014,118
Youth	1,431,332	(199,284)	1,232,048	(288,642)	943,406
WIOA Supplemental	135,000	138,258	273,258	-	273,258
SFY 19-20 Performance Incentives	64,468	32,234	96,702	-	96,702
Apprenticeship Expansion	90,000	5,843	95,843	(45,000)	50,843
Apprenticeship Navigator	-	-	-	37,500	37,500
Soft Skills	30,000	19,678	49,678	(15,000)	34,678
Foundational Skills PY 19	-	20,833	20,833	-	20,833
COVID-19 PPE	-	20,054	20,054	-	20,054
COVID-19 DLW	-	305,461	305,461	-	305,461
Total WIOA	5,170,042	110,458	5,280,500	(311,142)	4,969,358
Employment Services					
Wagner-Peyser	675,750	703	676,453	-	676,453
Local Veterans	42,000	-	42,000	(30,000)	12,000
Disabled Veterans	120,000	-	120,000	-	120,000
RESEA	350,000	17,670	367,670	-	367,670
Total Employment Services	1,187,750	18,373	1,206,123	(30,000)	1,176,123
Welfare Transition	2,237,347	179,593	2,416,940	-	2,416,940
Supplemental Nutrition Assistance Program	366,250	-	366,250	-	366,250
Trade Adjustment Assistance					
TAA Training	240,000	-	240,000	(130,000)	110,000
TAA Case Management and Administration	45,000	-	45,000	(9,000)	36,000
Total TAA	285,000	-	285,000	(139,000)	146,000
TOTAL DEO	9,246,389	308,424	9,554,813	(480,142)	9,074,672
Youthbuild - Department of Labor	487,382	-	487,382	(257,382)	230,000
Pinellas County CARES Grant	-	2,000,000	2,000,000	(1,772,628)	227,372
Other Revenue					
Ticket to Work	75,000	-	75,000	50,000	125,000
Tobacco Free Florida	21,200	-	21,200	(11,200)	10,000
Career Fair Sponsorships	9,000	-	9,000	(9,000)	-
Interest	20,400	-	20,400	(6,400)	14,000
TOTAL NON-DEO	612,982	2,000,000	2,612,982	(2,006,610)	606,372
TOTAL 2020-2021 BUDGETED REVENUE	9,859,371	2,308,424	12,167,795	(2,486,752)	9,681,044

**CareerSource Pinellas
2020-2021 Planning Budget
For the Year Ended June 30, 2021**

	December 31, 2020 YTD Actual	Approved 2020-2021 Bud Mod 1	Proposed 2020-2021 Bud Mod 2	Variance
G/L				
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	4,003,914	10,042,195	9,304,672 (737,523)
Grant Revenue - Local	3002	228,494	2,000,000	227,372 (1,772,628)
Total Grant Revenue		4,232,408	12,042,195	9,532,044 (2,510,151)
Contributions				
Corporate Revenue	3100	4,125	21,200	10,000 (11,200)
Sponsorship Revenue	3101	-	9,000	-
Total Contributions		4,125	30,200	10,000 (20,200)
Program Revenue				
Ticket to Work Revenue	3103	77,029	75,000	125,000 50,000
Total Program Revenue		77,029	75,000	125,000 50,000
Investment Income				
Interest/Dividends	3200	8,215	20,400	14,000 (6,400)
Total Investment Income		8,215	20,400	14,000 (6,400)
Other Income				
Other Revenues	3300	162	-	-
Total Other Income		162	-	-
Total Revenue		4,321,938	12,167,795	9,681,044 (2,486,751)
Expenditures				
Personnel Expenses				
Salary Expense	5000	1,384,099	2,948,167	2,719,788 228,379
Salary Expense - Benefit Stipend	5005	304,731	662,024	594,933 67,091
Payroll Taxes	5050	112,929	280,879	257,984 22,895
Fringe Benefits (ER Paid)	5060	16,931	39,060	39,060 -
Retirement	5090	76,132	164,932	151,264 13,668
Total Personnel Expenses		1,894,823	4,095,062	3,763,028 332,034
Program Expenses				
Operating Supplies	5303	32	4,500	4,500 -
Food and Beverages	5310	529	900	900 -
Communications	5500	48,842	109,800	109,800 -
Outreach/Marketing	5520	1,408	80,684	14,062 66,622
Service Provider Contract	8000	235,347	500,000	500,000 -
One-Stop Operator	8100	14,904	57,000	36,000 21,000
Internal Monitoring	8200	-	-	34,200 (34,200)
OJT\Work-based Learning	8300	-	50,000	450,000 (400,000)
EWT	8310	-	100,000	-
Paid-Work Experience	8320	4,523	240,000	174,523 65,477
DW Work Experience	8325	93,834	1,493,392	142,500 1,350,892
Apprenticeships	8330	-	44,000	16,000 28,000
Contracted Workforce Services	8335	20,800	211,750	60,000 151,750
Other Customer Support Services	8341	11,074	22,800	22,800 -
Customer Training	8342	1,122,152	2,892,458	2,411,028 481,430
Customer Supportive Services	8343	3,300	135,654	15,075 120,579

**CareerSource Pinellas
2020-2021 Planning Budget
For the Year Ended June 30, 2021**

	December 31, 2020 YTD	Approved 2020-2021	Proposed 2020-2021	Variance	
G/L	Actual	Bud Mod 1	Bud Mod 2		
Youthbuild Stipends	8340	-	136,800	30,000	106,800
Training Related Material	8345	29,991	175,280	114,782	60,498
Fees/exams/certifications	8346	17,678	106,000	39,591	66,409
Non Reportable ITA	8347	-	-	-	-
Total Program Expenses		1,604,414	6,361,018	4,175,761	2,185,257
Professional Fees					
Accounting/Audit Fees	5100	5,700	42,000	42,000	-
Legal Fees	5101	25,777	120,000	70,000	50,000
Professional Service	5104	22,262	27,500	41,013	(13,513)
Contract Labor	5170	49,368	91,100	102,068	(10,968)
Contract IT Services	5171	165,500	284,520	397,341	(112,821)
Cybersecurity - IT	5172	27,195	64,135	44,195	19,940
Total Professional Fees		295,801	629,255	696,617	(67,362)
Supplies					
Office Supplies	5302	13,063	40,860	22,175	18,685
Postage/Shipping	5307	(267)	6,020	6,020	-
Document Shredding	5308	450	1,100	1,100	-
Total Supplies		13,247	47,980	29,295	18,685
Insurance					
Insurance - Commercial Property	5400	2,437	4,873	4,873	-
Insurance - General Liability	5401	27,737	55,273	55,273	-
Insurance - Workers Comp	5403	12,962	43,183	43,183	-
Insurance - Auto	5404	3,387	6,573	6,573	-
Total Insurance		46,522	109,902	109,902	-
Occupancy					
Office Rent/Lease	5200	133,434	240,793	266,410	(25,617)
Other Leases	5201	3,970	9,480	9,480	-
Utilities	5202	16,125	37,800	37,800	-
Repairs & Maintenan	5203	5,785	5,100	8,335	(3,235)
Security	5204	234	588	588	-
Janitorial Expense	5205	23,488	44,700	47,313	(2,613)
Pest Control	5206	1,151	2,400	2,400	-
Total Occupancy		184,187	340,861	372,326	(31,465)
Office Equipment					
Equipment Rent/Lease	5300	20,156	40,800	40,800	-
Copy Machine Usage/Maintenance	5301	3,941	22,500	7,987	14,513
Comp Software/License/Maintenance	5304	55,370	68,320	74,371	(6,051)
Equipment < \$5,000	5305	78,316	165,802	165,802	-
Total Office Equipment		157,783	297,422	288,960	8,462
Travel and Meetings					
Travel - Mileage	5540	718	17,160	1,693	15,467
Travel - Out of Town	5541	-	36,000	1,000	35,000
Meetings/Conferences	5560	3,641	16,675	10,041	6,634
Total Travel and Meetings		4,359	69,835	12,734	57,101
Licences, Dues and Other Fees					
Staff Training/Education	5052	9,085	13,485	13,485	-
Other Employee expenses	5055	155	-	-	-

**CareerSource Pinellas
2020-2021 Planning Budget
For the Year Ended June 30, 2021**

	G/L	December 31, 2020 YTD Actual	Approved 2020-2021 Bud Mod 1	Proposed 2020-2021 Bud Mod 2	Variance
Recruitment	5095	794	1,848	1,848	-
Payroll Processing Fees	5103	3,788	9,530	9,530	-
License/Dues & Other Fees	5581	17,479	34,744	34,744	-
FSA Administrative Expenses	5582	-	900	300	600
401k Administrative Fees	5583	4,075	10,800	5,441	5,359
HRIS Administrative Fees	5584	2,627	6,360	6,360	-
Total Licences, Dues and Other Fees		38,003	77,667	71,708	5,959
Amortization and Depreciation					
Depreciation Expense	5901	-	20,707	20,707	-
Total Amortization and Depreciation		-	20,707	20,707	-
Miscellaneous					
Bank Fees	5102	144	2,000	2,000	-
Other Expense	5700	9	-	-	-
Vehicle Expenses	5701	358	3,480	2,000	1,480
Total Miscellaneous		510	5,480	4,000	1,480
Total Expenditures		4,239,648	12,055,188	9,545,037	2,510,151
Net Revenue over (under) Expenditures		82,290	112,607	136,007	23,400



Action Item 7

Subsequent Local Workforce Area Designation and Continued Charter of CareerSource Pinellas under *Workforce Innovation and Opportunity Act*

INFORMATION

The Governor must designate Local Workforce Development Areas in order for the State to receive adult, dislocated worker, and youth funding under Title I, subtitle B of the *Workforce Innovation and Opportunity Act (WIOA)*.

Local Workforce Development Areas that received an initial designation may be granted a subsequent designation if, for the two most recent program years, the local area performed successfully and sustained fiscal integrity. The current designation is effective July 1, 2019 through June 30, 2021.

According to guidance received from USDOL and reported by DEO on March 4, 2021, sufficient data is not yet available to determine “performed successfully” for this cycle of Local Area Designation. Therefore, performance data to determine “performed successfully” will not be used for this year’s determinations. The current PY’ 2020 will be the first year to hold states accountable. DEO will continue to monitor the LWDBs performance to prepare for future subsequent local area designations.

The subsequent designation will cover for a two-year term, beginning July 1, 2021 through June 30, 2023.

Upon review and approval by the Local Workforce Development Board (LWDB), the attached will be submitted to the Pinellas Board of County Commissioners (BCC). The executed form is due to DEO by April 16, 2021.

RECOMMENDATION

Approve the Local Workforce Area Designation and continued charter of CareerSource Pinellas under the *Workforce Innovation and Opportunity Act (WIOA)*.

APPLICATION FOR SUBSEQUENT LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION

LOCAL WORKFORCE AREA INFORMATION

NAME OF LOCAL AREA:

LWDB NUMBER:

DATE OF SUBMISSION:

CONTACT PERSON NAME:	PHONE:
	EMAIL ADDRESS:

PERFORMED SUCCESSFULLY

THE TERM “PERFORMED SUCCESSFULLY” MEANS THE LOCAL WORKFORCE DEVELOPMENT AREA MET OR EXCEEDED THE ADJUSTED LEVELS OF PERFORMANCE FOR PRIMARY INDICATORS OF PERFORMANCE FOR THE LAST TWO CONSECUTIVE YEARS FOR WHICH DATA ARE AVAILABLE, AND THE LOCAL AREA HAS NOT FAILED THE SAME INDIVIDUAL MEASURE FOR THE LAST TWO CONSECUTIVE PROGRAM YEARS.

SUSTAINED FISCAL INTEGRITY

THE TERM “SUSTAINED FISCAL INTEGRITY” MEANS THAT THE SECRETARY OF LABOR HAS NOT MADE A FORMAL DETERMINATION, DURING EITHER OF THE LAST TWO CONSECUTIVE YEARS PRECEDING THE DETERMINATION REGARDING SUCH INTEGRITY, THAT EITHER THE GRANT RECIPIENT OR THE ADMINISTRATIVE ENTITY OF THE AREA HAS MISEXPENDED FUNDS PROVIDED.

BY SIGNING BELOW, THE LOCAL CHIEF ELECTED OFFICIAL AND THE LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR CERTIFY THAT THE LOCAL AREA HAS PERFORMED SUCCESSFULLY AND SUSTAINED FISCAL INTEGRITY FOR SUBSEQUENT DESIGNATION OF THE EXISTING LOCAL AREA.

LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR

NAME:

SIGNATURE:

DATE:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE:	COUNTY:
SIGNATURE:	DATE:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE:	COUNTY:
SIGNATURE:	DATE:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE:	COUNTY:
SIGNATURE:	DATE:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE:	COUNTY:
SIGNATURE:	DATE:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE:	COUNTY:
SIGNATURE:	DATE:

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE:	COUNTY:
SIGNATURE:	DATE:

LOCAL WORKFORCE DEVELOPMENT BOARD 14 (LWDB) MEMBERSHIP

No	First Name	Last Name	Areas of Representation	Nominating Organization	Gender	Race	Member Since	End of Appointment
1	Ivonne	Alvarez	Business	Tarpon Springs Chamber of Commerce	Female	Hispanic	7/1/2020	6/30/2021
2	Jody	Armstrong	Workforce	Disability Achievement Center	Female	White	4/1/2018	6/30/2021
3	Manmohan	Bhuller	Business	St. Petersburg Chamber of Commerce	Male	Other	7/1/2019	6/30/2021
4	Andrea	Cianek	Business	St. Petersburg Chamber of Commerce	Female	White	7/1/2020	6/30/2022
5	Candida	Duff	Business	Pinellas Economic Development Council	Female	Other	4/1/2018	6/30/2021
6	Celeste	Fernandez	GRO-Public Assistance	FL Dept of Children & Families	Female	White/Hisp	2/1/2016	6/30/2022
7	David	Fetkenher	Business	Upper Tampa Bay Manufacturing Assoc.	Male	White	8/1/2016	6/30/2022
8	Commissioner René	Flowers	GRED	Pinellas County Economic Development	Female	Black	1/1/2021	6/30/2022
9	Beverly	Frank	Business	FL Chapter of American Institute of Architects	Female	Asian	9/1/2020	6/30/2022
10	Jack	Geller	Business	Greater Largo Chamber of Commerce	Male	White	8/1/2003	6/30/2021
11	Barclay	Harless	Business	St. Petersburg Chamber of Commerce	Male	White	4/1/2018	6/30/2021
12	John	Howell	GRVRD	DOE - Vocational Rehabilitation	Male	White	12/1/2009	6/30/2021
13	Mark	Hunt	OS Partner - ETPA	Dr. Grego - PCS Superintendent	Male	White	4/1/2018	6/30/2022
14	Michael	Jalazo	Workforce	Self	Male	White	4/1/2018	6/30/2021
15	Samuel	Kolapo	Workforce - Job Corps	Odle Management	Male	Black	6/1/2017	6/30/2021
16	Russell	Leggette	WOJ and JATC	Joint Apprenticeship Training Council	Male	White	6/1/2016	6/30/2022
17	Michael	Logal	Business	CEO Leadership Forums	Male	White	11/1/2018	6/3/2021
18	Michele	Matthews	Business	Upper Tampa Bay Chamber of Commerce	Female	White	7/1/2020	6/30/2022
19	Kay	McKenzie	Business	Central Pinellas Chamber of Commerce	Female	White	7/1/2018	6/30/2022
20	Mike	Meidel	GRED	Pinellas County Economic Development	Male	White	4/1/2003	6/30/2021
21	Chris	Owens	Business	Tarpon Springs Chamber of Commerce	Male	White	7/20/2020	6/30/2022
22	Debbie	Passerini	Business	Goodwill-Suncoast	Female	White	6/1/2017	6/30/2021
23	Michael	Ramsey	OS Partner - ETPC	St Petersburg College - Andrea Henning	Male	Black	7/1/2020	6/30/2022
24	Rebecca	Sarlo	ETPA	Self	Female	White	7/1/2018	6/30/2022
25	Patricia	Sawyer	Workforce - OSY	Pinellas Opportunity Council	Female	Black	7/1/2020	6/30/2022
26	Sheryl	Sheppard	Business	Greater Seminole Area Chamber of Commerce	Female	White	7/1/2019	6/30/2021
27	Amy	VanNess	Business	CFO Exchange Group	Female	White	11/1/2018	6/30/2022
28	Zachary	White	Workforce	Self	Male	White	4/1/2018	6/30/2021
29	Kenneth	Williams	Workforce	Teamsters Local Union 79	Male	White	7/1/2018	6/30/2021
30	Glenn	Willocks	Business	Tampa Bay Beaches Chamber of Commerce	Male	White	7/1/2018	6/30/2020



Action Item 8

Annual Financial Audit For the Fiscal Year Ended June 30, 2020

Information

The audit firm of Powell & Jones, CPAs has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2020. Enclosed is a copy of the audit report.

Recommendation

Approval of the Annual Financial Audit for the fiscal year ended June 30, 2020.

WORKNET PINELLAS, INC.

**Financial Statements, Supplemental Information
and Regulatory Reports**

June 30, 2020

(With Independent Auditor's Report Thereon)

WORKNET PINELLAS, INC.

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Powell & Jones
Certified Public Accountants

Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

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Lake City, Florida 32025
386 / 755-4200
Fax: 386 / 719-5504
admin@powellandjonescpa.com

INDEPENDENT AUDITOR'S REPORT

The Board of Directors
WorkNet Pinellas, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of WorkNet Pinellas, Inc. (the Organization) which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses and cash flows 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 these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of WorkNet Pinellas, Inc., as of June 30, 2020 and the respective changes in its net assets and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Uncertainties Regarding the Financial Outcome of Regulatory Matters

As discussed in Note 14 to the financial statements, the Organization is a party to pending regulatory actions that could result in its liability for repayment of grant funds. The Organization's management believes that the eventual settlement of these actions will not have a material effect on the Organization's financial position. Nevertheless, it is at least possible that such an effect will occur, although the amount cannot be estimated. Settlement of these regulatory actions is expected within the next year. Our opinion is not modified with respect to this matter.

Other Matters

Other information

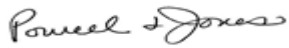
Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued a report dated February 17, 2021 on our consideration of the Organization's internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Organization's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited WorkNet Pinellas, Inc.'s 2019 financial statements, and our report dated October 31, 2019 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.



POWELL & JONES
Certified Public Accountants
Lake City, Florida
February 17, 2021

WORKNET PINELLAS, INC.**Statement of Financial Position****June 30, 2020****(With Comparative Information for June 30, 2019)**

	<u>2020</u>	<u>2019</u>
Assets		
Current assets:		
Cash and cash equivalents	\$ 3,390,051	\$ 969,353
Accounts receivable	46,463	82,814
Grants receivable	406,854	196,562
Prepaid expenses	145,195	70,390
Total current assets	<u>3,988,563</u>	<u>1,319,119</u>
Noncurrent assets:		
Restricted cash	248,260	440,721
Endowment investments	-	9,382
Property and equipment, net	57,300	2,497,926
Total noncurrent assets	<u>305,560</u>	<u>2,948,029</u>
Total assets	<u>\$ 4,294,123</u>	<u>\$ 4,267,148</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities	1,132,470	900,986
Deferred grant revenue	69,437	235,195
Debt	-	617,772
Total current liabilities	<u>1,201,907</u>	<u>1,753,953</u>
Noncurrent liabilities:		
Debt	-	625,757
Less unamortized loan costs	-	(1,247)
	<u>-</u>	<u>624,510</u>
Less current portion	-	(617,772)
Total noncurrent liabilities	<u>-</u>	<u>6,738</u>
Total liabilities	<u>1,201,907</u>	<u>1,760,691</u>
Net assets without donor restrictions	<u>3,092,216</u>	<u>2,506,457</u>
Total liabilities and net assets	<u>\$ 4,294,123</u>	<u>\$ 4,267,148</u>

See accompanying independent auditor's report and notes to financial statements.

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WORKNET PINELLAS, INC.

Statement of Activities

Year Ended June 30, 2020

(With Comparative Information for Year Ended June 30, 2019)

	Total	
	2020	2019
Revenues and support:		
Grants		
Federal	\$ 9,441,414	\$ 9,163,824
Local	-	28,430
Contribution and sponsorship revenue	4,466	23,915
Educational program tuition and fees	-	62,982
Other revenue	134,784	99,733
Gain on Sale/Disposal	638,094	-
Total revenues and support	10,218,758	9,378,884
Expenses:		
Program services		
Workforce Innovation and Opportunity Act	4,620,165	4,008,166
Employment Services Programs	1,015,350	937,401
Supplemental Nutrition and Assistance	303,838	418,837
Trade Adjustment Assistance	126,935	337,487
Welfare Transition	2,021,478	2,109,377
Youthbuild	340,885	291,685
Other	121,647	284,755
Supporting services		
General and administrative	1,082,701	1,232,810
Total expenses	9,632,999	9,620,518
Change in net assets	585,759	(241,634)
Net assets at beginning of year	2,506,457	2,748,091
Net assets at end of year	\$ 3,092,216	\$ 2,506,457

See accompanying independent auditor's report and notes to financial statements.

WORKNET PINELLAS, INC.

Statement of Functional Expenses

**Year Ended June 30, 2020
(With Comparative Information for Year Ended June 30, 2019)**

Expenses	Programs	General and administrative	Total	
			2020	2019
Salaries	\$ 2,608,259	\$ 585,811	\$ 3,194,070	\$ 4,534,002
Retirement	148,868	28,671	177,539	206,632
Payroll taxes and fringe	952,079	165,924	1,118,003	311,943
Staff training and education	299	1,099	1,398	2,576
Accounting and professional	56,558	169,025	225,583	305,199
Community outreach	24,706	-	24,706	45,349
License, dues, and other fees	23,266	2,225	25,491	27,940
Communications	104,290	8,416	112,706	122,490
Office expenses	204,700	17,679	222,379	218,324
Occupancy	350,389	15,188	365,577	413,564
Travel	13,586	6,234	19,820	62,142
Meetings and conferences	5,765	4,846	10,611	7,799
Other expense	40,367	42,302	82,669	15,124
Contract labor	361,282	2,851	364,133	447,475
Insurance	83,948	10,425	94,373	139,079
Service provider contracts	538,397	-	538,397	538,151
Customer training	3,008,353	-	3,008,353	2,065,438
Interest expense	16,015	-	16,015	32,683
Depreciation and amortization	9,171	22,005	31,176	124,608
Total Expenses	\$ 8,550,298	\$ 1,082,701	\$ 9,632,999	\$ 9,620,518

WORKNET PINELLAS, INC.

Statement of Cash Flows

Year Ended June 30, 2020

(With Comparative Information for Year Ended June 30, 2019)

	2020	2019
Cash flows from operating activities:		
Change in net assets	\$ 585,759	\$ (241,634)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	29,929	121,357
Loss (Gain) on disposal	(638,094)	1,259
Changes in assets and liabilities:		
(Increase) decrease in accounts receivable	36,351	(40,671)
(Increase) decrease in grants receivable	(210,292)	611,525
(Increase) decrease in inventory	-	2,925
(Increase) in prepaid expenses	(74,805)	150,329
Decrease in loan costs (amortization)	1,247	3,251
(Decrease) increase in accounts payable and accrued liabilities	231,482	(318,804)
(Decrease) increase in deferred revenue	-	(31,041)
(Decrease) increase in deferred grant revenue	(165,758)	155,602
Net cash provided by operating activities	(204,181)	414,098
Cash flows from investing activities:		
Change in investments	9,382	680
Acquisition of property and equipment	(22,462)	-
Sale of property and equipment	3,071,255	-
Net cash used in investing activities	3,058,175	680
Cash flows from financing activities:		
Payments on debt	(625,757)	(45,800)
Net cash used in financing activities	(625,757)	(45,800)
Net (decrease) increase in cash	2,228,237	368,978
Cash, beginning of year	1,410,074	1,041,096
Cash, end of year	\$ 3,638,311	\$ 1,410,074
Supplement disclosures:		
As shown on Statement of Financial Position:		
Cash and cash equivalents	\$ 3,390,051	\$ 969,353
Restricted cash	248,260	440,721
Cash, end of year	\$ 3,638,311	\$ 1,410,074
Interest paid	\$ 16,015	\$ 32,683

See accompanying independent auditor's report and notes to financial statements.

WORKNET PINELLAS, INC.

Notes to Financial Statements

Year Ended June 30, 2020

(1) Nature of Organization and Purpose

Effective February 10, 2014 and July 7, 2014, WorkNet Pinellas, Inc. (WORKNET) began doing business as CareerSource Pinellas. The CareerSource Pinellas rebranding was in coordination with Florida's Workforce System to have a unified brand state-wide. WORKNET began doing business as Science Center following its acquisition on May 16, 2014.

WorkNet Pinellas, Inc. is a not-for-profit corporation that was established on March 2, 2001, under the provisions of the Florida Corporations Not-For-Profit Law set forth in Chapter 617 of the Florida Statutes. WORKNET was created in accordance with the Florida Workforce Innovation Act of 2000 to serve as the administrative entity for programs of the Local Workforce Development Board in Pinellas County. This public-private partnership supports and promotes economic growth through workforce development. The Local Workforce Development Board (the Board) consists of representatives of education, labor, economic development, organizations identified as one stop partners, and other individuals as appointed by the Pinellas County Board of County Commissioners (the County). The Board is one of twenty-four Local Workforce Development Boards in the State of Florida providing for the development, planning, monitoring and administration of the following grants and programs:

- Temporary Assistance for Needy Families
- Wagner Peyser
- Disabled Veterans Outreach Program
- Local Veterans Employment Representative Program
- Workforce Innovation and Opportunity Act (WIOA) – Adult, Youth, and Dislocated Worker
- National Emergency Grants
- Reemployment Services and Eligibility Assessment
- Unemployment Insurance
- Trade Adjustment Assistance
- Youthbuild
- Supplemental Nutrition Assistance Programs

Support and revenue are obtained primarily from federal and state grants. The Board is responsible for developing and implementing an area plan and subgranting funds to direct providers of services.

(2) Summary of Significant Accounting Policies

(a) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting, which recognizes revenue when earned and expenses as incurred.

(2) **Summary of Significant Accounting Policies - Continued**

(b) **Basis of Presentation**

Financial Statements

The financial statements and notes are representations of the Organization's management who is responsible for their integrity and objectivity. The accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the Guide). (ASC) 958-205 was effective January 1, 2018.

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or the by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. The Organization held no assets with donor imposed restrictions at year end.

(c) **Contributions and Restricted Net Assets**

Unconditional contributions are recognized when received and recorded as net assets without donor restrictions or with donor restrictions, depending on the existence and/or nature of the donor-imposed restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Gifts of cash and other assets are reported with donor restricted support if they are received with donor stipulations that limit the use of the donated assets. When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction support. Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Contributions restricted for the acquisition of land, buildings, and equipment are reported as assets without donor restriction upon acquisition of the assets and the assets are placed in service.

(2) Summary of Significant Accounting Policies - Continued

The Organization historically does not receive contributions from donors. Primarily all of its funding is through grants, which must be expended on specified programs or activities. Cost reimbursement grants are recorded as revenue when the related expenses have been incurred. Other grants are recorded as support and revenue when earned. As of June 30, 2020, all net assets of the Organization were without donor imposed restrictions.

(d) Donated Services

The Organization records donated services as revenues if either; (a) they create or enhance nonfinancial assets; or (b) they require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. There were no donated services recorded during the year ended June 30, 2020.

(e) Fair Value Measurements

WORKNET applies the provisions of Financial Accounting Standards Boards (FASB) Accounting Standards Codification (“ASC”) 820, Fair Value Measurements and Disclosures, for fair value measurements of financial assets and liabilities that are recognized at fair value in the financial statements on a recurring basis. Topic 820 defines fair value as the price that would be received to sell an asset or would be paid to transfer a liability in an orderly transaction between market participants at the measurement date. Topic 820 established a three-tier hierarchy to maximize the use of observable market data and minimize the use of unobservable inputs, and to establish classification of fair value measurements for disclosure purposes. Inputs refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumption about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from sources independent of the reporting entity’s own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available.

At June 30, 2020, the Organization had no assets or liabilities subject to disclosure of fair value measurements as to valuation levels hierarchy per Financial Accounting Standards Board Statement No. 157.

(f) Liquidity

Assets are presented in the accompanying Statement of Financial Position according to their nearness of conversion to cash, and liabilities according to the nearness of their maturity and resulting use of cash.

Financial assets available within one year of the statement of financial position date of June 30, 2020 for general expenditures are as follows:

Cash and cash equivalents	\$3,390,051
Accounts receivable	46,463
Grants receivable	406,854
Total financial assets available	<u>\$3,843,368</u>

The Organization manages its liquid assets in accordance with regular budgeting processes developed through the coordinated efforts of management and the Board of Directors. Reporting by management to those charged with governance ensures the results from operating activities are monitored closely.

(2) **Summary of Significant Accounting Policies – Continued**

(g) **Measure of Operations:**

The statements of activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization's ongoing activities. Non-operating activities are limited to resources that generate return from investments, endowment contributions, financing costs, and other activities considered to be of a more unusual or nonrecurring nature. There were no non-operating activities for the year ended June 30, 2020.

(h) **Cash and Cash Equivalents**

For purposes of reporting cash flows, all deposits with an original maturity of three months or less are considered to be cash equivalents.

Cash designated for capital improvements to buildings and to fund accrued paid time off is classified as restricted cash in the accompanying statement of financial position.

(i) **Accounts Receivable**

Accounts receivable represents amounts due from employer services agreement, service provider contract, insurance reimbursements, refunds and other miscellaneous customers. Based on historical collections, management believes all receivables are fully collectible.

(j) **Inventory**

Inventory is stated at the lower of cost or market. Cost is determined using the first-in, first-out method.

(k) **Property and Equipment**

Property and equipment are recorded at cost, if purchased, or at estimated fair value at date of receipt if acquired by gift. Depreciation is recognized over the estimated useful lives of the assets of 3 to 7 years for equipment and vehicles; 5 years for leasehold improvements, and 15 years for building improvements using the straight-line method. All expenditures of property and equipment less than \$5,000 are expensed when purchased.

In the event of disposal of property and equipment acquired through expenditures of federal funds, WORKNET may be required to return the property and equipment to the funding source or obtain its approval prior to disposal of the property and equipment. Additionally, the proceeds from any disposal of property and equipment may be required to be refunded to the respective funding source.

(l) **Endowment Fund Investments**

Endowment investments represent beneficial interest in assets held by others. This investment was recorded at fair value in accordance with guidance related to accounting for contributions held by an organization which have the transferred assets without variance power. In the 2020 fiscal year this investment was returned to the donor when the Science Center was sold, because the use for which it was intended was no longer applicable. Please see Note 3 regarding the sale of the Science Center.

(2) **Summary of Significant Accounting Policies – Continued**

(m) **Personal Time Off**

WORKNET employees are entitled to personal time off (PTO) which combines time off for personal, vacation, and sick leave. PTO is based on length of employment and other factors. PTO is accrued when earned. PTO of \$248,154 is included as a component of accounts payable and accrued expenses in the Statement of Financial Position at June 30, 2020.

(o) **Retirement Plan**

The provision for pension costs is recorded on an annual basis. Pension costs are funded as they accrue.

(p) **Income Taxes**

WORKNET is a not-for-profit corporation under the laws of the State of Florida and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Code provides for taxation of unrelated business income under certain circumstances. WORKNET believes that it has no liability for taxes with respect to unrelated business income. However, such status is subject to final determination upon examination of the related income tax returns by the appropriate taxing authorities.

WORKNET follows Accounting Standards Codification Topic 740, *Income Taxes* (“ASC 740”). A component of this standard prescribes a recognition and measurement of tax positions taken or expected to be taken in a tax return. For those benefits to be recognized, a tax position must be more-likely-than-not to be sustained upon examination by taxing authorities. WORKNET’s policy is to recognize interest and penalties associated with tax positions under this standard as a component of tax expense, and none were recognized since there was no material impact of the application of this standard for the year ended June 30, 2020. As required by Internal Revenue Service regulations, the Organization annually files a Form 990, “Return of Organization Exempt from Income Tax” with the Internal Revenue Service. The returns for 2019, 2018 and 2017 are subject to review and adjustment by the Internal Revenue Service.

(q) **Revenue Recognition**

Revenues and the related expenses of cost-reimbursement grant programs are recognized as allowable costs are incurred. Federal grant advances are classified as deferred revenue until expended for the intended purpose. Grants receivable relates to support earned but not yet received from federal sources.

(r) **Use of Estimates**

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, support and expenses during the reporting period. Actual results could differ from those estimates.

(2) **Summary of Significant Accounting Policies – Continued**

(s) **Functional Allocation of Expenses**

The cost of providing WORKNET’s various programs and other supporting services have been summarized on a functional basis in the statement of activities. Direct expenses are charged directly to the related program. Certain costs which are directly shared have been allocated to programs based upon the relative benefits received. Expenses that are not directly identifiable with a specific program are allocated as indirect costs to benefiting programs based upon the rate approved by the U.S. Department of Labor. When it is impractical to directly allocate expenses, costs may be charged to a cost pool and then are distributed to the ultimate benefitting cost center through the application of an appropriate allocation method. Employees document their work activities through personnel activity reports. The data is compiled each pay period and is used in allocating costs by full-time employees. This data is also used in allocating costs for all cost pools as follows:

Cost Pool	Method of Allocation
<i>Board Staff Cost Pool:</i> Salaries, travel, supplies, equipment, communications, facilities	Based on costs recorded in all programs
<i>Business Services Cost Pool:</i> Salaries, fringe benefits, travel, supplies, communication and other	Based on relative total costs recorded in all programs
<i>Case Management Cost Pool:</i> Salaries, fringe benefits, travel, supplies, communication and other	Based salaries allocated according to the number of participants in specific activities
<i>MIS/Technology Cost Pool:</i> Furniture, computers, office equipment, network equipment, software licenses, equipment maintenance	Based on total salary costs
<i>Community Outreach Cost Pool:</i> Ads, printed materials, job fairs, employer seminars, focus groups, and community events	Based on total salary costs
<i>Staff Training Cost Pool:</i> Travel, professional services, memberships supplies	Based on total salary costs
One-Stop Facilities Rent, utilities, communications, supplies	Based on total salary costs

(2) **Summary of Significant Accounting Policies – Continued**

Supporting services in the statement of activities include expenses that have been allocated both directly and indirectly to the Organization’s programs. Supporting services include planning, development, oversight and administrative functions of all programs, support services for the One Stop System including Information Technology, Management Information Systems, Facility Management, Community Outreach, and One Stop Staff training and development activities.

(3) **Sale of Science Center**

On November 20, 2019 WORKNET sold its Science Center property which had been used to operate science related programs for area youth and also a branch “One Stop” employment assistance center. The sales price of the assets was \$3,150,000. The book value of the assets sold was \$2,433,161 and after costs of \$79,045 the gain on the sale was \$637,794. Proceeds of the sale were used to pay off the existing mortgage and other Science Center related debt, with the balance retained as unrestricted net assets.

While operating, the Science Center did not provide material revenues or increases in net assets to WORKNET. This disposal was effected in order to eliminate operations that no longer aligned with WORKNET’s core mission and to generate liquid cash reserves.

(4) **Grants Receivable**

Grants receivable is comprised of the following grant awards at June 30, 2020:

Federal Awards	
U.S. Department of Health and Human Services	
Temporary Assistance to Needy Families	\$ 19,012
U.S. Department of Agriculture	
Supplemental Nutrition Assistance Program	17,370
U.S. Department of Labor	
Wagner Peyser	32,691
Disabled Veterans Outreach Program	6,311
Local Veterans Employment Representative Program	1,668
Workforce Innovation and Opportunity Act (WIOA)	
WIOA COVID PPE	2,958
WIOA Youth	199,304
WIOA Dislocated Worker	82,338
Trade Adjustment Assistance	12,206
Reemployment Services and Eligibility Assessment	17,609
Youthbuild	15,387
Total grants receivable	<u>\$ 406,854</u>

5) **Property and Equipment**

Property and equipment consists of the following at June 30, 2020:

Equipment	\$	211,909
Leasehold Improvements		67,859
Vehicles		47,403
		<hr/>
Total cost		327,171
Accumulated depreciation		(269,871)
	\$	<hr/> <hr/> 57,300

Depreciation expense for the year ended June 30, 2020 was \$29,929.

(6) **Deferred Grant Revenue**

Deferred grant revenue is comprised of the following grant awards at June 30, 2020:

Federal Awards		
U.S. Department of Labor		
WIOA Dislocated Worker	\$	68,167
WIOA Apprenticeship Expansion		843
WIOA Soft Skills		427
		<hr/>
Total grants receivable	\$	<hr/> <hr/> 69,437

(7) **Debt**

Mortgage Payable

Effective December 12, 2014, WORKNET obtained a business loan for the principal amount of \$700,000 with an interest at a rate of 4.650% per annum based on a year of 360 days. The proceeds of the loan were used to pay-off the remaining principal and interest of the mortgage payable existing at June 30, 2014. The payment terms required 59 regular payments of \$4,511 each and one irregular payment of \$585,710. The first payment was due January 10, 2015, and all subsequent payments were due on the same day of each month after that. The final payment was made in November, 2019. All principal and accrued interest at that date was paid with the proceeds of the sale of the Science Center property described in Note 3. Interest paid on the loan for the fiscal year ended June 30, 2020 was \$12,578.

Equipment Financing Agreement

WORKNET entered into an Equipment Finance Agreement (EFA) in September 2015 to finance the labor and materials associated with the purchase and installment of a 70 ton air cooled chiller and building HVAC controls at the Science Center building. The terms of the EFA required WORKNET to pay principal of \$100,400 over 60 monthly installments at an interest rate of 7.86% per annum. The first payment of principal and interest of \$2,029 was due in November 2015 and last payment in October 2020. This loan was paid off in November, 2019. Interest expense totaled \$3,436 for the year ended June 30, 2020.

(8) Lease Commitments

WORKNET leases facilities (workforce program offices and administrative office) and equipment (copiers and other office equipment) under cancelable and non-cancelable lease agreements. Pursuant to the original lease documents, the terms of the cancelable lease shall remain ongoing until cancelled by either party. The lessor or lessee shall have the right to terminate for any reason, without penalty, with one hundred eighty (180) days written notice.

Facility lease payments totaled \$231,886 net of \$30,850 sublease income for the year ending June 30, 2020. Equipment lease payments totaled \$33,572 for the year ending June 30, 2020. Minimum future lease payments under non-cancelable facility and equipment leases having remaining terms in excess of one year are as follows:

Year Ended June 30,	
2021	\$ 310,037
2022	65,330
2023	<u>8,801</u>
	<u>\$ 384,168</u>

(9) Employment Benefits

(a) Retirement Plan

WORKNET provides a 401(k) Plan (the Plan). The Plan may provide two types of employer contributions, a non-elective contribution (NEC) and a matching contribution to eligible participants. The NEC is provided to all eligible employees regardless if the employee contributes to the Plan and equals 5% of the employee's eligible earnings. The matching contribution is only provided to those employees who elect to contribute to the Plan. During the current year, WORKNET elected to provide the NEC but not the matching contributions. Employer contributions totaled \$177,539 for the year ended June 30, 2020.

(b) Benefit Stipend

WORKNET provides a benefit stipend (stipend) to eligible employees. The stipend is a flat rate for all employees and is calculated to cover health insurance, life insurance, accidental death and disability and an amount to be allocated to the employees choice of cafeteria benefits. It is included as part of the employee's gross pay and paid twice a month over 24 pay periods. The stipend totaled approximately \$803,506 for the year ended June 30, 2020.

(10) Reconciliation of Schedule of Expenditures of Federal Awards Programs and the Statement of Activities to SERA

As required, WORKNET regularly reconciles its financial records to the Subrecipient Enterprise Resource Application (SERA) which is maintained by the Florida Department of Economic Opportunity. As of June 30, 2020, no discrepancies were noted. Amounts expended on the Schedule of Expenditures of Federal Awards and revenues and expenses on the statement of activities were determined in accordance with the accrual basis of accounting.

	<u>2020</u>	<u>2019</u>
Total Federal Expenditures/Grant Revenue	\$ 9,441,414	\$ 9,163,824
Funds received directly from funding sources not reported in SERA		
Youthbuild	(395,045)	(343,706)
Americorps	-	(7,324)
Reported in SERA	<u>\$ 9,046,369</u>	<u>\$ 8,812,794</u>

(11) Concentration of Credit Risk

WORKNET maintains its cash with four financial institutions. WORKNET's deposits are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At times, WORKNET has deposits which exceed the FDIC amount. Management does not anticipate nonperformance by any of the financial institutions.

(12) Grants

Costs charged to federal programs under cost-reimbursement grants are subject to government regulatory audits. Therefore, all such costs are subject to adjustment. Management believes that adjustments, if any, would not have a significant effect on the financial statements. WORKNET receives a substantial amount of its support from federal agencies through various grants. Any significant reduction in the level of this support could have an effect on WORKNET's programs.

(13) Contingent Liability

On May 15, 2019, the federal Department of Labor, Employment and Training Administration (ETA) issued its report on the "Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas". In this report the ETA documented seventeen findings regarding grant administration of Department of Labor Funds by the Florida Department of Economic Opportunity, CareerSource Tampa Bay and CareerSource Pinellas during the period July 1, 2013 through June 30, 2018. Included in these findings were questioned costs of \$9,753,924 in WIOA funded OJT payments, \$5,449,113 in supportive services cards issued to WIOA participants, \$2,031,866 in Business Service Staff incentives and \$408,487 in salary related payments. Of this total of \$17,643,410 approximately \$5,557,469 relates to funds administered by CareerSource Pinellas.

The Florida Department of Economic Opportunity, the direct recipient of the Department of Labor funds, in cooperation with the two CareerSource agencies formally responded to the findings on June 28, 2019 and subsequently requested technical assistance from ETA to fully address and resolve the findings. This process remains ongoing and CareerSource Pinellas intends to work diligently to implement corrective actions, provide additional information to fully correct the noted deficiencies and resolve the questioned costs. CareerSource Pinellas has identified approximately \$2.55 million in

unrestricted funds that could be utilized to repay any final disallowed costs. However it is not possible to estimate the amount, if any, of the questioned costs that will eventually be required to be repaid by CareerSource Pinellas.

(14) Related Party Transactions

In accordance with applicable regulations, WORKNET's Board of Directors includes representatives of private and public sector industries. During the fiscal year ended June 30, 2020, WORKNET entered into contracts with certain private and public sector industries, with which board members are associated for the purpose of providing services to participants. Total payments for providing services to participants during the year ended June 30, 2020 were approximately \$999,143 and accounts payable at June 30, 2020 were approximately \$15,691.

(15) Subsequent Events

WORKNET has evaluated subsequent events from the statements of financial position date through February 17, 2021 the date the financial statements were available to be issued.

Other

In March 2020, the World Health Organization made the assessment that the outbreak of a novel corona virus (COVID-19) was characterized as a pandemic. As a result, uncertainties have arisen that may have a significant negative impact on the operating activities and results of the Organization. The occurrence and extent of such an impact will depend on future developments, including (i) the duration and spread of the virus, (ii) government quarantine measures, (iii) voluntary and precautionary restrictions on travel and meetings, (iv) the effects on the financial markets, and (v) the effects on the economy overall, all of which are uncertain.

SUPPLEMENTAL INFORMATION

WORKNET PINELLAS, INC.

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2020

<u>Federal/State Agency Pass-Through Entity/Program Title</u>	<u>CFDA/ Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Expenditures</u>	<u>Pass Through</u>
U.S. Department of Health and Human Services				
Passed through the Department of Economic Opportunity:				
Temporary Assistance for Needy Families	93.558	WTS19, WTS20	\$ <u>2,246,235</u>	\$ <u>9,501</u>
Total U.S. Department of Health and Human Services			<u>2,246,235</u>	<u>9,501</u>
U.S. Department of Labor				
Passed through the Department of Economic Opportunity:				
Employment Service Cluster				
Wagner Peyser	17.207	WPA 19, WPA20	686,436	20,669
Disabled Veterans Outreach Program	17.801	DVP19, DVP20	121,865	4,696
Local Veterans Employment Representative Program	17.804	LVR19, LVR20	<u>23,209</u>	<u>455</u>
Subtotal Employment Service Cluster			<u>831,510</u>	<u>25,820</u>
Workforce Innovation and Opportunity Act (WIOA) Cluster				
WIOA - Adult	17.258	WIA 19, WIA20, WIS18, WIS19, WIS20	1,780,467	1,515
WIOA - Youth	17.259	WIY19, WIY20, WIS18, WIS19, WIS20	1,240,971	497,052
WIOA - Dislocated Worker	17.278	WID19, WID20, WIS18, WIS19, WIS20,	<u>2,138,066</u>	<u>1,312</u>
Subtotal WIA Cluster			<u>5,159,504</u>	<u>499,879</u>
National Emergency COVID 19	17.277	WNC20	<u>1,112</u>	<u>-</u>
Reemployment Services and Eligibility Assessment	17.225	UCR19	<u>335,095</u>	<u>751</u>
Trade Adjustment Assistance	17.245	TAT17, TAT18, TAC17, TAC18	<u>138,608</u>	<u>1,012</u>
Subtotal Department of Labor Passed through Department of Economic Opportunity			<u>6,465,829</u>	<u>527,462</u>
Youthbuild	17.274	YB-30072-17-60-A-12 YB-32978-18-60-A-12	<u>395,045</u>	<u>-</u>
Subtotal Direct U.S. Department of Labor			<u>395,045</u>	<u>-</u>
Total U.S. Department of Labor			<u>6,860,874</u>	<u>527,462</u>
U.S. Department of Agriculture				
Passed through the Department of Economic Opportunity:				
Supplemental Nutrition Assistance Program	10.561	FSH19, FSH20	<u>334,305</u>	<u>1,433</u>
Total U.S. Department of Agriculture			<u>334,305</u>	<u>1,433</u>
Total Expenditures of Federal Awards			\$ <u>9,441,414</u>	\$ <u>538,396</u>

WORKNET PINELLAS, INC.

Notes to Schedule of Expenditures of Federal Awards

Year Ended June 30, 2020

(1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of WORKNET under programs of the federal government passed through the Department of Economic Opportunity for the year ended June 30, 2020. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the schedule presents only a selected portion of the operations of WORKNET, it is not intended to and does not present the financial position, changes in net assets or cash flows of WORKNET.

(2) Basis of Accounting

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(3) Indirect Cost Rate

WORKNET did not elect to use the 10 percent de minimis indirect cost rate.

REGULATORY REPORTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Board of Directors
WorkNet Pinellas, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WorkNet Pinellas, Inc. (the Organization) which comprise the statement of financial position as of June 30, 2020, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 17, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

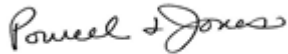
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Powell & Jones". The signature is contained within a rectangular box.

POWELL & JONES
Certified Public Accountants
Lake City, FL.
February 17, 2021

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
WorkNet Pinellas, Inc.

Report on Compliance for Each Major Federal Program

We have audited WorkNet Pinellas, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of WorkNet Pinellas, Inc.'s major federal programs for the fiscal year ended June 30, 2020. WorkNet Pinellas, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of WorkNet Pinellas, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Florida Department of Economic Opportunity's (DEO) Audit and Audit Resolution Responsibilities (AWI FG 05-019) issued August 12, 2005. Those standards, the Uniform Guidance, and DEO guidance, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about WorkNet Pinellas, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of WorkNet Pinellas, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, WorkNet Pinellas, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Other Matters

The results of our auditing procedures disclosed no instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance.

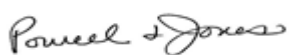
Report on Internal Control Over Compliance

Management of WorkNet Pinellas, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered WorkNet Pinellas, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of WorkNet Pinellas, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



POWELL & JONES
Certified Public Accountants
Lake City, FL.
February 17, 2021

WORKNET PINELLAS, INC.
 SCHEDULE OF FEDERAL AWARDS PROGRAMS
 FINDINGS AND QUESTIONED COSTS
 FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? No

Noncompliance material to the financial statements noted? No

Federal Awards Section

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? No

Type of auditor's report issued on compliance for major federal programs Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2CFR 200.516(a) No

Identification of major programs/projects:

CFDA Number(s)

Name of Federal Program or Cluster

U.S. Department of Labor

Workforce Innovation and Opportunity Act (WIOA) Cluster:

17.258
 17.259
 17.278

WIOA Adult

WIOA Youth

WIOA Dislocated Worker

Employment Service Cluster

Wagner Peyser

Disabled Veterans Outreach Program

Local Veterans Employment Representative Program

17.207
 17.801
 17.804

Dollar threshold to distinguish between type A and type B Federal Programs \$750,000

Auditee qualified as low-risk auditee? No

(Continued)

WORKNET PINELLAS, INC.
SCHEDULE OF FEDERAL AWARDS PROGRAMS
FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Section II - Financial Statement Findings

None

Section III - Federal Award Findings and Questioned Costs

None

Section IV - Summary Schedule of Prior Audit Findings

2019-1 – SUBRECIPIENT MONITORING

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) requires that subrecipients of federal funds be formally monitored by the pass-through entity in accordance with Section D of the Uniform Guidance.

From our audit procedures we could not find documentation where subrecipients were monitored by CareerSource Pinellas in compliance with the Uniform Guidance.

We recommended that CareerSource Pinellas implement procedures to assure that all subrecipients of its federal funds are fully monitored as required by Section D of the Uniform Guidance.

This audit finding was fully corrected in the current year.

Section V - Other

None

MANAGEMENT LETTER

To the Board of Directors
WorkNet Pinellas, Inc.
Clearwater, Florida

We have audited the financial statements of WorkNet Pinellas, Inc. as of and for the fiscal year ended June 30, 2020, and have issued our report thereon dated February 17, 2021.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. We have issued our Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with Government Auditing Standards, Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance. Disclosures in those reports and the schedule, which are dated February 17, 2021, should be considered in conjunction with this management letter.

PRIOR YEAR FINDINGS

2019-2 Indirect Cost Allocation

In the prior year we noted that the method of allocating indirect costs had not been completely documented at the time of our audit. Subsequently, the Organization received an approved provisional rate from the Department of Labor for the year ended June 30, 2019 and 2020. In the current year we found that the Organization had documented the method of the allocation of indirect costs.

CURRENT YEAR FINDINGS

There were no additional findings in the current year.

CONCLUSION

We wish to thank the Organization's employees for their courteous assistance during our audit of the Organization. This report is intended solely for the information and use of the Board of Directors, management, and others within the Organization.



POWELL & JONES
Certified Public Accountants
February 17, 2021



Action Item 9

2019 IRS Form 990

Information

WorkNet Pinellas' IRS Form 990 has been completed for the period beginning July 1, 2019 and ending June 30, 2020. Based on the 990 disclosure requirements (Part VI, Section B, 11a), a copy is being provided to each voting member of the Board, prior to filing it with the IRS. The 990 form will be filed by March 31, 2021.

Recommendation

Approval of the 2019 IRS Form 990.

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning **JUL 1, 2019** and ending **JUN 30, 2020**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization WORKNET PINELLAS, INC. Doing business as CAREERSOURCE PINELLAS Number and street (or P.O. box if mail is not delivered to street address) Room/suite 13805 58TH STREET N. SUITE 2-140 City or town, state or province, country, and ZIP or foreign postal code CLEARWATER, FL 33760 F Name and address of principal officer: JENNIFER BRACKNEY 13805 58TH STREET N. SUITE 2-140, CLEARWATER	D Employer identification number 73-1678180 E Telephone number 727-608-2554 G Gross receipts \$ 10,218,758. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: ▶ WWW.CAREERSOURCEPINELLAS.COM		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: 2001 M State of legal domicile: FL

Part I Summary

1	Briefly describe the organization's mission or most significant activities: THE MISSION OF CAREERSOURCE PINELLAS IS TO BUILD THE TALENT PIPELINE FOR TODAY AND THE FUTURE BY		
2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	31
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	31
5	Total number of individuals employed in calendar year 2019 (Part V, line 2a)	5	96
6	Total number of volunteers (estimate if necessary)	6	0
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b	Net unrelated business taxable income from Form 990-T, line 39	7b	0.
8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
9	Program service revenue (Part VIII, line 2g)	9,192,254.	9,441,414.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	184,944.	120,144.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	1,686.	19,106.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	0.	638,094.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	9,378,884.	10,218,758.
14	Benefits paid to or for members (Part IX, column (A), line 4)	573,568.	538,397.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	5,052,577.	4,489,612.
16b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.	0.	0.
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	3,994,373.	4,604,990.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	9,620,518.	9,632,999.
19	Revenue less expenses. Subtract line 18 from line 12	-241,634.	585,759.
20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
21	Total liabilities (Part X, line 26)	4,268,395.	4,294,123.
22	Net assets or fund balances. Subtract line 21 from line 20	1,761,938.	1,201,907.
22		2,506,457.	3,092,216.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer JENNIFER BRACKNEY, CHIEF EXECUTIVE OFFICER Type or print name and title	Date _____			
Paid Preparer Use Only	Print/Type preparer's name RICHARD C. POWELL, CPA	Preparer's signature RICHARD C. POWELL, C	Date 02/17/21	Check <input type="checkbox"/> if self-employed	PTIN P01426180
	Firm's name ▶ POWELL AND JONES, CPA'S	Firm's EIN ▶ 59-2145410			
	Firm's address ▶ 1359 SW MAIN BLVD LAKE CITY, FL 32025	Phone no. 386-755-4200			

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission: THE MISSION OF CAREERSOURCE PINELLAS IS TO BUILD THE TALENT PIPELINE FOR TODAY AND THE FUTURE BY PROVIDING EASY ACCESS TO WORKFORCE SOLUTIONS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 4,620,165. including grants of \$ 499,879.) (Revenue \$) WORKFORCE INNOVATION AND OPPORTUNITY ACT - THE PURPOSE OF THE PROGRAM IS TO BUILD A SKILLED WORKFORCE THAT EMPLOYERS NEED. THIS PROGRAM IS DESIGNED TO PROVIDE TRAINING OPPORTUNITIES IN HIGH DEMAND OCCUPATIONS TO INCREASE EMPLOYMENT, RETENTION AND EARNINGS OF WIOA PROGRAM PARTICIPANTS.

4b (Code:) (Expenses \$ 2,011,363. including grants of \$ 9,501.) (Revenue \$) TEMPORARY ASSISTANCE FOR NEEDY FAMILIES - THE PURPOSE OF THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PROGRAM IS TO PROVIDE TEMPORARY FINANCIAL HELP TO ELIGIBLE LOW-INCOME FAMILIES. THE PROGRAM IS DESIGNED TO END DEPENDENCE BY NEEDY PARENTS ON GOVERNMENT BENEFITS BY PROMOTING TRAINING, JOB PREPARATION AND WORK.

4c (Code:) (Expenses \$ 695,962. including grants of \$ 25,820.) (Revenue \$) EMPLOYMENT SERVICE CLUSTER - THE PURPOSE OF THE PROGRAM IS TO IMPROVE THE FUNCTIONING OF THE NATION'S LABOR MARKETS BY BRINGING TOGETHER INDIVIDUALS SEEKING EMPLOYMENT WITH EMPLOYERS SEEKING WORKERS. THE SERVICES PROVIDED THROUGH WAGNER PEYSER ARE JOB SEARCH ASSISTANCE, RECRUITING ASSISTANCE FOR EMPLOYERS, MATCHING SERVICES FOR JOB SEEKERS AND EMPLOYERS AND WORK TEST REQUIREMENTS ASSISTANCE FOR UNEMPLOYMENT COMPENSATION CLAIMANTS.

4d Other program services (Describe on Schedule O.) (Expenses \$ 1,222,808. including grants of \$ 3,197.) (Revenue \$ 777,344.)

4e Total program service expenses 8,550,298.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	X	

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, and Yes/No columns. Rows include questions 22 through 38 regarding grants, compensation, tax-exempt bonds, excess benefits, and other IRS filings.

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V []

Table with 3 columns: Question ID, Question Text, and Yes/No columns. Rows include questions 1a, 1b, and 1c regarding Form 1096, Forms W-2G, and backup withholding rules.

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	2a 96		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
	7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15	X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include 1a (31), 1b (31), 2, 3, 4, 5, 6, 7a, 7b, 8a, 8b, 9.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include 10a, 10b, 11a, 11b, 12a, 12b, 12c, 13, 14, 15a, 15b, 16a, 16b.

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed NONE
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection.
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records STEVEN MEIER, CPA - 727-608-2554 13805 58TH STREET N. SUITE 2-140, CLEARWATER, FL 33760

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MS. CELESTE FERNANDEZ BOARD MEMBER	1.00	X						0.	0.	0.
(2) MR. DAVID FETKENHER TREASURER	1.00	X		X				0.	0.	0.
(3) MS. CAROLYN KING BOARD MEMBER	1.00	X						0.	0.	0.
(4) MS. KARLA LEAVELLE BOARD CHAIR	1.00	X		X				0.	0.	0.
(5) MR. MIKE MEIDEL SECRETARY	1.00	X		X				0.	0.	0.
(6) MR. JACK GELLER, ESQ PAST CHAIR	1.00	X						0.	0.	0.
(7) MR. JOHN HOWELL BOARD MEMBER	1.00	X						0.	0.	0.
(8) MR. RUSSELL LEGGETTE BOARD MEMBER	1.00	X						0.	0.	0.
(9) MS. VIVIAN AMADEO BOARD MEMBER	1.00	X						0.	0.	0.
(10) MR. WILLIAM APPLE BOARD MEMBER	1.00	X						0.	0.	0.
(11) MS. JODY ARMSTRONG BOARD MEMBER	1.00	X						0.	0.	0.
(12) MS. CANDIDA DUFF BOARD MEMBER	1.00	X						0.	0.	0.
(13) MR. JAMES ENGLAND BOARD MEMBER	1.00	X						0.	0.	0.
(14) COMMISSIONER PAT GERARD VICE-CHAIR	1.00	X		X				0.	0.	0.
(15) MR. BARCLAY HARLESS CHAIR-ELECT	1.00	X						0.	0.	0.
(16) MS. ANDREA HENNING BOARD MEMBER	1.00	X						0.	0.	0.
(17) MR. MARK HUNT BOARD MEMBER	1.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) MR. MICHAEL JALAZO BOARD MEMBER	1.00	X						0.	0.	0.
(19) MR. SAMUEL KOLAPO BOARD MEMBER	1.00	X						0.	0.	0.
(20) MS. KAY MCKENZIE BOARD MEMBER	1.00	X						0.	0.	0.
(21) MS. DEBBIE PASSERINI BOARD MEMBER	1.00	X						0.	0.	0.
(22) MS. REBECCA SARLO BOARD MEMBER	1.00	X						0.	0.	0.
(23) MS. AMY VAN NESS BOARD MEMBER	1.00	X						0.	0.	0.
(24) MR. SCOTT WAGMAN BOARD MEMBER	1.00	X						0.	0.	0.
(25) MR. ZACHARY WHITE BOARD MEMBER	1.00	X						0.	0.	0.
(26) MR. KENNETH WILLIAMS BOARD MEMBER	1.00	X						0.	0.	0.
1b Subtotal								0.	0.	0.
c Total from continuation sheets to Part VII, Section A								780,991.	0.	36,856.
d Total (add lines 1b and 1c)								780,991.	0.	36,856.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **5**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual	X	
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NEW HORIZONS COMPUTER LEARNING CENTER, 5402 W. LAUREL STREET, SUITE 200, TAMPA, ST. PETERSBURG COLLEGE	TRAINING PROVIDER	753,714.
PO BOX 13489, ST. PETERSBURG, FL 33733	TRAINING PROVIDER	364,685.
COMPLETE TECHNOLOGY SOLUTIONS 8328 BALM ST., WEEKI WACHEE, FL 34607	IT SERVICE PROVIDER	278,903.
GALEN COLLEGE OF NURSING, 10200 DR. MARTIN LUTHER KING JR. ST, ST. PETERSBURG, FL	TRAINING PROVIDER	277,922.
COMPUTER COACH TRAINING 5005 N. HESPERIDES ST, TAMPA, FL 33614	TRAINING PROVIDER	234,795.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **9**

SEE PART VII, SECTION A CONTINUATION SHEETS

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(27) MR. GLENN WILLOCKS BOARD MEMBER	1.00	X					0.	0.	0.	
(28) MR. MANMOHAN BHULLER BOARD MEMBER	1.00	X					0.	0.	0.	
(29) MS. JOANNE LENTINO BOARD MEMBER	1.00	X					0.	0.	0.	
(30) MR. MICHAEL LOGAL CHAIR-ELECT	1.00	X		X			0.	0.	0.	
(31) MS. SHERYL SHEPPARD SECRETARY	1.00	X		X			0.	0.	0.	
(32) MS. JENNIFER BRACKNEY CEO	40.00			X			240,727.	0.	12,036.	
(33) MR. STEVE MEIER CFO	40.00			X			163,125.	0.	5,963.	
(34) MS. MICHELLE MOELLER PROGRAM DIRECTOR	40.00				X		112,060.	0.	5,603.	
(35) MS. APRIL TORREGIANTE PROGRAM DIRECTOR	40.00				X		108,670.	0.	5,434.	
(36) MR. DONALD SHEPHERD PROGRAM DIRECTOR	40.00					X	156,409.	0.	7,820.	
Total to Part VII, Section A, line 1c								780,991.		36,856.

932201 04-01-19

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	9,441,414.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f					
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f			9,441,414.			
Program Service Revenue	2 a TICKET TO WORK	Business Code	561300	99,153.	99,153.		
	b SPONSORSHIPS		561300	4,466.	4,466.		
	c						
	d						
	e						
	f All other program service revenue		900099	16,525.	16,525.		
	g Total. Add lines 2a-2f			120,144.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			19,106.	19,106.		
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a						
b Less: direct expenses	8b						
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a GAIN ON SALE/DISPOSAL	Business Code	900099	638,094.	638,094.		
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d			638,094.			
12 Total revenue. See instructions			10,218,758.	777,344.	0.	0.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX X

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	538,397.	538,397.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	829,678.	406,405.	423,273.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,364,392.	2,201,854.	162,538.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	177,539.	148,868.	28,671.	
9 Other employee benefits	834,644.	713,561.	121,083.	
10 Payroll taxes	283,359.	238,518.	44,841.	
11 Fees for services (nonemployees):				
a Management				
b Legal	109,898.	10,498.	99,400.	
c Accounting	39,813.		39,813.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	88,870.	58,197.	30,673.	
12 Advertising and promotion	9,295.	9,295.		
13 Office expenses	212,165.	184,159.	28,006.	
14 Information technology	475,799.	473,976.	1,823.	
15 Royalties				
16 Occupancy	365,577.	350,389.	15,188.	
17 Travel	19,820.	13,586.	6,234.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	10,611.	5,765.	4,846.	
20 Interest	16,015.	16,015.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	31,176.	9,171.	22,005.	
23 Insurance	94,373.	83,948.	10,425.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a CUSTOMER TRAINING	2,865,527.	2,865,438.	89.	
b CUSTOMER SUPPORT SERVIC	143,095.	142,915.	180.	
c OTHER EXPENSES	82,054.	40,666.	41,388.	
d LICENSES DUES AND OTHER	25,491.	23,266.	2,225.	
e All other expenses SEE SCH O	15,411.	15,411.		
25 Total functional expenses. Add lines 1 through 24e	9,632,999.	8,550,298.	1,082,701.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	1,410,074.	1	3,638,311.
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net	196,562.	3	406,854.
	4 Accounts receivable, net	82,814.	4	46,463.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	70,390.	9	145,195.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 327,171.		
	b Less: accumulated depreciation	10b 269,871.	2,497,926.	10c 57,300.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11	9,382.	12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	1,247.	15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	4,268,395.	16	4,294,123.	
Liabilities	17 Accounts payable and accrued expenses	900,986.	17	1,132,470.
	18 Grants payable		18	
	19 Deferred revenue	235,195.	19	69,437.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties	625,757.	23	0.
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	1,761,938.	26	1,201,907.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	2,506,457.	27	3,092,216.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	2,506,457.	32	3,092,216.
33 Total liabilities and net assets/fund balances	4,268,395.	33	4,294,123.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	10,218,758.
2	Total expenses (must equal Part IX, column (A), line 25)	2	9,632,999.
3	Revenue less expenses. Subtract line 2 from line 1	3	585,759.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,506,457.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	3,092,216.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other		
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:		
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
b Were the organization's financial statements audited by an independent accountant?	X	
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:		
<input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	X	
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	X	
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	X	

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization **WORKNET PINELLAS, INC.** Employer identification number **73-1678180**

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	14985970.	15976053.	12530987.	9192254.	9441414.	62126678.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	14985970.	15976053.	12530987.	9192254.	9441414.	62126678.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						62126678.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4	14985970.	15976053.	12530987.	9192254.	9441414.	62126678.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	2,403.	830.	1,289.	1,686.	19,106.	25,314.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)		43,748.	9,125.	184,944.	120,144.	357,961.
11 Total support. Add lines 7 through 10						62509953.
12 Gross receipts from related activities, etc. (see instructions)					12	1,152,625.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	99.39 %
15 Public support percentage from 2018 Schedule A, Part II, line 14	15	99.58 %
16a 33 1/3% support test - 2019. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input checked="" type="checkbox"/>
b 33 1/3% support test - 2018. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2019. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2018. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2019. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).			
2 Activities Test. Answer (a) and (b) below.		Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
3 Parent of Supported Organizations. Answer (a) and (b) below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI .			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

Schedule A (Form 990 or 990-EZ) 2019

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

(The area between the text and the footer contains multiple horizontal lines intended for providing supplemental information.)

Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Name of the organization

WORKNET PINELLAS, INC.

Employer identification number

73-1678180

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization WORKNET PINELLAS, INC.	Employer identification number 73-1678180
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	US DEPARTMENT OF HEALTH AND HUMAN SERVICES 200 INDEPENDENCE AVENUE WASHINGTON, DC 20201	\$ 2,246,235.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	US DEPARTMENT OF LABOR 200 CONSTITUTION AVENUE WASHINGTON, DC 20210	\$ 6,860,874.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	US DEPARTMENT OF AGRICULTURE 1400 INDEPENDENCE AVENUE SW WASHINGTON, DC 20250	\$ 334,305.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization WORKNET PINELLAS, INC.	Employer identification number 73-1678180
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____

Name of organization WORKNET PINELLAS, INC.	Employer identification number 73-1678180
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**

▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization **WORKNET PINELLAS, INC.** Employer identification number **73-1678180**

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (for example, recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2019

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	9,382.	10,062.	9,691.	9,073.	10,097.
b Contributions	-9,382.				
c Net investment earnings, gains, and losses		128.	371.	618.	-272.
d Grants or scholarships		717.			718.
e Other expenditures for facilities and programs					
f Administrative expenses		91.			34.
g End of year balance		9,382.	10,062.	9,691.	9,073.

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment _____ %
 - b Permanent endowment _____ %
 - c Term endowment _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|--------|----|
| (i) Unrelated organizations | 3a(i) | |
| (ii) Related organizations | 3a(ii) | |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		67,859.	67,859.	0.
d Equipment		211,909.	165,308.	46,601.
e Other		47,403.	36,704.	10,699.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				57,300.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	10,218,758.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	10,218,758.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	10,218,758.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	9,632,999.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	9,632,999.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	9,632,999.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

MANAGEMENT HAS EVALUATED ACCOUNTING PRINCIPLES ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES. MANAGEMENT BELIEVES THAT THE ORGANIZATION CONTINUES TO SATISFY THE REQUIREMENTS OF A TAX-EXEMPT ORGANIZATION AT JUNE 30, 2020. MANAGEMENT HAS EVALUATED ALL OTHER TAX POSITIONS THAT COULD HAVE A SIGNIFICANT EFFECT ON THE FINANCIAL STATEMENTS AND DETERMINED THE ORGANIZATION HAD NO UNCERTAIN TAX POSITIONS. WORKNET BELIEVES THAT IT HAS NO LIABILITY FOR TAXES WITH RESPECT TO UNRELATED BUSINESS INCOME. WORKNET FOLLOWS ACCOUNTING STANDARDS CODIFICATION TOPIC 740, INCOME TAXES (ASC 740). A COMPONENT OF THIS STANDARD PRESCRIBES A RECOGNITION AND MEASUREMENT OF TAX POSITIONS TAKEN OR EXPECTED TO BE TAKEN IN A TAX RETURN. FOR THOSE BENEFITS TO BE RECOGNIZED, A TAX POSITION MUST BE

Part XIII Supplemental Information (continued)

MORE-LIKELY-THAN-NOT TO BE SUSTAINED UPON EXAMINATION BY TAXING
AUTHORITIES. THERE WAS NO MATERIAL IMPACT OF THE APPLICATION OF THIS
STANDARD FOR THE YEAR ENDED JUNE 30, 2020.

PART V LINE 4

IN THE 2020 FISCAL YEAR THIS INVESTMENT WAS RETURNED TO THE DONOR WHEN THE
SCIENCE CENTER WAS SOLD, BECAUSE THE USE FOR WHICH IT WAS INTENDED WAS NO
LONGER APPLICABLE.

**SCHEDULE I
(Form 990)**

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
▶ Attach to Form 990.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

**Open to Public
Inspection**

Name of the organization **WORKNET PINELLAS, INC.** Employer identification number **73-1678180**

Part I General Information on Grants and Assistance

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? **Yes** **No**
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
PINELLAS EDUCATION FOUNDATION 12090 STARKEY RD LARGO, FL 33773	59-2688253	501(C)(3)	496,298.	0.			FEDERAL GRANT SUBRECIPIENT EMPLOYMENT TRAINING.
DYNAMIC WORKFORCE SOLUTIONS 237 SOUTH ST WAUKESHA, WI 53186	39-1354364		42,099.	0.			FEDERAL GRANT SUBRECIPIENT EMPLOYMENT TRAINING

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table 1.

3 Enter total number of other organizations listed in the line 1 table 1.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) (2019)

Part III Grants and Other Assistance to Domestic Individuals. Complete if the organization answered "Yes" on Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance

Part IV Supplemental Information. Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

THE ORGANIZATION HAS ENGAGED PROFESSIONAL CONTRACTORS TO MONITOR THE ORGANIZATIONS RECEIVING GRANT FUNDS.

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

2019

Open to Public Inspection

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
 ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
 ▶ Attach to Form 990.
 ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

Name of the organization: **WORKNET PINELLAS, INC.**
 Employer identification number: **73-1678180**

Part I Questions Regarding Compensation

	Yes	No
1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items. <input type="checkbox"/> First-class or charter travel <input type="checkbox"/> Travel for companions <input type="checkbox"/> Tax indemnification and gross-up payments <input type="checkbox"/> Discretionary spending account <input type="checkbox"/> Housing allowance or residence for personal use <input type="checkbox"/> Payments for business use of personal residence <input type="checkbox"/> Health or social club dues or initiation fees <input type="checkbox"/> Personal services (such as maid, chauffeur, chef)		
b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b	
2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2	
3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III. <input checked="" type="checkbox"/> Compensation committee <input type="checkbox"/> Independent compensation consultant <input type="checkbox"/> Form 990 of other organizations <input checked="" type="checkbox"/> Written employment contract <input checked="" type="checkbox"/> Compensation survey or study <input checked="" type="checkbox"/> Approval by the board or compensation committee		
4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization: a Receive a severance payment or change-of-control payment?	4a	X
b Participate in, or receive payment from, a supplemental nonqualified retirement plan?	4b	X
c Participate in, or receive payment from, an equity-based compensation arrangement?	4c	X
If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.		
Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.		
5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of: a The organization?	5a	X
b Any related organization?	5b	X
If "Yes" on line 5a or 5b, describe in Part III.		
6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of: a The organization?	6a	X
b Any related organization?	6b	X
If "Yes" on line 6a or 6b, describe in Part III.		
7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7	X
8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8	X
9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2019

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) MS. JENNIFER BRACKNEY CEO	(i)	231,977.	8,750.	0.	12,036.	0.	252,763.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) MR. STEVE MEIER CFO	(i)	160,000.	3,125.	0.	5,963.	0.	169,088.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) MR. DONALD SHEPHERD PROGRAM DIRECTOR	(i)	154,009.	2,400.	0.	7,820.	0.	164,229.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

[Empty lines for supplemental information]

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Open to Public
Inspection

Name of the organization

WORKNET PINELLAS, INC.

Employer identification number

73-1678180

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

PROVIDING EASY ACCESS TO WORKFORCE SOLUTIONS.

FORM 990, PART VI, SECTION B, LINE 11B:

THE 990 WAS PREPARED BY THE ORGANIZATION'S INDEPENDENT AUDITORS WITH ASSISTANCE FROM THE FINANCE STAFF. THE FINALIZED FORM 990 WAS REVIEWED BY THE FULL BOARD OF DIRECTORS.

FORM 990, PART VI, SECTION B, LINE 12C:

INTERNALLY IT IS THE RESPONSIBIITY OF SENIOR MANAGEMENT TO REVIEW THE AGENDAS AND IDENTIFY ANY POSSIBLE CONFLICTS OF INTEREST PRIOR TO THE BOARD MEETINGS. THE ATTORNEY IS ALSO RESPONSIBLE AND ATTENDS THE MEETINGS OF THE BOARD AS WELL AS MONITORS RELATED PARTY TRANSACTIONS. BOARD MEMBERS DISCLOSE AND SIGN RELATED PARTY INTEREST FORMS ANNUALLY.

FORM 990, PART VI, SECTION B, LINE 15:

COMPENSATION OF THE PRESIDENT AND CEO AND THE OTHER EMPLOYEES OF THE ORGANIZATION IS DETERMINED UTILIZING A REVIEW OF SALARY RANGES OF ALL COMPARABLE AGENCIES IN FLORIDA CONDUCTED BY A THIRD PARTY. AN EVALUATION PROCEDURE IS UTILIZED TO DETERMINE THE AMOUNT OF ANY SALARY INCREASES. THE ALLOWABLE PERCENTAGES ARE APPROVED BY THE COMPENSATION COMMITTEE, A SUBGROUP OF WHICH PERFORMS THE EVALUATION.

FORM 990, PART VI, SECTION C, LINE 19:

THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2019)

932211 09-06-19

Name of the organization WORKNET PINELLAS, INC.	Employer identification number 73-1678180
---	---

FORM 990, PART IX, LINE 24E, ALL OTHER FUNCTIONAL EXPENSES:

COMMUNITY OUTREACH:

PROGRAM SERVICE EXPENSES	15,411.
MANAGEMENT AND GENERAL EXPENSES	0.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	15,411.
TOTAL OTHER EXPENSES ON FORM 990, PART IX, LINE 24E, COL A	15,411.

PART XII LINE 2C

THE PROCESS FOR OVERSIGHT OF THE AUDIT AND THE SELECTION OF THE AUDITOR
 DID NOT CHANGE IN THE YEAR ENDED JUNE 30, 2020.

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. WORKNET PINELLAS, INC.	Taxpayer identification number (TIN) 73-1678180
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 13805 58TH STREET N. SUITE 2-140	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. CLEARWATER, FL 33760	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

STEVEN MEIER, CPA

- The books are in the care of ▶ **13805 58TH STREET N. SUITE 2-140 - CLEARWATER, FL 33760**
Telephone No. ▶ **727-608-2554** Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 17, 2021**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2019**, and ending **JUN 30, 2020**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.



Other Action Items



Action Item 10

Lease Agreement

The Pinellas County School Board

Information

CareerSource Pinellas originally moved into this location in 2008. The location quickly became the busiest center, receiving 45% of all traffic. The South County location is a full-service career center offering all services that include but are not limited to: Job Seeker Services, Veteran Services, WIOA, Youth Services, WTP and SNAP. Currently, the space is shared with three in-house partners: Job Corps, Non-Custodial Parent Employment Program and AARP (Senior Community Service Employment Programs).

The details of the lease renewal with The Pinellas County School Board are listed below:

- Address: 3420 8th Avenue South, St. Petersburg, Fl. 33711.
- Square footage: 11,025.
- Cost: \$11.25 per square foot, \$10,335.93 per month, \$124,031.25 per year.
- Lease duration: five-year lease commencing on March 23, 2021 and ending on March 22, 2026.

We have the option to extend the lease for an additional five years under the same terms. The contract has a provision to terminate based on funding.

Highlights of Changes to Lease Agreement

- **Rent – 2.03** – For the first twelve (12) month period of this Lease, Lessee shall pay rent to Lessor in the amount of \$11.25 per square foot of leased space per year. For each subsequent twelve (12) month period of this Lease, Lessor may unilaterally increase the rent amount (per square foot of leased space per year) by an amount equal to the increase in costs, if any, incurred by Lessor such that Lessor will be held harmless for any increased costs during that twelve (12) month period, and will advise Lessee of the new rent amount prior to the start of the new twelve (12) month period. Rent will include utilities and custodial services during the Lessor’s normal operating hours. Any other utilities or custodial services need after Lessor’s normal operating hours will be subject to direct costs.
- **Consideration in Rent – 2.04** - In consideration for reduced rent charged to the Lessee, Lessee agrees to consider amount of rent reduction as a contribution toward support of the infrastructure costs associated with One-Stop operations. This mutually beneficial partnership greatly strengthens the workforce of Pinellas County and positively impacts all participants and stakeholders associated with the partner entities.

- **Assignment & Subletting – 10.09** – This Lease and the Term and estate granted by this Lease, or any part of this Lease or that Term and estate, may not be subleased or assigned; however, the parties agree that Lessee may allow other organizations to co-locate on the Premises with Lessee provided that (1) an administrator agent of Lessor provides written consent of the specific organization, which consent shall not be unreasonably withheld, (2) Lessee takes full responsibility for the act or omissions of such organizations and their employees, agents, and clients, and (3) Lessee ensures that the acts and omissions of any such organizations also abide by Section 6 of this Lease. Any such co-location may not yield any monetary benefit to Lessee.

If and when CareerSource Pinellas (CSP) plans to have a co-partner occupy the space, CSP will obtain a written indemnification and hold harmless from the partner to protect CSP from any acts or omissions of co-partner.

Recommendation

Approval to renew the lease with The Pinellas County School Board.

LEASE AGREEMENT
BETWEEN
THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA ("LESSOR")
AND
WORKNET PINELLAS, INC. ("LESSEE")

This Lease Agreement ("Lease") is made effective this day of , 2021, between The School Board of Pinellas County, Florida, a political subdivision of the State of Florida ("Lessor"), with its administrative offices located at 301 4th Street S.W., P.O. Box 2942, Largo, FL 33779-2942, and WORKNET PINELLAS, INC. ("Lessee"), a not-for-profit corporation organized and existing under the laws of the State of Florida, with a principal place of business at 13805 58th Street North, Suite 2-140, Clearwater, FL 33760.

ARTICLE 1. LEASED PREMISES

Description of Leased Premises

1.01. Lessor leases to Lessee, and Lessee rents and accepts from Lessor, certain school facilities located at 3420 8th Avenue South, St. Petersburg, FL consisting of the eastern 11,025 square feet of Building 4 as shown in Exhibit "A" attached hereto (the "Premises"). The Premises shall be used to establish "ONESTOP Center", which is an employee referral and placement center. Vehicular access and parking for the ONESTOP Center shall be as designated by the Lessor.

Improvement to Premises

1.02. The Lessee may, with the prior written approval of the Lessor, make improvement to the Premises at Lessee's sole expense, including, but not necessarily limited to, electrical, information technology, signage, flooring, painting, and cubicles. Prior to vacating the Premises upon termination of the Lease term, Lessee shall remove so many of the improvements as Lessor shall direct, and shall provide Lessee reasonable notice to accomplish such removal.

ARTICLE 2. TERM AND RENT

Term of Lease

2.01. The term of the Lease shall be for five (5) years, commencing on March 23, 2021, and ending on March 22, 2026, unless terminated at an earlier date for any reason set forth in this Lease. This lease may be extended for an additional five (5) years under the same terms and conditions set forth herein, with written agreement and approval by the Superintendent and the Lessee.

Holdover

2.02. If Lessee holds over after the expiration of the Lease Term and continues to pay rent without objection from Lessor, then Lessee's tenancy shall be from month to month on all the terms and conditions of this Lease.

Rent

2.03. For the first twelve (12) month period of this Lease, Lessee shall pay rent to Lessor in the amount of \$11.25 per square foot of leased space per year. For each subsequent twelve (12) month period of this Lease, Lessor may unilaterally increase the rent amount (per square foot of leased space per year) by an amount equal to the increase in costs, if any, incurred by Lessor such that Lessor will be held harmless for any increased costs during that twelve (12) month period, and will advise Lessee of the new rent amount prior to the start of the new twelve (12) month period. Rent will include utilities and custodial services during the Lessor's normal operating hours. Any other utilities or custodial services needed after Lessor's normal operating hours will be subject to direct costs.

Consideration for Reduced Rent

2.04. In consideration for reduced rent charged to the Lessee, Lessee agrees to consider amount of rent reduction as a contribution toward support of the infrastructure costs associated with one-stop operations. This mutually beneficial partnership greatly strengthens the workforce of Pinellas County and positively impacts all participants and stakeholders associated with the partner entities.

Early Termination

2.05 In the event that Lessee's funding is substantially reduced in a manner that prohibits the continuation of Lessee's operations in the manner and nature as at the Lease commencement date, Lessor agrees, at Lessor's sole discretion, to either 1) negotiate a modification of this Lease by reducing the amount of space leased and the resultant Lease payments, or 2) terminate the Lease and release Lessee from any further obligations hereunder. In the event that Lessee's funding is discontinued, Lessor agrees to terminate this Lease and release Lessee from any further obligations hereunder. Lessee will provide the Lessor a minimum ninety (90) day notice of reduced or discontinued funding. In addition, either party may terminate this lease without cause upon 180 days written notice.

ARTICLE 3. USE

Primary Use

3.01. Lessee shall have the right to use the Premises for a ONESTOP Center for employee referral, placement and related services.

ARTICLE 4. LAWS AND GOVERNMENTAL REGULATIONS

Compliance With Legal Requirements

4.01. Lessee shall promptly comply with all laws and ordinances, and all orders, rules, regulations, and requirements of federal, state, and municipal governments and appropriate departments, commissions, boards, and officers of these governments ("Legal Requirements") throughout the Term of this Lease, and without cost to Lessor. Lessee shall promptly comply with these Legal Requirements whether they are foreseen or unforeseen, or ordinary or extraordinary.

ARTICLE 5. LIENS AND ENCUMBRANCES

Creation Not Allowed

5.01. Lessee shall not create, permit, or suffer any mechanics' or other liens or encumbrances on or affecting the Premises or the fee estate of Lessor.

Discharge After Filing or Imposition

5.02. If any lien or encumbrance shall at any time be filed or imposed against the Premises or the fee estate of Lessor, Lessee shall promptly cause the lien or encumbrance to be discharged of record. If Lessee shall fail to cause the lien or encumbrance to be so discharged, then in addition to any other right or remedy of Lessor, Lessor shall be entitled but not obligated to discharge the lien or encumbrance either by paying the amount claimed to be due or by procuring the discharge by deposit or by bonding proceedings. In any event, Lessor shall be entitled to compel the prosecution of an action for the foreclosure of any lien or encumbrance by the lienor and to pay the amount of the judgment for and in favor of the lienor with interest, costs, and allowances if Lessor elects to take this action. All amounts paid by Lessor and all of its costs and expenses in connection with the actions taken by Lessor, including court costs, reasonable attorneys' fees, and interest at the highest legal rate in effect at the time these moneys are due, shall be deemed to be additional rent under this Lease and shall be paid by Lessee to Lessor promptly on demand by Lessor.

5.03. Lessor shall not be liable for any labor, services, or materials furnished or to be furnished to Lessee or to any sublessee in connection with any work performed on or at the Premises, and no mechanics' lien or other lien or encumbrance for any labor, services, or materials shall attach to or affect Lessor's fee estate in the Premises.

Phone and Communication Equipment

5.04. Lessee is responsible for providing at Lessee's sole expense all phone or other communications equipment.

Office Equipment and Supplies

5.05 Lessee is responsible for providing at Lessee's sole expense all paper goods; office consumables, copies, copiers and copier maintenance, and supplies.

5.06 Lessee is responsible for the operation and monitoring of the Sonitrol access control security system for the Premises.

ARTICLE 6. INSURANCE AND INDEMNITY

Property and Personal Injury Liability Insurance

6.01. At all times during the Term of this Lease, Lessee shall maintain, at its sole cost, comprehensive broad-form general public liability insurance against claims and liability for personal injury, death, and property damage arising from the use, occupancy, disuse, or condition of the Premises and Improvements, and adjoining areas. The insurance shall be carried by insurance companies authorized to transact business in the State of Florida, selected by Lessee and approved by Lessor. In addition, the following conditions shall be met:

(a) The insurance provided pursuant to this Paragraph 6.01 shall be in an amount no less than \$1,000,000 for property damage, and in an amount no less than \$1,000,000 for one person and \$1,000,000 for one accident for personal injury.

(b) The insurance shall be maintained for the mutual benefit of Lessor and Lessee, any succeeding owners of the fee title in the Premises, and any successors and assigns of this Lease. The insurance policy or policies shall name both Lessor and Lessee as insureds.

(c) The amounts of insurance shall be increased as Lessor may reasonably require from time to time to account for inflation, or generally increased insurance settlements or jury verdicts.

Certificates of Insurance

6.02. Upon execution of this Lease, Lessee shall furnish Lessor with a certificate of all insurance evidencing coverages required by this Article 6. Lessee agrees that if it does not keep this insurance in full force and effect, Lessor may notify Lessee of this failure, and if Lessee does not deliver to Lessor certificates showing all of the required insurance to be in full force and effect within ten days after this notice, Lessor may, at its option, take out and pay the premiums on the insurance needed to fulfill Lessee's obligations under the provisions of this Article 6. On demand from Lessor, Lessee shall reimburse Lessor the full amount of any insurance premiums paid by Lessor, with interest at the rate of ten percent per annum from the date of Lessor's demand until reimbursement by Lessee.

Indemnification of Lessor

6.03. Lessor shall not be liable for any loss, damage, or injury of any kind or character to any person or property arising from any use of the Premises or Improvements, or caused by any defect in any building, structure, equipment, facility, or other improvement on the Premises, or caused by or arising from any act or omission of Lessee, or any of its agents, employees, licensees, or invitees, or by or from any accident, fire, or other casualty on the land, or occasioned by the failure of Lessee to maintain the premises in safe condition. Lessee waives all claims and demands on its behalf against Lessor for

any loss, damage, or injury, and agrees to indemnify and hold Lessor entirely free and harmless from all liability for any loss, damage, costs, or injury of other persons, and from all costs and expenses arising from any claims or demands of other persons concerning any loss, damage, or injury, caused other than by the negligent or intentional act or omission of Lessor.

ARTICLE 7. MISCELLANEOUS

Maintenance and Repairs

7.01 Lessor shall be responsible for all structural repairs and maintenance to include, without limitation, roof repair, HVAC including filters and vents, and parking area. Lessor will be responsible for basic grounds maintenance. Any landscaping Lessee desires will be at the approval of the Lessor and will be funded and maintained by Lessee.

Lessor shall clean or replace the existing HVAC vent system.

Utilities

7.02 Lessor shall be responsible for the cost and expense of all utility services supplied to the Premises, to include electric, water, sewer, and garbage.

Janitorial Services

7.03 Janitorial services and supplies are the responsibility of the Lessee.

ARTICLE 8. DEFAULT

Events of Default

8.01. (a) Any one or more of the events listed in Subparagraphs (b) through (f) of this Paragraph 8.01 shall constitute a default under this Lease.

(b) Lessee's failure to pay rent within 30 days after the rent becomes due and payable in accordance with the terms, covenants, and agreements of this Lease shall constitute a default under this Lease.

(c) Lessee's failure to observe or perform or cause to be observed or performed any other term, covenant, or agreement under this Lease, and continuation of this failure for a period of thirty days after Lessor's written notice to Lessee specifying the nature of Lessee's failure shall constitute a default under this Lease. However, a failure as described in this Subparagraph (b) shall not constitute a default if it is curable but cannot with reasonable diligence be cured by Lessee within a period of thirty days, and if Lessee proceeds to cure the failure with reasonable diligence and in good faith.

(d) Lessee's abandonment of the Premises and Improvements shall constitute a default under this Lease.

(e) The occurrence of both of the following events at the date of the commencement of this Lease or during its effective Term shall constitute a default under this Lease:

(1) Filing of a petition in bankruptcy or insolvency, for reorganization or the appointment of a receiver or trustee of all or a portion of Lessee's property, by or against Lessee in any court pursuant to any statute either of the United States or of any state.

(2) Lessee's failure to secure a dismissal of the petition within sixty days after its filing.

(f) Lessee's assignment of the leasehold interest under this Lease for the benefit of creditors shall constitute a default under this Lease.

Notice of Election to Terminate Lessee's Possession

8.02. If any event creating default occurs, Lessor may elect to terminate Lessee's right of possession under this Lease after thirty days from the date of service of notice of the election. If this notice is given, all of Lessee's rights, title, and interest in the Premises shall expire completely at the expiration of the thirty days, and Lessee shall quit and surrender the Premises and any Improvements erected on the Premises to Lessor.

Lessor's Entry After Termination of Lessee's Possession.

8.03. At any time after the termination of Lessee's right of possession under this Lease pursuant to this Lease, Lessor may enter and possess the Premises and Improvements by summary proceedings,

ejection, or otherwise, and Lessor may remove Lessee and all other persons and property from the Premises and Improvements. If Lessor takes the actions described in this Paragraph 8.03, Lessor may then possess the Premises and Improvements and assume the right to receive all rents, income, and profits from the Premises and Improvements, and Lessor may also sell any of the Improvements.

ARTICLE 9. EXPIRATION OF TERM

Lessee's Delivery of Possession After Termination or Expiration

9.01. On the expiration date of this Lease as set forth in Paragraph 2.01 of this Lease, or the effective date of any Lease termination described in this Lease, or any entry or possession of the Premises and Improvements by Lessor pursuant to Paragraph 8.03 (collectively referred to as the "Expiration Date"), Lessee shall promptly quit and surrender the Premises and

Improvements, and deliver to Lessor actual possession and ownership of the Premises and Improvements in good order, condition, and repair.

Lessee's Removal of Movable Objects

9.02. Lessee shall have the right to remove from the Premises and Improvements all movable trade fixtures, movable equipment, and articles of personal property used or procured for use in connection with the operation of its business on or before the Expiration Date, provided that Lessee shall promptly repair, or cause to be repaired, any damage resulting to the Premises or Improvements by reason of this removal. Any trade fixtures, equipment, or articles of personal property of Lessee that remain at or on the Premises after the Expiration Date shall be deemed to have been abandoned by Lessee, and may either be retained by Lessor as its property or disposed of by Lessor without accountability to Lessee for the value of these trade fixtures, equipment, or articles of personal property, or any proceeds derived from the sale of these items.

ARTICLE 10. GENERAL PROVISIONS

No Waiver of Breach by Lessor's Actions

10.01. The failure of Lessor to seek redress for violation of, or to insist on the strict performance of any covenant, agreement, term, provision, or condition of this Lease shall not constitute a waiver of the covenant, agreement, term, provision, or condition. The receipt by Lessor of rent with knowledge of the breach of any covenant, agreement, term, provision, or condition of this Lease shall not be deemed a waiver of that breach.

Waiver of Any Provision Must Be Written

10.02. No provision of this Lease shall be deemed to have been waived, unless the waiver is in writing and signed by the party against whom enforcement is sought. No payment by Lessee or receipt by Lessor of a lesser amount than the rent stipulated in this Lease shall be deemed to be other than for the payment of rent or other charge owing by Lessee, as Lessee shall elect. No endorsement or statement on any check or any letter accompanying any check or payment as rent shall be deemed binding on Lessor or deemed an accord and satisfaction, and Lessor may accept a check or payment from Lessee without prejudice to Lessor's right to recover the balance of the rent or other charges owing by Lessee, and without limitation on Lessor's right to pursue each and every remedy in this Lease or provided by law. Each right and remedy of Lessor provided for in this Lease shall be cumulative and in addition to every other right or remedy provided for in this Lease, or now or later existing at law, in equity, by statute, or otherwise.

Entire Agreement

10.03. This Lease and the Exhibit(s) annexed to this Lease contain the entire agreement between Lessor and Lessee, and any agreement made after the execution of this Lease between Lessor and Lessee shall be ineffective to change, modify, waive, release, discharge, terminate, or effect a surrender or abandonment of this Lease, in whole or in part, unless that agreement is in writing and signed by the party against whom enforcement is sought.

Notices

10.04. All notices and demands of any kind that either party may be required or may desire to give to the other in connection with this Lease must be given by registered or certified mail, return receipt requested, with postage fully prepaid, and addressed to the party to be served at the party's address as set forth above. Any notice shall be deemed received on first attempted delivery. Any party may change the address to which notices to that party are to be directed by notice given in the manner provided in this Paragraph 10.04.

Lessor's Entry and Inspection of Premises

10.05. Lessor, and its agents or designees, shall have the right to enter the Premises and Improvements during reasonable business hours for inspection, or to complete any work that may be necessary because of Lessee's default under any of the terms, covenants, and conditions of his Lease.

Partial Invalidity or Unenforceability

10.06. If any term, covenant, or condition of this Lease shall be invalid or unenforceable to any extent, the remainder of the terms, covenants, and conditions of this Lease shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

Meaning of Term "Lessor"

10.07. The term "Lessor," as used in this Lease in relation to Lessor's covenants and agreements under this Lease, shall be limited to mean and include only the owner or owners of the fee title to the Premises at the time in question. In the event of any conveyance of this fee title, Lessor named in this Lease and each subsequent grantor shall be automatically relieved, at the date of the conveyance, of all liability in respect to the performance of any of Lessor's covenants and agreements remaining to be performed after the date of conveyance, and each grantee shall be bound by all of the covenants and agreements remaining to be performed under the Lease during the time of grantee's ownership.

Individuals Benefited by Lease

10.08. This Lease shall inure to the benefit of and be binding on Lessor and Lessee and their respective successors, and assigns except as otherwise provided in this Lease.

Assignment and Subletting

10.09. This Lease and the Term and estate granted by this Lease, or any part of this Lease or that Term and estate, may not be subleased or assigned; however, the parties agree that Lessee may allow other organizations to co-locate on the Premises with Lessee provided that (1) an administrator agent of Lessor provides written consent of the specific organization, which consent shall not be unreasonably withheld, (2) Lessee takes full responsibility for the act or omissions of such organizations and their employees, agents, and clients, and (3) Lessee ensures that the acts and omissions of any such organizations also abide by Section 6 of this Lease. Any such co-location may not yield any monetary benefit to Lessee.

Quiet Enjoyment

10.10. Lessor covenants and agrees that Lessee, on payment of the rent and other charges provided for in this Lease and fulfillment of the obligations under the covenants, agreements, and conditions of

this Lease, shall lawfully and quietly hold, occupy, and enjoy the Premises during the Term of this Lease without any interference from anyone claiming through or under Lessor.

Note: The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, Lessor and Lessee have executed and signed this Lease or have caused this Lease to be executed and signed as of the day and year first written above.

Lessor

The School Board of Pinellas County,
Florida

By: _____
Chairperson

Attest: _____
Superintendent

Lessee

WORKNET PINELLAS, INC.

By: _____
Chairperson

CEO

Approved As To Form:

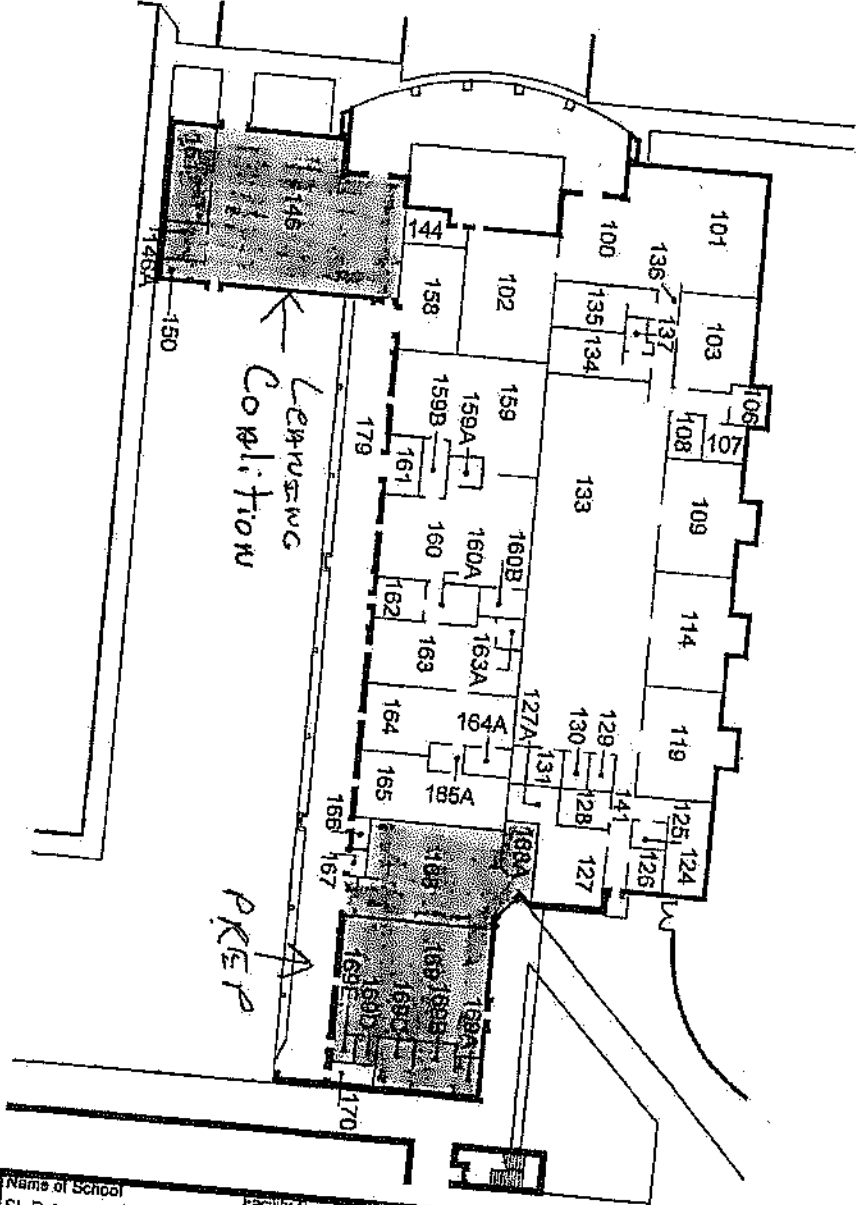


School Board Attorneys Office

Exhibit A

Building 4 "Premises"

(shown in the highlighted area below)



B4
SCALE: N.T.S.
←

Name of School	Facility No.	Date:
St. Petersburg Vocational- Technical Institute	00100	03.25.04
		Scale: N.T.S.
		Revised: 05.02.18

THE SCHOOL BOARD
OF PINELLAS COUNTY, FLORIDA



Action Item 11

Contract Amendment with GrayRobinson Governmental Relations Services

Background

The gavel has fallen, and the 2021 Legislative Session is officially underway. There are currently a few bills being discussed during the current legislative session that may impact the workforce development system, and the work we do here at CareerSource Pinellas. Specifically, three bills ([HB 1505](#), [HB 1507](#), and [SB 98](#)) are addressing workforce-related programs and services.

Marti Coley, PinPoint Results is a government partner procured by the Florida Workforce Development Association (FWDA) to advocate on behalf of the association and its members. FWDA members consists of leadership from 22 of the 24 Local Workforce Development Boards in Florida. Ms. Coley has been a committed advocate, taking a hands-on approach to gaining a solid understanding of the issues. Having representation during the legislative session with a partner who presents a collective voice on behalf of the workforce system is important and welcomed.

However, considering the recent workforce discussions and that many of these discussions seem to be rooted in concerns relating to past issues at CareerSource Tampa Bay and CareerSource Pinellas, it is equally important to have representation during the legislative session with a partner taking a laser-focused approach on behalf of CareerSource Pinellas and, our region's unique position.

The recommendation is to amend the current contract with GrayRobinson to include governmental relations. Chris Carmody, GrayRobinson has substantial experience handling governmental relations matters. Mr. Carmody will be a governmental relations partner that will play an instrumental role in helping to navigate through the channels, read through each bill to highlight areas of concern, and meet with key legislators and staff to represent CareerSource Pinellas.

By working with Mr. Carmody, we can add another voice to the discussion, one that is both focused on CareerSource Pinellas, and the region, while partnering on behalf of the workforce system in Florida.

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose.

RECOMMENDATION:

Approval to amend the existing contract with GrayRobinson and expand the scope of services to include Governmental Relations for CareerSource Pinellas.

GRAY | ROBINSON
ATTORNEYS AT LAW

Christopher L. Carmody
Attorney At Law
407-244-5649

CHRIS.CARMODY@GRAY-ROBINSON.COM

March 12, 2021

Jennifer Brackney
Chief Executive Officer
Career Source Pinellas
jbrackney@careersourcepinellas.com

Re: Engagement with GrayRobinson, P.A.

Dear Jennifer:

Thank you very much for your continued interest in GrayRobinson, P.A. (“GrayRobinson” or “the Firm”). We appreciate the opportunity to provide governmental consulting services to CareerSource Pinellas (“CareerSource”). The Firm is committed to providing the highest level of service in furtherance of your goals. This letter will describe the terms under which that representation will occur, disclose the Firm’s reporting responsibilities under the law, and summarize the nature of government consulting services as compared to legal services.

Firm Contacts for Your Representation

You have asked the Firm to represent CareerSource before the State of Florida within the executive and legislative branches of government. Specific to this work, the Firm will represent CareerSource in regards to matters involving the Legislature, the Governor’s Office and Florida’s Department of Economic Opportunity. The entire team of GrayRobinson’s lobbyists will be available to advance your interests. However, in order to ensure that your needs are efficiently and fully addressed, I will be the primary contact for this representation. If I should ever be unavailable, I would encourage you to contact Robert Stuart, Chris Dawson, or Katie Flury, who will serve as secondary contacts for this representation.

Fees, Costs and Terms

While annual fees for general representation would ordinarily be in the range of \$60,000 to \$75,000, because of the existing relationship and the Firm’s goal and commitment to support CareerSource, for the 2021 Legislative Session we propose a flat fee of \$25,000 for services covering pre-session through session and the veto season (January 2021 – August 2021). This fee will be broken out into five (5) monthly payments of \$5,000 for a period beginning on April 1, 2021 and ending August 1, 2020. If CareerSource would want to pursue additional services or extend the relationship, we would welcome that and negotiate a new agreement at that time.

BOCA RATON
FORT LAUDERDALE
FORT MYERS
GAINESVILLE
JACKSONVILLE
KEY WEST
LAKELAND
MELBOURNE
MIAMI
NAPLES
ORLANDO
TALLAHASSEE
TAMPA
WASHINGTON, DC
WEST PALM BEACH

301 EAST PINE STREET
SUITE 1400
POST OFFICE BOX 3068 (32802-3068)
ORLANDO, FLORIDA 32801
TEL 407-843-8880
FAX 407-244-5690
gray-robinson.com

All payments should be remitted to 301 East Pine Street #1400, Orlando, FL 32801 or via ACH transfer or other electronic transfer upon receipt of invoice. Both CareerSource and the Firm have the right to terminate this contract with or without cause with thirty (30) days' notice given.

Lobbyist Registration

Florida law requires that GrayRobinson's lobbyists must register with the State prior to engaging in lobbying activity. Lobbyist registrations are effective when they are received by the State, and lobbying may not occur prior to proper registration. The registration and fee cycle is the calendar year beginning January 1 and ending December 31. Therefore, CareerSource consents for the Firm's lobbyists to register to represent CareerSource, and CareerSource agrees to reimburse the Firm for the cost of lobbyist registrations.

Lobbyist registration fees are:

- **Legislature:** \$20 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.
- **Executive:** \$25 for each person from the point of registration until December 31; then renewed in January each calendar year thereafter.

Lobbyist registration forms will be sent under separate cover following the execution of this agreement. By signing below, you agree to complete and return these forms, which are necessary to our representation of CareerSource during the term of this contract or after its termination should reporting periods overlap. The Firm cannot commence representation until these forms are returned and properly filed with the State.

Compensation Reporting

Florida law requires that the fees and costs invoiced by GrayRobinson for lobbying services are reportable to the State on a quarterly basis to both the Florida Legislature and the Florida Commission on Ethics. Therefore, CareerSource consents to the quarterly disclosure of compensation paid or owed to GrayRobinson for lobbying activity as required by Chapter 2005-359, Laws of Florida. Such consent is granted so that GrayRobinson may file the specified quarterly reports, disclosing only the information required by Chapter 2005-359, Laws of Florida, and shall remain in effect as long as any GrayRobinson lawyer or non-lawyer lobbyist serves as the client's registered representative before the Legislature and any executive branch agency.

Unless you direct otherwise, the Firm will attribute and report 50% of our fees and reimbursements as legislative branch lobbying fees, and 50% of our fees and reimbursements as executive branch lobbying fees, subject to periodic adjustment by us to reflect our best professional judgment regarding allocation of our efforts associated with this representation.

Confidentiality

In order to ensure the candor and trust in our relationship that forms the basis of effective representation it is the policy of the Firm to keep strictly confidential all information about your interests and strategies, unless otherwise required by law. Because information is our stock in trade and because advancing your interests may depend on it we ask that you also keep confidential any information we may share with you regarding political strategy, insight, information, or analysis, although we acknowledge and understand that CareerSource may appropriately convey such information to its Board of Directors at a public meeting or other necessary parties.

Distinguishing Between Lobbying and Legal Services; Conflicts

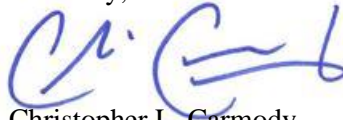
GrayRobinson offers not only legal services but also lobbying services. The Florida Bar treats legal services differently than non-legal services, which includes lobbying and consulting. It is important to understand the distinction between those services relative to conflicts, and the scope of this representation. *This lobbyist engagement does not create an attorney/client relationship between you and our firm.* If legal services are required by CareerSource, we will enter into a separate engagement.

Both lobbyists and lawyers must avoid conflict of interest. Lawyers may not accept a legal client adverse to another legal client in a legal matter, and our lobbyists will decline to accept a lobbying client involved in legal action against an existing legal or lobbying client of the Firm. However, legal services and lobbying are separate and distinct services for the purposes of evaluating conflicts, and, because lobbying frequently involves advocating for potential changes to existing law within the legislative branch or application of the law by the executive branch, the positions advanced on behalf of lobbying clients may or may not differ from legal positions taken on behalf of clients in judicial proceedings. In some instances, lobbying clients may not have a legal conflict, but they may be marketplace competitors or they may take inconsistent positions on one or more lobbying issues. We will bring any such situations to your attention immediately upon discovery and we likewise ask you to contact us immediately if you have similar concerns at any time. Whenever conditions merit, we will implement and maintain an “ethics wall” to maintain complete separation of information, strategy, and personnel associated with the affected lobbying clients.

Under the scope of representation outlined above we know of no lobbying conflicts with our current lobbying clients, and we have discussed our plan for protecting your interest from marketplace competitors via an ethics wall. If you ever have a concern about a perceived or potential conflict, or any other issue we ask that you alert us immediately so we can address it in a mutually acceptable fashion. We will do the same.

I believe the above reflects our understanding. If it does, please sign this agreement and return to me. If not already completed, electronic lobbyist registration forms will be sent separately from the respective entities for 2021. I appreciate your attention to this matter and look forward to working with you. Please never hesitate to contact me if we can assist you in any way.

Sincerely,



Christopher L. Carmody

For: CareerSource Pinellas

Date

Attached: Additional Understanding Regarding Representation
Privacy Policy



Action Item 12

Employer of Record

Background

CareerSource Pinellas will be administering several work-based learning programs that may require the utilization of a vendor to act as the Employer of Record, including the Summer employment, Paid Work Experience, On-the-Job Training or other specialized work-based learning activities. Summer employment is administered by CareerSource Pinellas for approximately 125 at-risk, 16–19-year-old youth. The work experience component is expected to last approximately 6-8 weeks for a total of 240 hours at \$12.00 hr.

As the Employer of Record, the vendor(s) will be responsible for fulfilling all applicable employer-related activities for the participants enrolled in work-based learning and/or work experience.

For this procurement, the small purchase procedures were utilized in accordance with the Simplified Acquisition Process as outlined in the CareerSource Pinellas Procurement Policy. Small purchases are those relatively simple and informal procurement methods for securing services, supplies, and other property that are less than \$150,000.

The requirement for competition is fulfilled in the small purchase process by soliciting a minimum of three (3) potential bidders known to supply the goods and services. CareerSource Pinellas requested quotes from three qualified vendors to be Employer of Record for work-based learning/work experience. Board approval is required for small purchases that exceed \$50,000.

Below is a summary of quote information provided:

Vendor	Contractor Administration and Profit
Manpower Group US, Inc.	Contractor administration and profit shall not exceed 21.5% fully burdened for youth; up to 33.94% for other categories for any position sourced by CareerSource Pinellas.
Howroyd-Wright Employment Agency d/b/a AppleOne Employment Services	Contractor administration and profit shall not exceed 45% fully burdened for youth for any position sourced by CareerSource Pinellas.
Quality Labor Management LLC	Contractor administration and profit shall not exceed 35% fully burdened for youth for any position sourced by CareerSource Pinellas.

The vendor administration and profit for the summer employment program is expected to be approximately \$85,000 with other work-based programs included the cost will not exceed \$150,000.

RECOMMENDATION:

Approval to enter into a contract with Manpower Group US, Inc. as Employer of Record, based on their experience and rate.



General Counsel Update

Stephanie Marchman, Gray|Robinson

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MEMORANDUM

TO: CareerSource Pinellas Board of Directors
FROM: Stephanie Marchman, CareerSource Pinellas General Counsel
DATE: March 10, 2021
SUBJECT: Legal Services Summary and Litigation Report

The following is a summary of legal services provided to CareerSource Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors on January 6, 2021:

- Advised Chief Executive Officer (“CEO”) with respect to concerns about an employer participating in the On the Job Training program and applicable contractual requirements of the parties.
- Conducted contract review, including review of the lease agreement with School Board of Pinellas County, Abacode Cybersecurity Agreement, and Memorandum of Understanding with Partners.
- Prepared revisions to telework policy.
- Provided employee relations guidance to the Chief Executive Officer (“CEO”) and Human Resources regarding various employment matters, including application of employee handbook provisions and consideration of an ethics hotline process.
- Responded to audit request.
- Reviewed and responded to pending legislation potentially affecting CareerSource Pinellas.

Pending litigation report:

There is no known pending litigation against CareerSource Pinellas. It should be noted, however, EEOC Charges of Discrimination have been filed by DEO employee Ahmed Amer and former employee Devin Hicks. Both of these matters have been reported to the carrier and counsel has been appointed by the carrier for any further handling of these matters, which may or may not involve litigation.



Information Item 1

vCIO Update

Paul Ashe, Securance Consulting



MEMORANDUM

DATE: January 7, 2021 (version 1.0)
TO: Career Source Pinellas (CSP)
FROM: OFFICE OF vCIO
RE: 2020 Technology Success and 2021 Strategic Goals

The following is an update of the 2020 technology accomplishments and the 2021 strategic technology objectives for CSP under the direction of the vCIO (Paul Ashe, vCIO, Securance Consulting).

We will continue to center our focus around these principles:

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:** Make technology recommendations that are fiscally responsible.
4. **Operational Responsibility:** Streamline the technologies in the environment to reduce the day-to-day management.

2020 IT Accomplishments

- Procured, provisioned and distributed 75 new laptop computers
- Migrated ATLAS, Email (O365) and anti-virus to the cloud
- Reduced monthly network monitoring cost by 40%

2021 IT Strategic Goals

- Install new and improved firewalls
- Procure and install new network switches
- Continue cloud migration by moving file services
- Proactively work with CSP business leaders to provide IT solutions



Information Item 2

- 1. Statement of Activities: Current Year vs. Prior Year**
- 2. Statement of Activities: Current Year vs. Budget**
- 3. Cost Allocation/Expenditure Report for PE 12.31.20**
- 4. Pooled Cost Expenditure Report for PE 12.31.20**
- 5. Grants Status Report**

CareerSource Pinellas

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

From 7/1/2020 Through 12/31/2020

(In Whole Numbers)

		<u>Actual 2020-2021</u>	<u>Actual 2019-2020</u>	<u>Variance</u>
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	4,003,914	4,771,296	(767,382)
Grant Revenue - Local	3002	228,494	(1,662)	230,156
Total Grant Revenue		<u>4,232,408</u>	<u>4,769,635</u>	<u>(537,227)</u>
Contributions				
Corporate Revenue	3100	4,125	11,813	(7,688)
Sponsorship Revenue	3101	0	2,750	(2,750)
Donations	3102	0	716	(716)
Total Contributions		<u>4,125</u>	<u>15,279</u>	<u>(11,154)</u>
Program Revenue				
Ticket to Work Revenue	3103	77,029	57,864	19,165
Total Program Revenue		<u>77,029</u>	<u>57,864</u>	<u>19,165</u>
Investment Income				
Interest/Dividends	3200	8,215	3,702	4,513
Unrealized Gain/Loss	3201	0	241	(241)
Total Investment Income		<u>8,215</u>	<u>3,943</u>	<u>4,272</u>
Other Income				
Other Revenues	3300	162	268	(106)
Gain <Loss> on Sale/Disposal	5703	0	717,139	(717,139)
Total Other Income		<u>162</u>	<u>717,407</u>	<u>(717,246)</u>
Total Operating Revenue		<u>4,321,938</u>	<u>5,564,127</u>	<u>(1,242,189)</u>
Sales Revenue (net)				
Sales				
Science Ctr Store Sales	3490	0	20	(20)
Total Sales		<u>0</u>	<u>20</u>	<u>(20)</u>
Total Sales Revenue (net)		<u>0</u>	<u>20</u>	<u>(20)</u>
Total Revenue		<u>4,321,938</u>	<u>5,564,147</u>	<u>(1,242,208)</u>
Expenditures				
Personnel Expenses				
Salary Expense	5000	1,384,099	1,654,491	270,392
Salary Expense - Benefit Stipend	5005	304,731	439,545	134,815
Payroll Taxes	5050	112,929	139,810	26,881
Fringe Benefits (ER Paid)	5060	16,931	0	(16,931)
Retirement	5090	76,132	99,805	23,673
Total Personnel Expenses		<u>1,894,823</u>	<u>2,333,652</u>	<u>438,829</u>
Program Expenses				
Operating Supplies	5303	32	9,581	9,549
Food and Beverages	5310	529	205	(324)
Communications	5500	48,842	56,323	7,480
Outreach/Marketing	5520	1,408	20,249	18,841
Service Provider Contract	8000	235,347	223,867	(11,480)
One-Stop Operator	8100	14,904	23,750	8,846
OJT	8300	0	100	100
EWT	8310	0	(30,788)	(30,788)
Paid Work Experience	8320	4,523	0	(4,523)
DWG Work Experience	8325	93,834	0	(93,834)
Workforce Services	8335	20,800	0	(20,800)
Other Customer Support Services	8341	11,074	9,050	(2,025)
Customer Training	8342	1,122,152	1,366,792	244,639
Customer Supportive Services	8343	3,300	80,707	77,407

CareerSource Pinellas

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

From 7/1/2020 Through 12/31/2020

(In Whole Numbers)

		<u>Actual 2020-2021</u>	<u>Actual 2019-2020</u>	<u>Variance</u>
Licensures	8344	0	710	710
Training Related Material	8345	29,991	62,563	32,572
Fees/exams/certifications	8346	17,678	71,351	53,673
Non Reportable ITA	8347	0	4,095	4,095
Total Program Expenses		<u>1,604,414</u>	<u>1,898,553</u>	<u>294,140</u>
Professional Fees				
Accounting/Audit Fees	5100	5,700	8,813	3,113
Legal Fees	5101	25,777	51,702	25,925
Professional Service	5104	22,262	79,745	57,483
Contract Labor	5170	49,368	12,935	(36,433)
Contract IT Services	5171	165,500	142,433	(23,067)
Cybersecurity - IT	5172	27,195	0	(27,195)
Total Professional Fees		<u>295,801</u>	<u>295,626</u>	<u>(175)</u>
Supplies				
Office Supplies	5302	13,063	8,719	(4,345)
Postage/Shipping	5307	(267)	2,620	2,887
Document Shredding	5308	450	711	261
Total Supplies		<u>13,247</u>	<u>12,050</u>	<u>(1,197)</u>
Insurance				
Insurance - Commercial Property	5400	2,437	9,294	6,858
Insurance - General Liability	5401	27,737	38,511	10,774
Insurance - Workers Comp	5403	12,962	(13,997)	(26,959)
Insurance - Auto	5404	3,387	4,096	709
Insurance - Claims	5405	0	15,878	15,878
Total Insurance		<u>46,522</u>	<u>53,782</u>	<u>7,260</u>
Occupancy				
Office Rent/Lease	5200	133,434	122,683	(10,751)
Other Leases	5201	3,970	2,559	(1,411)
Utilities	5202	16,125	36,908	20,782
Repairs & Maintenan	5203	5,785	10,353	4,568
Security	5204	234	1,153	919
Janitorial Expense	5205	23,488	19,551	(3,938)
Pest Control	5206	1,151	1,687	536
Total Occupancy		<u>184,187</u>	<u>194,893</u>	<u>10,705</u>
Office Equipment				
Equipment Rent/Lease	5300	20,156	20,833	677
Copy Machine Usage/Maintenance	5301	3,941	11,052	7,111
Comp	5304	55,370	45,119	(10,251)
Software/License/Maintenance				
Equipment < \$5,000	5305	78,316	0	(78,316)
Total Office Equipment		<u>157,783</u>	<u>77,003</u>	<u>(80,780)</u>
Travel and Meetings				
Travel - Mileage	5540	718	6,576	5,858
Travel - Out of Town	5541	0	4,314	4,314
Meetings/Conferences	5560	3,641	8,036	4,395
Total Travel and Meetings		<u>4,359</u>	<u>18,926</u>	<u>14,567</u>
Licences, Dues and Other Fees				
Staff Training/Education	5052	9,085	1,398	(7,687)
Other Employee expenses	5055	155	42	(113)
Recruitment	5095	794	833	39
Payroll Processing Fees	5103	3,788	4,459	671
License/Dues & Other Fees	5581	17,479	13,270	(4,209)
FSA Administrative Expenses	5582	0	450	450

CareerSource Pinellas

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

From 7/1/2020 Through 12/31/2020

(In Whole Numbers)

		<u>Actual 2020-2021</u>	<u>Actual 2019-2020</u>	<u>Variance</u>
401k Administrative Fees	5583	4,075	4,419	344
HRIS Administrative Fees	5584	2,627	4,004	1,377
Total Licences, Dues and Other Fees		38,003	28,874	(9,129)
Amortization and Depreciation				
Amortization Expense	5902	0	1,247	1,247
Total Amortization and Depreciation		0	1,247	1,247
Miscellaneous				
Bank Fees	5102	144	1,230	1,085
Other Expense	5700	9	3,040	3,031
Vehicle Expenses	5701	358	1,633	1,276
Penalties\Disallowed Expenses	5710	0	16,200	16,200
Interest Exp	5900	0	16,015	16,015
Total Miscellaneous		510	38,117	37,607
Total Expenditures		<u>4,239,648</u>	<u>4,952,723</u>	<u>713,075</u>
Net Revenue over (under) Expenditures		<u>82,290</u>	<u>611,424</u>	<u>(529,134)</u>

CareerSource Pinellas

Statement of Revenues and Expenditures - 2020-2021 YTD Act vs Budget Mod 1

From 7/1/2020 Through 12/31/2020

(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	4,003,914	5,368,391	(1,364,477)	10,042,195	(6,038,281)
Grant Revenue - Local	3002	228,494	1,600,000	(1,371,506)	2,000,000	(1,771,506)
Total Grant Revenue		4,232,408	6,968,391	(2,735,983)	12,042,195	(7,809,787)
Contributions						
Corporate Revenue	3100	4,125	10,600	(6,475)	21,200	(17,075)
Sponsorship Revenue	3101	0	4,500	(4,500)	9,000	(9,000)
Total Contributions		4,125	15,100	(10,975)	30,200	(26,075)
Program Revenue						
Ticket to Work Revenue	3103	77,029	37,500	39,529	75,000	2,029
Total Program Revenue		77,029	37,500	39,529	75,000	2,029
Investment Income						
Interest/Dividends	3200	8,215	10,200	(1,985)	20,400	(12,185)
Total Investment Income		8,215	10,200	(1,985)	20,400	(12,185)
Other Income						
Other Revenues	3300	162	0	162	0	162
Total Other Income		162	0	162	0	162
Total Operating Revenue		4,321,938	7,031,191	(2,709,253)	12,167,795	(7,845,857)
Total Revenue		4,321,938	7,031,191	(2,709,253)	12,167,795	(7,845,857)
Expenditures						
Personnel Expenses						
Salary Expense	5000	1,384,099	1,507,635	123,536	2,948,167	1,564,068
Salary Expense - Benefit Stipend	5005	304,731	331,014	26,283	662,024	357,293
Payroll Taxes	5050	112,929	143,306	30,377	280,879	167,949
Fringe Benefits (ER Paid)	5060	16,931	19,530	2,599	39,060	22,129
Retirement	5090	76,132	84,155	8,023	164,932	88,800
Total Personnel Expenses		1,894,823	2,085,640	190,817	4,095,062	2,200,239
Program Expenses						
Operating Supplies	5303	32	2,250	2,218	4,500	4,468
Food and Beverages	5310	529	450	(79)	900	371
Communications	5500	48,842	54,900	6,058	109,800	60,957
Outreach/Marketing	5520	1,408	39,692	38,284	80,684	79,276
Service Provider Contract	8000	235,347	250,000	14,653	500,000	264,653
One-Stop Operator	8100	14,904	28,500	13,596	57,000	42,096
OJT	8300	0	20,000	20,000	50,000	50,000

CareerSource Pinellas

Statement of Revenues and Expenditures - 2020-2021 YTD Act vs Budget Mod 1

From 7/1/2020 Through 12/31/2020

(In Whole Numbers)

		Actual YTD	YTD Budget Modification #1	YTD Variance	FY Budget Modification 1	Budget Remaining
EWT	8310	0	40,000	40,000	100,000	100,000
Paid Work Experience	8320	4,523	120,000	115,477	240,000	235,477
DWG Work Experience	8325	93,834	1,407,356	1,313,522	1,493,392	1,399,558
Apprenticeships	8330	0	24,500	24,500	44,000	44,000
Workforce Services	8335	20,800	92,000	71,200	211,750	190,950
Youthbuild Stipends	8340	0	68,400	68,400	136,800	136,800
Other Customer Support Services	8341	11,074	11,400	326	22,800	11,726
Customer Training	8342	1,122,152	1,656,458	534,306	2,892,458	1,770,306
Customer Supportive Services	8343	3,300	61,790	58,490	135,654	132,354
Training Related Material	8345	29,991	87,640	57,649	175,280	145,289
Fees/exams/certifications	8346	17,678	53,000	35,322	106,000	88,322
Total Program Expenses		1,604,414	4,018,336	2,413,922	6,361,018	4,756,604
Professional Fees						
Accounting/Audit Fees	5100	5,700	8,500	2,800	42,000	36,300
Legal Fees	5101	25,777	60,000	34,224	120,000	94,224
Professional Service	5104	22,262	9,200	(13,062)	27,500	5,238
Contract Labor	5170	49,368	50,700	1,332	91,100	41,732
Contract IT Services	5171	165,500	142,260	(23,240)	284,520	119,020
Cybersecurity - IT	5172	27,195	30,805	3,610	64,135	36,940
Total Professional Fees		295,801	301,465	5,664	629,255	333,454
Supplies						
Office Supplies	5302	13,063	29,430	16,367	40,860	27,797
Postage/Shipping	5307	(267)	3,010	3,277	6,020	6,287
Document Shredding	5308	450	550	100	1,100	650
Total Supplies		13,247	32,990	19,743	47,980	34,733
Insurance						
Insurance - Commercial Property	5400	2,437	2,434	(3)	4,873	2,436
Insurance - General Liability	5401	27,737	27,637	(100)	55,273	27,536
Insurance - Workers Comp	5403	12,962	21,610	8,648	43,183	30,221
Insurance - Auto	5404	3,387	3,288	(99)	6,573	3,186
Total Insurance		46,522	54,969	8,447	109,902	63,380
Occupancy						
Office Rent/Lease	5200	133,434	123,542	(9,892)	240,793	107,359
Other Leases	5201	3,970	4,740	770	9,480	5,510
Utilities	5202	16,125	19,500	3,375	37,800	21,675
Repairs & Maintenananc	5203	5,785	2,550	(3,235)	5,100	(685)
Security	5204	234	294	60	588	354
Janitorial Expense	5205	23,488	22,350	(1,138)	44,700	21,212

CareerSource Pinellas

Statement of Revenues and Expenditures - 2020-2021 YTD Act vs Budget Mod 1

From 7/1/2020 Through 12/31/2020

(In Whole Numbers)

		Actual YTD	YTD Budget Modification #1	YTD Variance	FY Budget Modification 1	Budget Remaining
Pest Control	5206	1,151	1,200	49	2,400	1,249
Total Occupancy		184,187	174,176	(10,011)	340,861	156,674
Office Equipment						
Equipment Rent/Lease	5300	20,156	20,400	244	40,800	20,644
Copy Machine Usage/Maintenance	5301	3,941	11,250	7,309	22,500	18,559
Comp Software/License/Maintenance	5304	55,370	44,160	(11,210)	68,320	12,950
Equipment < \$5,000	5305	78,316	153,802	75,486	165,802	87,486
Total Office Equipment		157,783	229,612	71,829	297,422	139,639
Travel and Meetings						
Travel - Mileage	5540	718	8,580	7,862	17,160	16,442
Travel - Out of Town	5541	0	15,000	15,000	36,000	36,000
Meetings/Conferences	5560	3,641	5,425	1,784	16,675	13,034
Total Travel and Meetings		4,359	29,005	24,646	69,835	65,476
Licences, Dues and Other Fees						
Staff Training/Education	5052	9,085	10,785	1,700	13,485	4,400
Other Employee expenses	5055	155	0	(155)	0	(155)
Recruitment	5095	794	924	130	1,848	1,054
Payroll Processing Fees	5103	3,788	4,590	802	9,530	5,742
License/Dues & Other Fees	5581	17,479	15,302	(2,177)	34,744	17,265
FSA Administrative Expenses	5582	0	600	600	900	900
401k Administrative Fees	5583	4,075	5,400	1,325	10,800	6,725
HRIS Administrative Fees	5584	2,627	3,180	553	6,360	3,733
Total Licences, Dues and Other Fees		38,003	40,781	2,778	77,667	39,664
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	144	1,000	856	2,000	1,856
Other Expense	5700	9	0	(9)	0	(9)
Vehicle Expenses	5701	358	1,467	1,110	3,480	3,123
Total Miscellaneous		510	2,467	1,957	5,480	4,970
Total Expenditures		4,239,648	6,969,441	2,729,793	12,055,188	7,815,540
Net Revenue over (under) Expenditures		82,290	61,750	20,540	112,607	(30,316)

**CareerSource Pinellas
Cost Allocation/Expenditure Report
For the Six Months Ended December 31, 2020**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
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	75,183	69,269	146,345	24,612	82	-	315,491
Business Services	101,786	10,060	45,199	10,811	-	-	167,855
One-Stop Operating	14,093	122,719	39,156	-	1,589	-	177,557
MIS\Technology	19,366	141,190	74,037	-	3,045	-	237,638
Outreach and Marketing	1,639	20,007	10,412	-	507	-	32,566
Staff Training and Development	-	5,219	2,866	-	-	-	8,085
Administrative	233,681	68,938	108,430	29,417	5,534	9,088	455,089
Total Pooled Costs	445,748	437,403	426,445	64,840	10,758	9,088	1,394,281
	21%	72%	45%	29%	18%	3%	33%
Direct Costs							
Personnel Expenses	328,010	144,156	410,781	161,008	4,391	99,897	1,148,243
Service Provider Contracts	232,815	-	2,532	-	-	-	235,347
Workbased Learning Initiatives	4,523	-	-	-	-	93,834	98,357
Training and Support Services	1,040,180	21,535	11,133	541	45,737	81,694	1,200,819
Other Direct Operating Costs	42,018	1,617	102,670	1,100	(8)	15,204	162,601
Total Direct Costs	1,647,546	167,308	527,116	162,648	50,120	290,629	2,845,367
	79%	28%	55%	71%	82%	97%	67%
Total Costs	2,093,294	604,711	953,561	227,488	60,877	299,717	4,239,648
Unexpended Budget Balance	3,187,206	601,412	1,463,379	138,762	224,123	2,200,658	7,815,540
Percentage of Budget Expended	39.6%	50.1%	39.5%	62.1%	21.4%	12.0%	35.2%

CareerSource Pinellas
Pooled Cost Expenditure Report
For the Six Months Ended December 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	291,508	-	-	-	-	189,249	94,404	575,161
Salary Expense - Benefit Stipend	36,704	-	-	-	-	38,915	20,313	95,932
Payroll Taxes	19,126	-	-	-	-	12,799	7,284	39,209
Fringe Benefits (ER Paid)	3,372	-	-	-	-	4,140	3,337	10,849
Retirement	11,005	-	-	-	-	9,479	4,945	25,429
Total Salary and Benefits	361,715	-	-	-	-	254,582	130,283	746,580
Contract IT Services	-	155,238	-	-	-	262	-	155,500
Office Rent/Lease	14,514	-	75	-	74,324	23,745	20,777	133,435
Communications	3,643	11,996	56	-	24,162	3,419	3,806	47,082
Contract Labor	8,431	35,000	-	-	2,270	-	-	45,701
Cybersecurity - IT	-	27,195	-	-	-	-	-	27,195
Insurance - General Liability	7,315	-	-	-	75	16,797	2,458	26,645
Legal Fees	25,659	-	-	-	-	118	-	25,777
Professional Service	-	-	22,142	-	-	-	-	22,142
Janitorial Expense	-	-	-	-	20,876	-	-	20,876
Equipment Rent/Lease	582	-	-	-	15,949	898	2,727	20,156
License/Dues & Other Fees	1,060	-	8,933	-	745	250	6,000	16,988
Utilities	-	-	-	-	16,109	-	-	16,109
One-Stop Operator	-	-	-	-	14,904	-	-	14,904
Comp Software/License/Maintenance	3,096	8,210	420	-	275	800	-	12,801
Staff Training/Education	1,000	-	-	8,085	-	-	-	9,085
Insurance - Workers Comp	2,303	-	-	-	-	4,973	432	7,708
Workforce Services	-	-	-	-	-	6,933	-	6,933
Office Supplies	3,269	-	-	-	1,697	948	547	6,461
Accounting/Audit Fees	5,700	-	-	-	-	-	-	5,700
401k Administrative Fees	4,075	-	-	-	-	-	-	4,075
Payroll Processing Fees	3,788	-	-	-	-	-	-	3,788
Copy Machine Usage/Maintenance	639	-	-	-	1,150	1,022	894	3,705
Meetings/Conferences	3,325	-	-	-	-	-	-	3,325
Repairs & Maintenanc	1,991	-	-	-	805	-	-	2,796
HRIS Administrative Fees	2,627	-	-	-	-	-	-	2,627
Insurance - Commercial Property	159	-	-	-	1,977	-	-	2,136
Pest Control	-	-	-	-	1,151	-	-	1,151
Outreach/Marketing	-	-	940	-	-	-	-	940
Travel - Mileage	-	-	-	-	-	667	51	718
Recruitment	223	-	-	-	-	220	85	528
Document Shredding	13	-	-	-	400	20	18	451
Security	-	-	-	-	234	-	-	234
Bank Fees	144	-	-	-	-	-	-	144
Other Employee expenses	-	-	-	-	-	93	31	124
Operating Supplies	-	-	-	-	-	32	-	32
Postage/Shipping	(182)	(1)	-	-	454	(288)	(254)	(271)
Total Pooled Expenditures	455,089	237,638	32,566	8,085	177,557	315,491	167,855	1,394,281



Information Item 3
CareerSource Pinellas
Training Provider Spending
For the period July 1, 2020 - December 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)	-			-	
Center for Technology Training	29,960			8	3,745
Central Florida Heat and Frost Insulators J.A.C. (RA)	-			-	
Computer Coach IT Training Solutions	253,430			47	5,392
Concorde Career Institute, (Hillsborough)	-			-	
Galen College of Nursing, (Pinellas)	138,037			46	3,001
IEC- Independent Electrical Contractors, FAAC	-			-	
International Union of Operating Engineers (RA)	-			-	
Ironworkers (RA)	-			-	
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	9,898			11	900
Jersey College, (Hillsborough)	17,683			6	2,947
Keiser University	13,650			3	4,550
Masonry (RA)	-			-	
National Aviation Academy	93,701			24	3,904
New Horizon Computer Learning Center, (Hillsborough)	429,814			83	5,178
Pinellas Ex-Offender Re-Entry Coalition *	4,800	50,000	45,200	12	400
Pinellas Technical Education Centers *	32,886	300,000	267,114	27	1,218
Plumbers and Pipefitters and HVAC, local union 123 (RA) *	-	50,000	50,000	-	
R.V. Training Center	5,000			1	5,000
Rasmussen College	7,365			1	7,365
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)	424			1	424
St. Petersburg College *	53,478	700,000	646,522	40	1,337
Tampa Truck Driving School, Inc.	5,000			1	5,000
Ultimate Medical Academy (Pinellas) *	130,265	250,000	119,735	27	4,825
University of South Florida / Innovative Education, SACS	25,589			10	2,559
Webster University	7,740			1	7,740
Total	\$ 1,263,721			350	\$ 3,611

RELATED PARTY CONTRACTS (with multiple components)

	Spending	Amount	Remaining	Component
Pinellas Technical Education Centers *	32,886	300,000	267,114	Training (ITA)
	62,016	130,000	67,984	Leases
	4,200	30,000	25,800	OJT/PWE
	99,102	460,000	360,898	
St. Petersburg College *	53,478	700,000	646,522	Training (ITA)
	60,060	130,000	160,000	Leases
	26,891	125,000	98,109	Contracts
	140,430	955,000	904,631	

* Contracts required two-third board approval.

Note: Amounts above represent disbursements made to training providers during time period.



Information Item 4
CareerSource Pinellas
Work-based Learning Spending
For the period July 1, 2020 - December 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
Catalyst QLM LLC	\$ 44,404			16	\$ 2,775	-
Celebrity Kids of Pinellas	\$ 3,967			1	\$ 3,967	-
Cloud Guru LLC dba Marketopia						1,740
Construction Resources Group, Inc.						2,720
Hospice of Florida Suncoast						3,556
Manpower	\$ 31,375			10	\$ 3,138	-
Pinellas County School Board	\$ 4,200			5	\$ 840	-
RK3 LLC	\$ 327			1	\$ 327	
The Bernd Group						3,000
TSE Industries, Inc.	\$ 18,055			4	\$ 4,514	-
Total	\$ 102,328			37	\$ 2,766	\$ 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, Measurable Skills Gains for Youth, Adult, and Dislocated Worker for a total of 18.

CareerSource Pinellas is exceeding in 13 indicators (over 100% of goal), meeting three indicators (over 90%) and did not meet two indicators (less than 90%) as published by the DEO for Quarter 1 PY' 2020-2021.

Not Met (less than 90% of negotiated)
Met (90-100% of negotiated)
Exceeded (greater than 100% of negotiated)

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%	91.90	102.11
Median Wage 2nd Qtr After Exit	\$7,000	\$11,083	158.33
Employed 4th Qtr After Exit	85.5%	91.60	107.13
Credential Attainment Rate	70.0%	96.00	137.14
Measurable Skills Gain	47.0%	68.10	144.89
Dislocated Workers:			
Employed 2nd Qtr After Exit	90.0%	78.40	87.11
Median Wage 2nd Qtr After Exit	\$7,000	\$8,646	123.51
Employed 4th Qtr After Exit	85.2%	84.00	98.59
Credential Attainment Rate	70.0%	89.20	127.43
Measurable Skills Gain	47.0%	76.80	163.40
Youth:			
Employed 2nd Qtr After Exit	84.5%	92.50	109.47
Median Wage 2nd Qtr After Exit	\$3,200	\$5,847	182.72
Employed 4th Qtr After Exit	78.0%	84.70	108.59
Credential Attainment Rate	86.3%	81.60	94.55
Measurable Skills Gain	47.0%	62.70	133.40
Wagner Peyser:			
Employed 2nd Qtr After Exit	66.2%	60.90	91.99
Median Wage 2nd Qtr After Exit	\$5,000	\$5,678	113.56
Employed 4th Qtr After Exit	64.2%	57.50	89.56



Information Item 6

**Board Attendance
July 2020 – June 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	YES	CANCELLED		
Jody Armstrong	YES	YES	NO			
Rebecca Avrin	YES	Resigned	~~		~~	~~
Manny Bhuller	YES	YES	YES			
Andrea Cianek	YES	NO	NO			
Candida Duff	YES	YES	YES			
Celeste Fernandez	NO	YES	YES			
David Fetkenher	YES	NO	YES			
Comm. René Flower	~~	~~	~~			
Beverly Frank	~~	~~	YES			
Jack Geller	YES	YES	YES			
Patricia Gerard	YES	YES	NO			
Barclay Harless	YES	YES	YES			
John Howell	YES	NO	NO			
Mark Hunt	YES	YES	NO			
Michael Jalazo	YES	YES	YES			
Samuel Kolapo	YES	YES	NO			
Russell Leggette	YES	YES	NO			
Joanne Lentino	NO	NO	NO			
Michael Logal	YES	YES	YES			
Michele Mathews	YES	YES	YES			
Kay McKenzie	YES	NO	NO			
Mike Meidel	YES	NO	YES			
Chris Owens	YES	YES	YES			
Debbie Passerini	YES	YES	YES			
Michael Ramsey	YES	YES	YES			
Rebecca Sarlo	YES	YES	YES			
Patrica Sawyer	YES	YES	YES			
Sheryl Sheppard	YES	NO	YES			
Amy Van Ness	YES	YES	YES			
Zachary White	NO	YES	YES			
Kenneth Williams	YES	YES	YES			
Glenn Willocks	YES	YES	YES			

Audit Committee

Members	10/8/2020	12/16/2020	2/24/2021	4/28/2021		
Barclay Harless	NO	CANCELLED	NO			
Comm. Pat Gerard	YES		Resigned			
Comm. René Flowers	~~		YES			
Rebecca Sarlo	YES		YES			
David Fetkenher	NO		YES			
County Appointee						
County Appointee						

Ad Hoc CEO/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	YES			
Jack Geller	YES		YES			
Barclay Harless	YES		YES			
Michael Logal	NO		YES			
Kay McKenzie	YES		NO			
Michele Mathews	YES		YES			
Debbie Passerini	YES		YES			
Amy Van Ness	YES		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	CANCELLED			
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	CANCELLED			
Mark Hunt	YES	YES				
Jason Krupp	YES	YES				
Pattye 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	YES			
Michael Meidel	YES	NO	YES			
Michael Ramsey	YES	NO	YES			
Michael Logal	YES	NO	YES			
Chris Owens	YES	NO	NO			
Denise Sanderson	YES	YES	YES			
Rebecca Sarlo	YES	YES	YES			
Candida Duff	NO	NO	NO			
Andrea Cianek	YES	YES	YES			
Ivonne Alvarez	YES	YES	YES			
Rebecca Avrin	YES	Resigned	~~	~~	~~	
Michael Jalazo	YES	YES	NO			
Glenn Willocks	YES	YES	YES			
Nominating Committee						
Members		4/28/2021				
Comm. René Flowers						
Comm. Pat Gerard	Resigned					
Barclay Harless						
Michael Logal						
Michael Meidel						



Information Item 7

MOU/IFA Renewals: CareerSource Pinellas and WIOA Required Partners

Background

The Workforce Innovation and Opportunity Act of 2014 relies heavily on the One-Stop Delivery System to coordinate resources and to prevent duplication and ensure effective and efficient delivery of workforce services in Pinellas County. The Memorandum of Understanding (MOU) establishes joint processes and procedures that enable Partner integration into the One-Stop Delivery System resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development.

The Infrastructure Funding Agreement (IFA) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop Delivery System. Both parties to this IFA agree that joint funding is a necessary foundation for an integrated service delivery system.

CareerSource Pinellas will be outreaching to partners to coordinate the renewal of the MOU/IFA agreements.

Partner Program	Partner Organization	Authorization/Category	Contact Information	Co-Located
AARP Foundation SCSEP	AARP Foundation	Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Gina Kravitz (727) 547-0534 7800 66 th Street North, Suite 301 Pinellas Park, FL 33781 www.aarp.org gkravitz@aarp.org	Yes
Adult Education and Family Literacy Programs	Pinellas County School Board	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program	Mark Hunt 301 Fourth Street SW Largo, FL 33779 (727) 588-6006 www.pcsb.org huntwi@pcsb.org	Yes
Career, Technical & Adult Education Programs	Pinellas County School Board	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Mark Hunt 301 Fourth Street SW Largo, FL 33779 (727) 588-6006 www.pcsb.org huntwi@pcsb.org	Yes

Community Services Block Grant	Pinellas Opportunity Council	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Patricia Sawyer 501 First Avenue North, Suite 517 St. Petersburg, FL 33701 (727) 823-4101 ext 116 www.poc-inc.org psawyer@poc-inc.org	Remote
Division of Blind Services	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	Nancy Brown Nancy.Brown@dbs.fldoe.org Marcela Blanchett Marcela.Blanchett@dbs.fldoe.org 415 South Armenia Avenue Tampa, FL 33609 (813) 871-7190 www.dbs.fldoe.org	Remote
Job Corps	Odle Management	Job Corps, WIOA Title I, Subtitle C	Tim Foley (727) 551-2900 foley.tim@odle.com Samuel Kolapo, Center Director (727) 551-2906 kolapo.samuel.1@jobcorps.org 500 22 nd Street South, St. Petersburg, FL 33712 www.jobcorps.org	Yes
Vocational Rehabilitation	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	John Howell 1313 North Tampa Street, Suite 801 Tampa, FL 33602 (813)-233-3609 www.vr.fldoe.org john.howell@vr.fldoe.org	Remote
HUD Employment and Training Program	Pinellas County Housing Authority	Employment and training activities carried out by the Department of Housing and Urban Development	Debra Johnson 11479 Ulmerton Road Largo, FL 33778 (727) 443-7684 ext 3137 www.pinellashousing.com djohnson@pinellashousing.com	Remote
Second Chance Act	People Empowering and Restoring Communities (PERC)	Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532)	Michael Jalazo 12810 US Hwy 19 North Clearwater, FL 33764 (727) 954-3993 www.Exoffender.org mjalazo@exoffender.org	Remote



Information Item 8 Board Member Forms

Please fill out the forms below and return to **Julia Bergen** at jbergen@careersourcepinellas.com by **Wednesday, March 24th**

Please note the Financial Disclosure is to be filled out online

- a. Conflict of Interest**
- b. Financial Disclosure**
- c. Ethics & Transparency**
- d. Statement of Commitment**
- e. Contact Information**



2017.05.17.C.2

Strategic Policy

Title:	CareerSource Florida Board of Directors Conflict of Interest Disclosure Policy
Adopted:	05/17/2017
Effective:	05/17/2017

I. PURPOSE AND SCOPE

The CareerSource Florida Board of Directors 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 Florida, Inc. (CSF) for personal benefit or for the benefit of immediate family members.

Board members may be employed by companies with existing state contracts or may contract with CSF subject to this Conflict of Interest Disclosure Policy and State of Florida statutes. CSF contracts are transparent and administered through processes designed to ensure fairness and accountability. CSF contracts with board members, or with entities with which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

Board members who may have a conflict of interest relating to a CSF contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members are required to disclose conflicts of interest in writing to the CSF professional team and its general counsel prior to any board meeting in which business involving these interests will be discussed. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract.

CAREERSOURCE FLORIDA BOARD OF DIRECTORS
CONFLICT OF INTEREST DISCLOSURE POLICY

2017.05.17.C.2

05/17/2017

Page 2 of 3

Board members are in a conflict of interest whenever they themselves, or members of their immediate family, place of employment, business partners or close personal associates may personally benefit either directly or indirectly, financially or otherwise, from their position on the CSF Board of Directors. For the purpose of this policy, "immediate family" is defined as parents, step-parents, spouses or domestic partners, children, step-children, full or half siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-great-grandparents, aunts, uncles, nieces, nephews and grandchildren. Board members who may have a conflict of interest related to a CSF contract or agreement are compelled to disclose the conflict and abstain from voting on decisions impacting the contract or agreement.

A conflict of interest may be real, potential, or perceived; the same duty to disclose applies to each. Full disclosure does not remove a conflict of interest. If a board member is not certain he or she is in a conflict of interest position, he/she may consult the CSF general counsel, who serves as the ethics and public records officer for the Board of Directors.

All board members shall sign an acknowledgement of this policy to be filed with the CSF professional team upon appointment to the CSF Board of Directors.

This policy benefits CSF board appointees by giving them the opportunity to disclose conflicts of interest and ensure the integrity of business before the board. This policy sends a strong message to those doing business with CSF about the importance of ethics in operations and transparency in public meetings. This policy relates to the CSF Board of Directors and the CSF general counsel, who helps board members identify potential conflicts of interest.

II. **BACKGROUND**

As described in Chapter 445, Florida Statutes, state and federal funds provided to CSF may not be used directly to pay for meals, food, or for travel for board members except as expressly authorized by state law. Any reimbursements shall be at the standard travel reimbursement rates established in section 112.061, Florida Statutes, and shall follow applicable federal and state requirements.

The CSF Board of Directors is prohibited from expending state or federal funds for entertainment costs and recreational activities for board members and employees as these terms are defined by 2 C.F.R. Part 230.

Members of the CSF Board of Directors are subject to Chapters 119 and 286, Florida Statutes, and section 24, Article I of the Florida Constitution. CSF board meetings, including committee meetings, are publicly noticed under the Sunshine Law and are open to the public. Meeting minutes are available for public access.

III. AUTHORITY

[Article I, Section 24, Florida Constitution](#)

[Chapter 112, Florida Statutes](#)

[Chapter 119, Florida Statutes](#)

[Chapter 286, Florida Statutes](#)

[Chapter 445.007, Florida Statutes](#)

[2, CFR Part 230](#)

IV. HISTORY

Date	Description
05/17/2017	Policy drafted by the CSF Policy and Performance unit for review by the CSF Strategic Policy & Performance Council and the CSF Board of Directors at the May 17, 2017, board meeting.

IV. ATTACHMENTS

CareerSource Florida Board of Directors Acknowledgement

CareerSource Florida Board of Directors Conflict of Interest Disclosure Statement



BOARD OF DIRECTORS

CONFLICT OF INTEREST DISCLOSURE POLICY ACKNOWLEDGEMENT

This acknowledgment form complies with the CareerSource Florida, Inc. (CSF) Conflict of Interest Disclosure policy, adopted by CareerSource Pinellas, which promotes ethics in operations and transparency among CareerSource Pinellas board members. Members of the Board of Directors are expected to safeguard their ability to make objective, fair and impartial decisions.

Board members are required to read and sign this acknowledgement upon appointment to the CareerSource Pinellas Board of Directors, and annually thereafter. Board members are also required to disclose potential, real, or perceived conflicts of interest in writing to the CareerSource Pinellas professional team and its general counsel prior to any board meeting in which business involving these interests will be discussed.

Full disclosure does not remove a conflict of interest. If the board member is not certain he or she is in a conflict of interest position, they may consult CareerSource Pinellas general counsel, who serves as the ethics and public records officer for the Board of Directors.

I received a copy of the conflict of interest disclosure policy for the CareerSource Pinellas Board of Directors and agree to comply with the terms of the policy. I will promptly report any such conflict of interest that may arise during the term of my tenure as a board member while conducting CareerSource Pinellas business.

Signature

Date

Printed Name



BOARD OF DIRECTORS

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Please check ONE of the following boxes:

- To the best of my knowledge, I am unaware of any real, potential or perceived conflicts of interest involving me or a relative* that may limit my ability to perform my duties as a member of the CareerSource Pinellas Board of Directors.

* Includes parents, step-parents, spouses or domestic partners, children, step-children, full or half siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-great-grandparents, aunts, uncles, nieces, nephews and grandchildren.

OR

- I hereby disclose my interests and relationships that could give rise to a conflict of interest:

Signature

Date

Printed Name

Filing Statement of Financial Interest

State law requires each member of a regional workforce board to file a *Statement of Financial Interest Form 1 (2018)* **within 30 days of the appointment date.**

For your convenience, the form link is as follows:

<http://www.ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>

Once completed, please mail the original to the Supervisor of Elections office of the county in which you reside: (Fax will not be accepted)

Pinellas County: Supervisor of Elections - 13001 Starkey Road, Largo, FL 33773

Pasco County: Supervisor of Elections - 14236 6th St #200, Dade City, FL 33523

Hillsborough County: Supervisor of Elections - 601 E Kennedy Blvd #16, Tampa, FL 33602

Sarasota County: Supervisor of Elections - 101 S Washington Blvd #7, Sarasota, FL 34236

Please note the following:

1. Name of Agency is **CareerSource Pinellas**
2. Name of Office or Position held is **local officers/employee's**
3. File with the Supervisor of Elections of the county in which you reside
4. You must file within 30 days of your appointment
5. You will be required to file before July 1st following each calendar year in which you hold your position
6. The Disclosure Period is based on your tax year, commonly January – December
7. You have to choose reporting on an absolute dollar value or percentage threshold

ETHICS AND TRANSPARENCY POLICY ACKNOWLEDGEMENT



CAREERSOURCE PINELLAS

ETHICS AND TRANSPARENCY POLICY ACKNOWLEDGEMENT

This acknowledgment form complies with the CareerSource Florida, Inc. (CSF) Ethics and Transparency Policy, adopted by CareerSource Pinellas, which promotes 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, including: The acceptance of gifts; Self-dealing; A prohibition on unauthorized compensation; Conflicting employment or contractual relationships; Appropriate disclosure and use of information; and Nepotism.

I received a copy of the Ethics and Transparency Policy for CareerSource Pinellas and agree to comply with the terms of the policy.

Signature

Date

Printed Name

ETHICS AND TRANSPARENCY POLICY ACKNOWLEDGEMENT



CAREERSOURCE PINELLAS

ETHICS AND TRANSPARENCY POLICY ACKNOWLEDGEMENT

This acknowledgment form complies with the CareerSource Florida, Inc. (CSF) Ethics and Transparency Policy, adopted by CareerSource Pinellas, which promotes 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, including: The acceptance of gifts; Self-dealing; A prohibition on unauthorized compensation; Conflicting employment or contractual relationships; Appropriate disclosure and use of information; and Nepotism.

I received a copy of the Ethics and Transparency Policy for CareerSource Pinellas and agree to comply with the terms of the policy.

Signature

Date

Printed Name

STATEMENT OF COMMITMENT



Board Director's Statement of Commitment

As a board member of CareerSource Pinellas (CSPIN), I am fully committed and dedicated to our stated vision and mission. I understand that my duties and responsibilities include the following:

- I accept the By-Laws and operating principles outlined in the orientation materials and understand my responsibility to this organization.
- I will be actively engaged and prepared for CSPIN board meetings, be available for phone consultation, and serve on at least one CSPIN Committee.
- I will actively promote CSPIN and support the President/CEO in his/her endeavors to execute the board's strategic business plan.
- I will leverage my circle of influence to support CSPIN's innovative customer initiatives.
- I will adhere to the Sunshine Laws when conducting CSPIN business.
- If I am not able to meet my obligations as a board member, I will offer my resignation.

Signature

Date

Printed Name



**Worknet Pinellas, Inc. d/b/a CareerSource Pinellas
Local Workforce Development Board**

Contact Information

Board Member Name: _____ **Date:** _____

Personal Information

Home Address: _____

Telephone #: _____

Email Address: _____

Work Information:

Business: _____

Title: _____

Work Address: _____

Telephone Number: _____

Email Address: _____

Other

Emergency Contact Name: _____

Relationship: _____

Preferred Contact Method: _____



Board Member Notice of Term Expiration

All 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. Members of the Board shall serve for fixed and staggered terms of two years with the exceptions described within the By-Laws.

We want to thank you for your continued support to CareerSource Pinellas and your commitment to the Board of Directors. We hope you will be able to continue serving on our board. Below is a list of Board members whose term periods are scheduled to expire on June 30, 2021.

Ivonne Alvarez
Manny Bhuller
Candida Duff
Jack Geller
Barclay Harless

John Howell
Michael Jalazo
Samuel Kolapo
Michael Logal
Mike Meidel

Deborah Passerini
Sheryl Sheppard
Zachary White

Thank you for your leadership. I hope you will be able to continue serving on our Board.

Please indicate your interest to renew your term by selecting one of the boxes below:

- Yes**, I would like to serve another two-year term
- No**, please allow my term to expire on June 30, 2021

Printed Name

Signature

Date



Program Year in Review

Jennifer Brackney



2019 – 2020 Program Year In Review

One-Stop Center Traffic

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number of Visits	99,714	113,476	117,666	94,921	76,912	50,734
Monthly Average	8,310	9,456	9,806	7,910	6,409	4,228

Website Traffic

Pinellas	14/15	16/17	17/18	18/19	19/20
Total # of Visits	105,406	182,118	165,601	65,369	98,561
Returning	39.5%	41%	21.7%	26.1%	23.5%
New	60.5%	59%	72.3%	72.3%	76.5%

MMR: WP Placement of Job Seekers

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Total	19,711	23,440	21,192	12,339	6,942	2,993
Average Wage	\$17.80	\$18.88	\$18.63	\$17.82	\$13.22	\$13.50

MMR: WP Placements Comparison

Placements	15/16	16/17	17/18	18/19	19/20
Statewide	312,747	250,134	152,710	92,345	62,589
Pinellas	23,440	21,192	12,339	6,942	2,993
% of Statewide Performance	7.5%	8.5%	8.1%	7.5%	4.8%

Gov. Job Placements Report

Pinellas	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Ranked 14/15 30,068 Placements	2	5	4	5	5	7	3	4	5	2	3	4
	2,748	2,555	2,699	2,459	2,021	2,463	2,367	2,358	2,653	2,760	2,536	2,449
Ranked 15/16 32,078 Placements	1	3	4	3	4	4	3	1	3	1	2	1
	2,905	2,865	2,861	2,480	2,669	2,297	2,386	2,789	2,850	2,882	2,705	2,389
Ranked 16/17 27,870 Placements	1	3	2	3	3	4	2	2	2	3	2	3
	2,433	1,642	2,488	2,833	2,775	2,148	2,571	2,278	2,205	1,753	2,586	2,148
Ranked 17/18 18,404 Placements	1	2	4	3	5	3	3	3	6	7	8	7
	2,137	2,214	1,872	2,136	1,483	1,776	1,465	889	1,443	1,043	1,003	943
Ranked 18/19 8,928 Placements	8	8	6	6	8	8	6	6	6	8	9	6
	799	938	955	1,020	765	658	711	703	654	610	660	445
Ranked 19/20 3,843 Placements	11	12	11	14	12	11	13	13	12	12	Report no longer updated by DEO	
	371	341	385	370	210	174 234	295	251	308	163		

WIOA: Adult

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number Served	1,371	1,839	2,499	1,947	1,279	679
Average Wage	\$18.68	\$18.43	\$18.44	\$19.72	\$19.93	\$22.03

WIOA: Youth

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number Served	720	695	722	696	558	405
Average Wage	\$9.89	\$10.52	\$11.03	\$11.94	\$12.08	\$11.73

WIOA: Dislocated Worker

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number Served	1,320	1,330	1,498	1,296	715	546
Average Wage	\$18.17	\$19.04	\$19.15	\$18.79	\$20.05	\$27.51

WIOA Outcomes in Comparison to Statewide

	15/16 Outcomes	16/17 Outcomes	17/18 Outcomes	18/19 Outcomes	19/20 Outcomes
Statewide	19,720	17,714	12,101	8,011	6,339
Pinellas	2,388	2,928	1,728	824	421
% of State Performance	12.11%	16.5%	14.3%	10.3%	6.6%

Veteran Program

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number Served	4,292	4,273	4,078	5,177	1,963	1,306

Disabled Individuals

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number Served	3,759	3,781	3,944	3,097	1,836	1,351

Welfare Transition

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number Served (staff assisted)	4,469	6,645	3,238	2,725	999	1,132
Average Wage	\$9.88	\$10.09	\$10.62	\$10.98	\$11.57	\$12.16
Number Entered Employment		1,848	1,068	593	509	348
Statewide Placement %		5.1%	7.0%	5.9%	6.3%	4.9%

Supplemental Nutrition Assistance Program (SNAP)

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
SNAP Enrollments	5,398	3,837	4,547	4,994	3,195	2,722
Center SNAP Traffic		12,149	28,891	15,599	11,381	8,172
Average Wage	\$10.44	\$9.70	\$9.91	\$9.70	\$10.24	\$10.67

On-the-Job Training (OJT)

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Number of Companies	110	86	80	57	21	0
Number of Trainees	434	294	377	167	39	0
Average Wage At Placement	\$15.62	\$17.49	\$15.70	\$13.47	\$16.10	\$0.00

Employed Worker Training (EWT)

Pinellas	14/15	15/16	16/17	17/18	18/19
Number of Companies	23	17	29	17	6
Number of Trainees	1,606	383	1,318	593	259
Average Cost Per Trainee	\$415.06	\$793.73	\$540.41	\$352.64	\$425.74

Note: No RFP issued in PY19/20

Employer Services

Pinellas	15/16	16/17	17/18	18/19	19/20
Employers Served	2,894	2,743	2,600	1,386	1,303
Job Orders Posted	10,192	12,945	10,038	9,978	10,744
Referrals to Job Orders	70,930	78,846	55,132	22,870	12,190

Financial Summary

Pinellas	14/15	15/16	16/17	17/18	18/19	19/20
Expenditures	\$13,841,622	\$15,081,086	\$16,256,800	\$13,189,267	\$9,620,518	\$9,632,999
Net Assets		\$2,585,883	\$2,823,678	\$2,748,091	\$2,506,457	\$3,092,216



Handouts



CareerSource Pinellas Performance Overview

Charles Williams, *Department of Economic Opportunity*

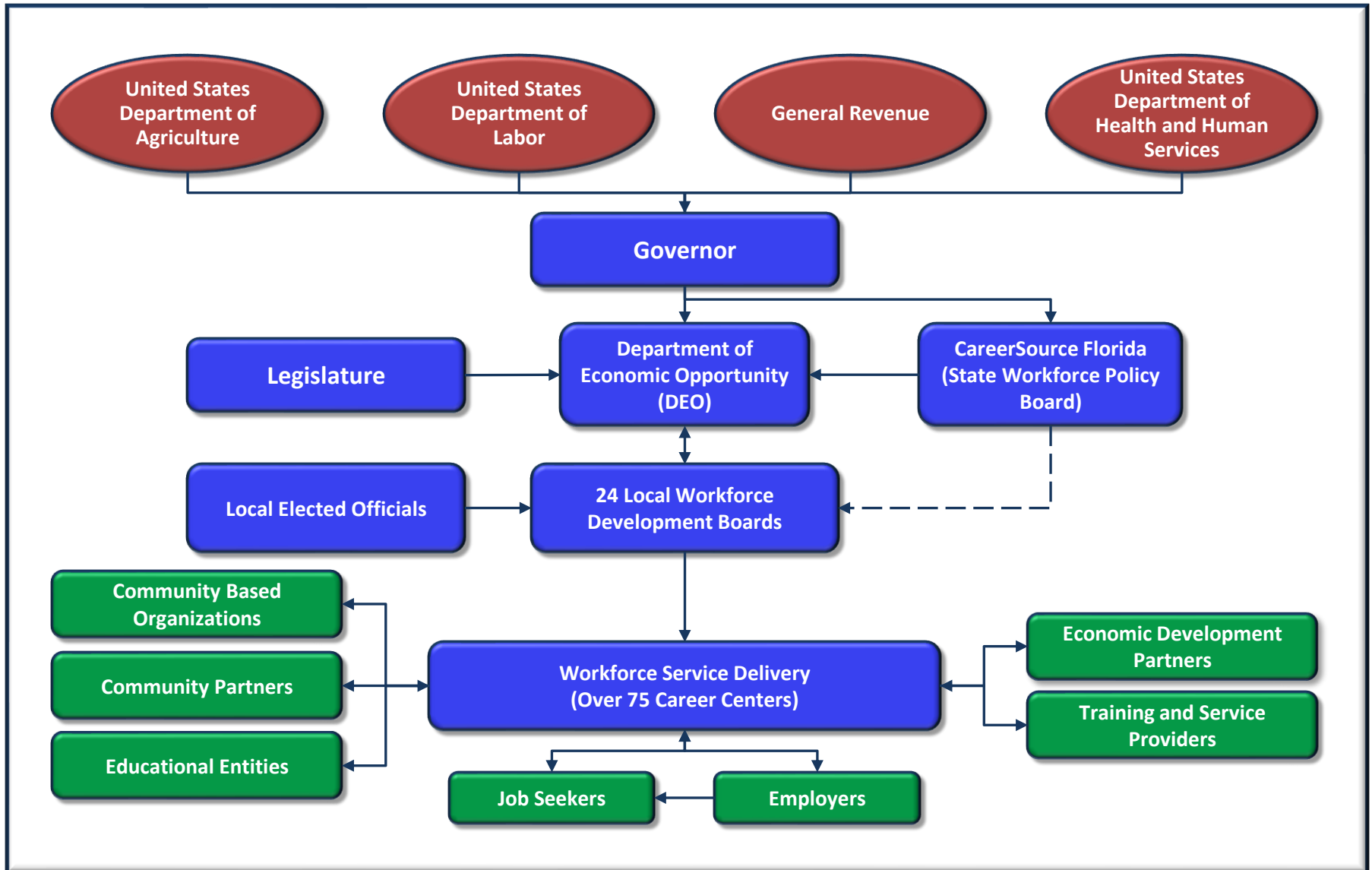
March 17, 2021



AGENDA

- Program Year 2019 Primary Indicators of Performance
- Programmatic and Financial Monitoring Activity
- Local Area Financial Overview

FLORIDA'S WORKFORCE SYSTEM



PRIMARY INDICATORS OF PERFORMANCE

- WIOA establishes performance indicators and reporting requirements to assess the state's and local area's effectiveness in serving individuals participating in the workforce development system.
- Indicators consist of:
 - ✓ 4 Adult Indicators
 - ✓ 4 Dislocated Worker Indicators
 - ✓ 3 Youth Indicators
 - ✓ 3 Wagner-Peyser Indicators

WIOA PRIMARY INDICATORS OF PERFORMANCE

LWDB 14 Program Year (PY) 2019 July 1, 2019 – June 30, 2020	PY 2019 Actual Performance	PY 2019 Performance Targets	PY 2019 Achievement Level	PY 2020 Performance Targets
Adults:				
Employed 2 nd Quarter After Exit	91.90%	89.20%	103.03%	90.00%
Employed 4 th Quarter After Exit	91.70%	85.50%	107.25%	85.50%
Median Wage 2 nd Quarter After Exit	\$11,146.00	\$6,850.00	162.72%	\$7,000.00
Credential Attainment	96.20%	65.00%	148.00%	70.00%
Dislocated Workers:				
Employed 2 nd Quarter After Exit	83.20%	90.20%	92.24%	90.00%
Employed 4 th Quarter After Exit	85.60%	85.20%	100.47%	85.20%
Median Wage 2 nd Quarter After Exit	\$8,422.00	\$6,850.00	122.95%	\$7,000.00
Credential Attainment	89.50%	68.20%	131.23%	70.00%
Youth Common Measures:				
Education and Employment Rate 2 nd Quarter After Exit	91.10%	84.50%	107.81%	84.50%
Education and Employment Rate 4 th Quarter After Exit	86.00%	79.20%	108.59%	78.00%
Credential Attainment	88.50%	86.30%	102.55%	86.30%
Wagner-Peyser:				
Employed 2 nd Quarter After Exit	65.90%	66.20%	99.55%	66.20%
Employed 4 th Quarter After Exit	61.30%	64.20%	95.48%	64.20%
Median Wage 2 nd Quarter After Exit	\$5,841.00	\$4,850.00	120.43%	\$5,000.00

Not Met (less than 90% of target)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)

STATE MONITORING ACTIVITY

- Federal law requires the state to develop an oversight system to monitor all workforce programs receiving federal funds.
- DEO annually develops and implements a process for monitoring LWDBs.
- Programmatic and financial monitoring was conducted concurrently.
- Corrective Action Plans to address all findings are required.

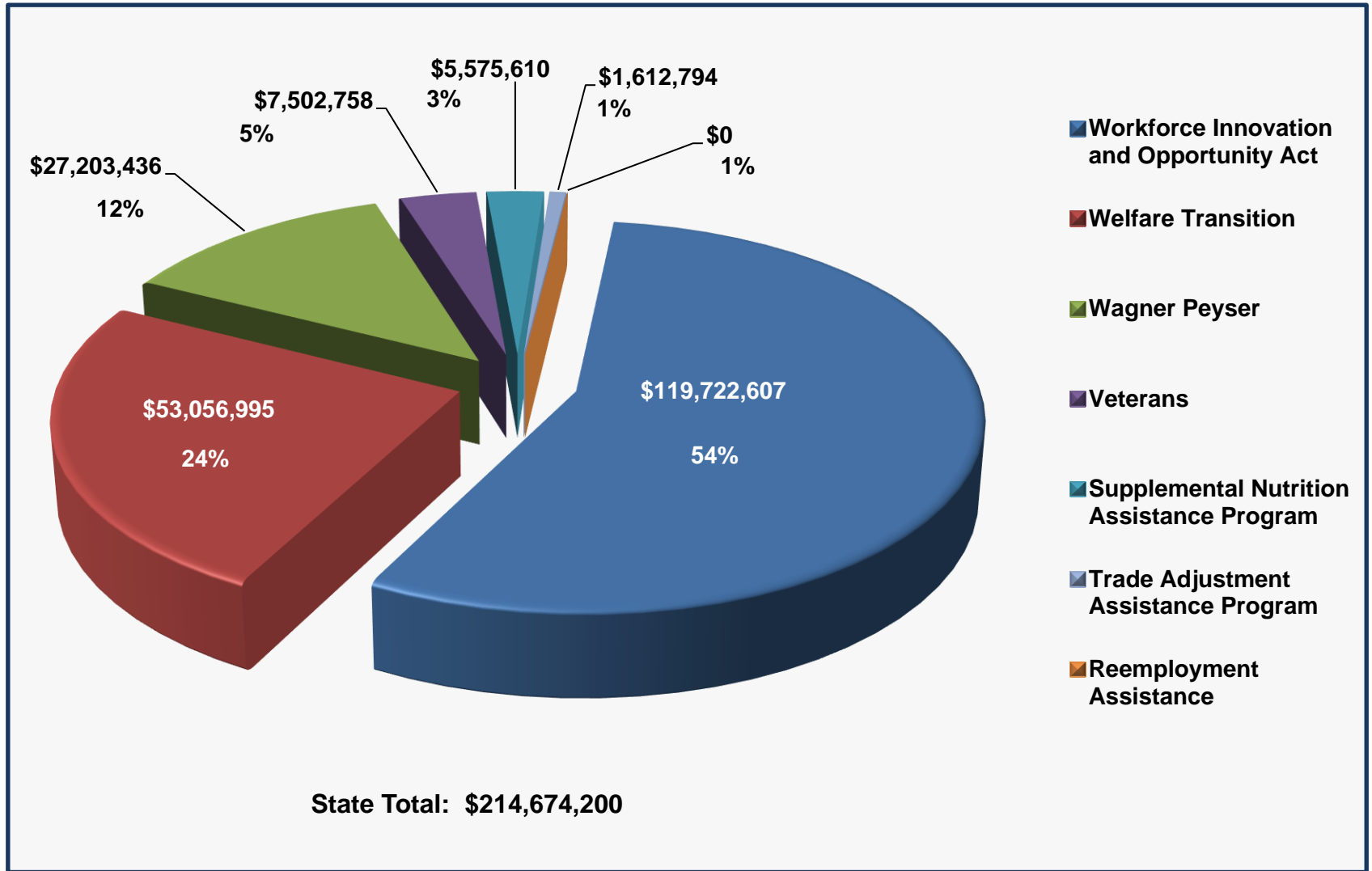
PROGRAM YEAR 2019 SUMMARY OF LOCAL FINDINGS

Program	PY 2018 Findings	PY 2019 Findings
Welfare Transition	4	4
Wagner-Peyser (RESEA, MSFW, Career Center Credentialing, MIS)	5	7
Supplemental Nutrition Assistance Program - Employment and Training	1	1
WIOA Adult / Dislocated Worker / Youth	4	3
Trade Adjustment Assistance Act	0	0
Total Findings	14	15

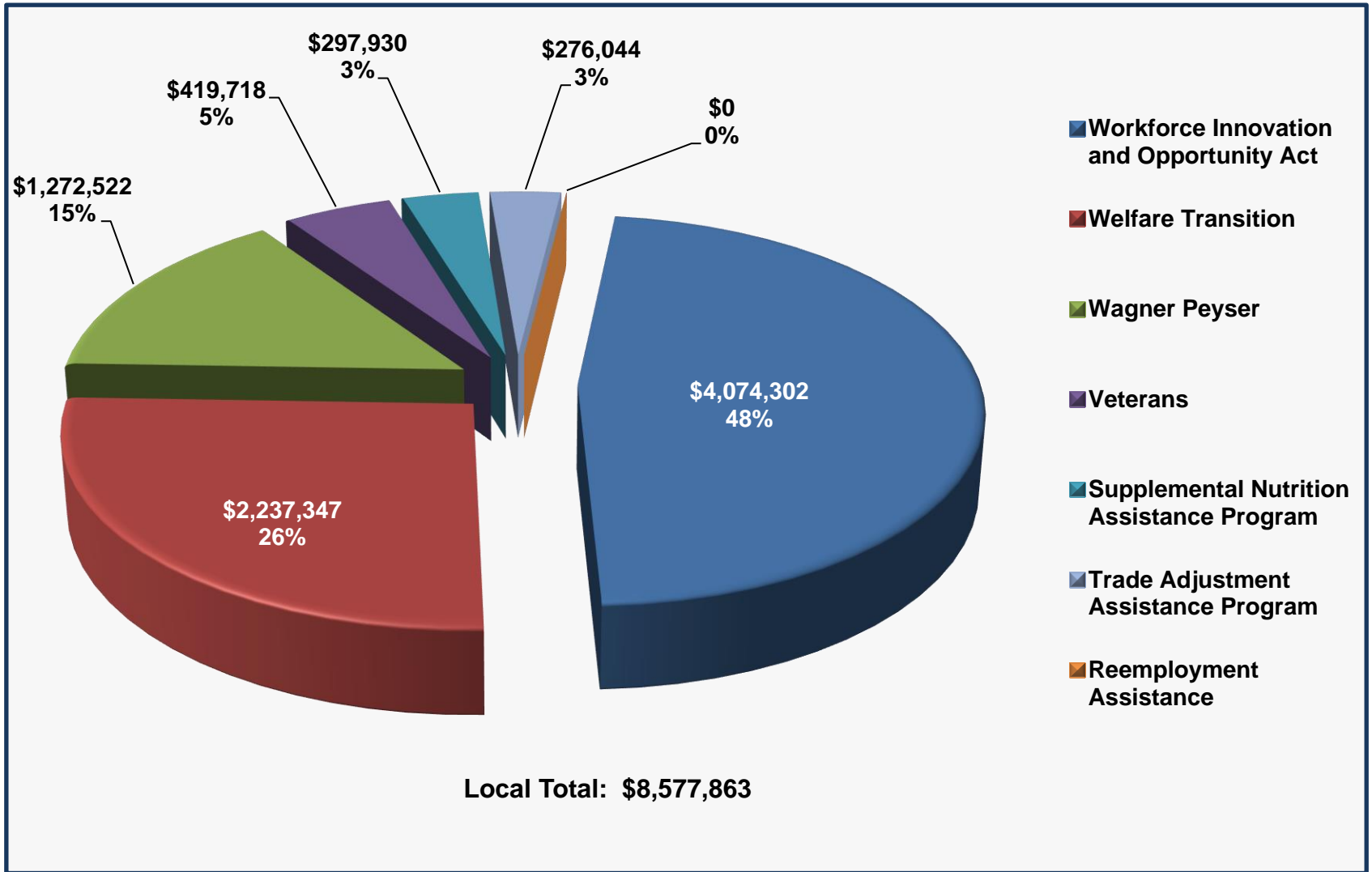
FISCAL YEAR 2019-20 SUMMARY OF THE RESULTS OF FINANCIAL MONITORING

CATEGORIES	RESULTS
Findings	None
Issues of Non-Compliance	None
Observations	2
Technical Assistance	2

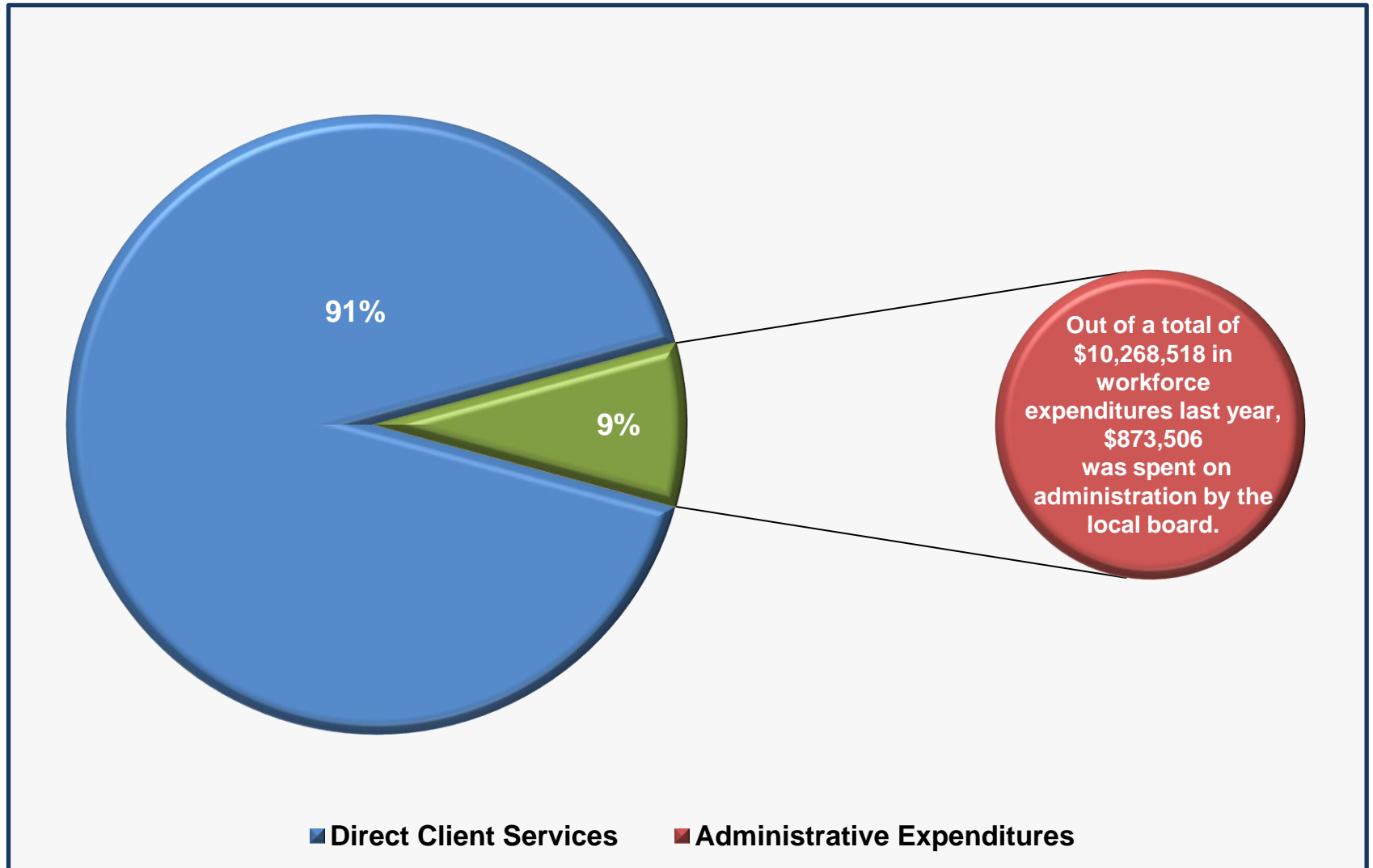
PROGRAM YEAR 2020 TOTAL STATEWIDE FUNDING



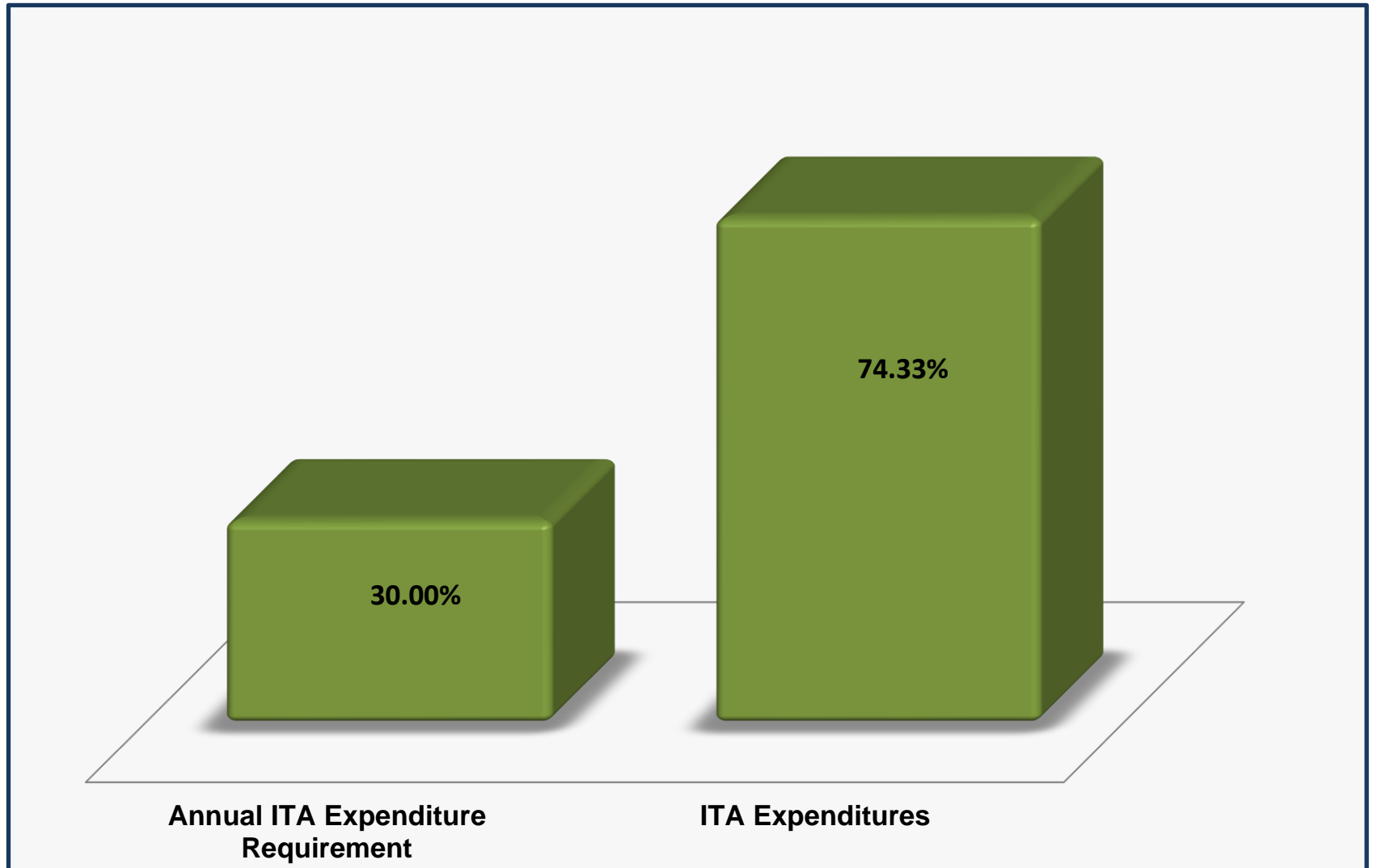
PROGRAM YEAR 2020 TOTAL LOCAL AMOUNT



PROGRAM YEAR 2019 DIRECT CLIENT SERVICES & ADMINISTRATIVE EXPENDITURES

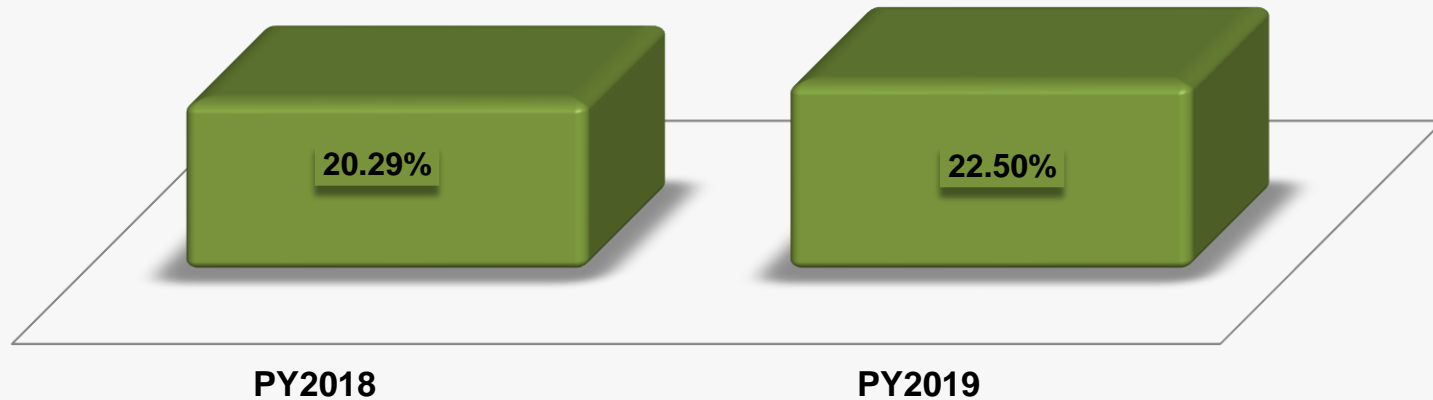


PROGRAM YEAR 2019 INDIVIDUAL TRAINING ACCOUNT EXPENDITURE REQUIREMENT

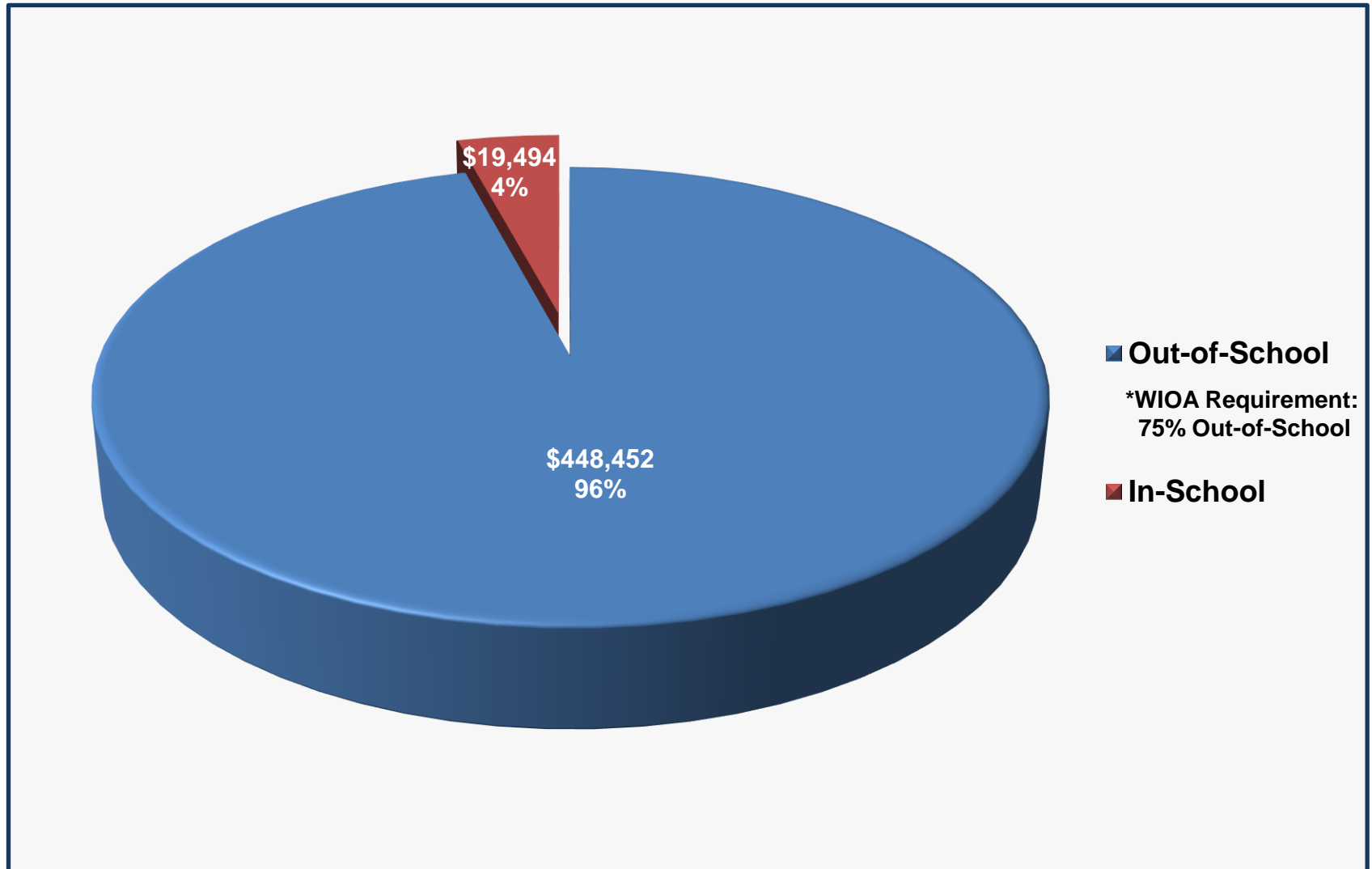


PROGRAM YEAR 2018 & 2019 WIOA WORK EXPERIENCE REQUIREMENT

***WIOA Requirement:
20% Work Experience**



PROGRAM YEAR 2019 PERCENTAGE OF EXPENDITURES ON OUT-OF-SCHOOL YOUTH



QUESTIONS



ADDITIONAL INFORMATION

For more information, please contact:

Charles Williams

Florida Department of Economic Opportunity

One-Stop and Program Support

(850) 245-7424

Charles.Williams@DEO.MyFlorida.com

Updates for the Board of CareerSource Pinellas

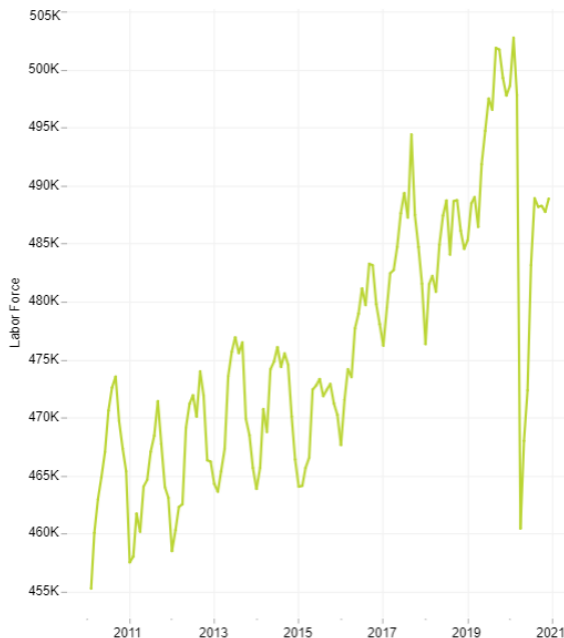


CAREERSOURCE PINELLAS SUCCESS STORY

Florida Unemployment: At A Glance

The Pinellas County unemployment rate is 5%, lower than the state unemployment rate of 6.1%. The county gained 2,661 jobs in December, however there were still 24,290 unemployed residents of Pinellas County out of a workforce of 488,857 people.

Compared to last year, Pinellas county has lost more than 8,800 jobs.



Program Update: By the Numbers

24,764 One-Stop Center Traffic

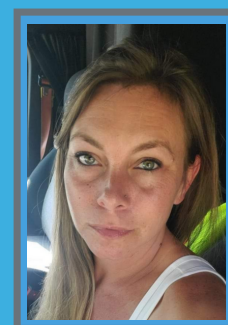
1,415 Employers Served

For years, Mandie Bryan faced the challenges of making ends meet as a single parent.

Having previously utilized CareerSource Pinellas resources, Mandie knew about the wide range of opportunities offered through CareerSource Pinellas's many programs. She set out to learn about which programs might help her find a new job.

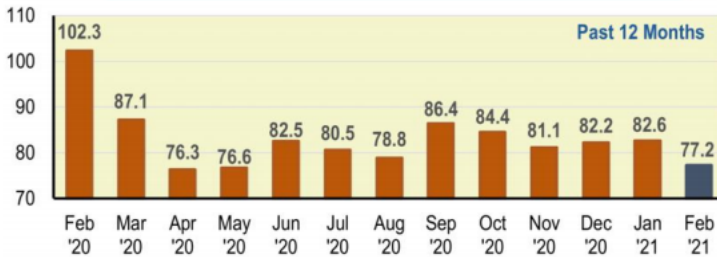
Mandie was able to complete training for a new career in truck driving. Not long after completing training, she passed her CDL exam. Mandie then sought job search assistance, and less than a week later, she was offered employment. She is currently working with Schneider Trucking.

"I am grateful for the assistance from CareerSource Pinellas," Mandie said. "I look forward to the financial stability and pursuing my new career."



Florida Consumer Sentiment Index

Consumer confidence among Floridians dropped 5.4 points in February to 77.2 from January's revised figure of 82.6, which was the end of a three-month increase. The current consumer sentiment is still about 10 points below the levels recorded when the coronavirus pandemic began impacting Florida's economy.



Compared to beliefs a year ago, Floridians' views of personal financial situations decreased 7.4 points from 73 to 65.6, reaching its lowest level in the last seven years. Similarly, expectations for personal finances in a year dropped 7.9 points to 87.4. Across all areas, women, people over 60 and individuals with an income over \$50,000 reported more positive views.

Legislation to Know

There are a few bills being discussed during the current legislative session that may impact the work we do here are CareerSource Pinellas.

Specifically, three bills (HB 1505, HB 1507, and SB 98) are addressing workforce-related programs and services.

We value the candid discussion being held by state leadership regarding the valuable work the CareerSource network offers across Florida. While these conversations are in their early stages, they are important. We will provide you with updates as they arise.



CareerSource Pinellas Partners with SPC Apprenticeship Training Program



St. Petersburg College has developed a 14-week, hands-on apprenticeship program, giving each student practical work experience and CDL training before even leaving the classroom. With an expected 8% or higher shortage of power workers in the next three years, the program comes at a crucial time, where new line workers are as vital as first responders.

The program will be held in the new Power Florida Training Center, located at SPC's AllState Center, where a ribbon cutting was held on February 22.

CareerSource Pinellas CEO, Jennifer Brackney joined SPC President Dr. Tonjua Williams and Duke Energy Florida President Melissa Seixas, at the ribbon cutting.

"SPC is committed to partnering with businesses to streamline access for our students to gain valuable skills and meet local workforce demands," Williams said.

In an effort to find local and diverse talent, Duke Energy donated \$100,000 to develop the training facility.