



October 27, 2021 - 10:00 a.m.

Virtual Zoom Meeting

\*Join via Zoom – Meeting ID: 338 034 9468

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## Finance Committee Agenda

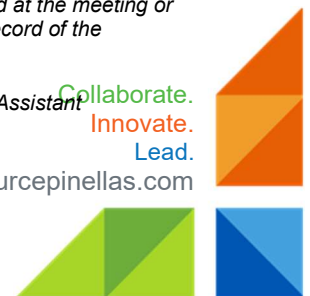
- I. **Welcome and Introductions**.....Dr. Rebecca Sarlo, Chair
- II. **Public Comments**
- III. **Action/Discussion Items**
  - 1. Approval of Minutes – June 30, 2021.....Page 1
  - 2. Contract Award for IT Services.....Page 5
  - 3. Contract Amendment for VCIO.....Page 6
  - 4. Budget Modification for PY'2021-2022
    - a. Budget Modification 1.....Page 7
    - b. Budget Modification Presentation Updated.....Page 9
  - 5. Contract Amendment with Gray|Robinson – Governmental Relations Service.....Page 13
- IV. **Other Administrative Matters**  
*(Items of urgency not meeting the seven-day guideline for review)*
- V. **Information Items**
  - 1. August 31, 2021, Financial Statements.....Page 14
    - a. Statement of Activities: Current Year vs. Prior Year.....Page 16
    - b. Statement of Activities: Current Year vs. Budget.....Page 18
    - c. Cost Allocation/Expenditure Report for PE 08/31/2021.....Page 21
    - d. Pooled Cost Expenditure Report for PE 08/31/2021.....Page 22
    - e. Grant Status Report.....Page 23
  - 2. Migration of Career Center Kiosk System to Employ Florida.....Page 24
- VI. **Open Discussion**
- VI. **Adjournment**

### Next Finance Committee Meeting - December 15, 2021

*\*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 the Executive Assistant at 727-608-2551 or [admin@careersourcepinellas.com](mailto:admin@careersourcepinellas.com) at least two business days in advance of the meeting.*

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## **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 June 30, 2021, meeting of the Finance Committee have been prepared and are enclosed.

#### **RECOMMENDATION**

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

**CareerSource Pinellas  
Finance Committee Minutes**

**Date:** June 30, 2021 – 10:00 A.M.

**Location:** Virtual Zoom Meeting

**Call to Order**

Barclay Harless, sitting in for Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 10:02 am. There was a quorum present with the following members participating.

**Committee Members in attendance**

Barclay Harless, Manmohan Bhuller, David Fetkenher, Amy Van Ness

**Committee Members Absent**

Jack Geller, Dr. Rebecca Sarlo

**Guests in attendance**

Charles Chunn (HUB)

**Staff Present**

Steven Meier, Jennifer Brackney, Leah Geis

**Public Comments – None**

**Action Items**

**Action Item 1 – Approval of Minutes**

The minutes of April 28, 2021, Finance Committee Meeting were presented for approval.

Motion: Manmohan Bhuller
Second: Amy Van Ness

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

**Other Administrative Matters:** There were no other administrative matters.

**Information Item 1- Statement of Activities: Current Year vs. Prior Year**

A Statement of Activities comparing current year activity with prior year activity was included in the packet. The current surplus this year is \$103K vs \$602K last year, which included the gain on the sale from the Science Center. This was offset by other expenses associated with the Science Center sale. WIOA formula grants are down \$952K or 23% compared to last year. WIOA funding is formula based economic conditions. Employment services is level with last year's spending. Welfare Transition is down \$332K or 21%.

On the expense side, we are down \$1.3 million. Personnel expenses have decreased by \$600K. This year on April 30, there were 50 employees vs. 58 employees during this same time last year. We continue to look at staffing based upon funding and the needs of the organization. Program expenses are down \$580K. We are \$21K favorable year over year with the One-Stop Operator. After conducting the sub-recipient monitoring, we negotiated with the One-Stop Operator to reclaim what was deemed to be excess profit in their contract for a for-profit organization. The internal monitoring is up \$34K, and this is our first year with Taylor Hall, the external monitors. They conducted monitoring in February and came back with very good recommendations for implementation. For customer support services last year, transportation card expenses were averaging \$13K per month. This year, transportation card expenses average less than \$500 per month. Due to the pandemic, waivers are not requiring participants to travel to worksites and training. Expectations are that this will increase next year. Professional fees

are down \$80k. One of the big drivers of this is legal fees. We are averaging less than half of what we spent in prior years. Professional services are down \$104K. Last year, we had the real estate commissions and contract labor is up \$82K. Most of that is the vCIO who initiated a lot of the IT strategic initiatives this year. Contract IT services are up a little bit because of some of those initiatives such as, migrating to Office 365 and the implementation of multi-factor authentication for accessing our network. Insurance is favorable, almost \$10K. Software is up \$30K due to Office 365 fees for Windows upgrades for the public computers, and DocuSign was implemented for remote signature functionality for customers.

### **Information Item 2 – Statement of Activities: Current Year vs. Budget**

A Statement of Revenues and Expenditures, year to date actual vs budget modification 2, highlights a budget surplus of \$126k vs actual of \$103k. Revenue is down a little more than \$400k, driven by spending. Expenses are under budget by \$404K. Personnel expenses were over budget by \$67K, which may be a timing issue. Personnel expenses were over \$31K at the end of May this year. Program expenses are under budget by \$365K. Program operations are focused on outreach efforts to individuals interested in training. Professional fees were under budget by \$80K. \$59K of that is timing due to the migration of our active directory to the cloud in contract IT services. The majority of that spending will be visible by the end of the fiscal year.

### **Information Item 3 – Cost Allocation/Expenditure Report for PE 04.30.21**

We are about 83% through the year. Employment services and SNAP were on target, behind WIOA and WTP. We do have a summer youth program for welfare transition that is in full swing. DEO has extended that grant until July. This allows us to enhance programs and serve more young people during the summer.

### **Information Item 4 – Pooled Cost Expenditure Report for PE 04.30.21**

A pooled cost expenditure report was provided in the packet through April 30, 2021, which shows all the pooled costs that are allocated to different grants. Personnel costs make up about half of these costs and are the largest cost contributor. Contract IT and office rent are the next largest components.

### **Information Item 5 – Grants Status Report**

A grant status report was provided in the packet through April 30, 2021. This report shows all grants opened at any time during the year. This is the report we use to manage where we are on spending, what needs to be spent, etc. Under the Workforce and Innovation Opportunity Act, we received a new grant, the Recovery Navigator Project, which will be in place through June 2023. The purpose of this award is to help with establishing or expanding staff resources that support organizations efforts assisting job seekers who are in recovery obtain employment leading to self-sufficiency. We were awarded approximately \$260k at the beginning of May. The end of the report indicates where we stand related to the metrics. For WIOA adult and dislocated worker, we are required to spend 30% in individual training accounts. We far exceed that. For WIOA youth, we are required to spend 75% of direct costs on out of school youth and 20% on paid work experience. At the end of April, we spent 96% on out of school youth and in excess of 21% for paid work experience. The main focus since April has been on performance, the summer youth program, welfare transition, and youth spending.

**Discussion:** David Fetkenher asked which program was extended. Steve said welfare transition was the one that was extended just last week. All of the money will be spent by August 15<sup>th</sup> which is the new deadline.

### **Information Item 6 – Insurance Update – HUB International**

We are in one of the worst insurance markets that we have been in in the last 15 years. What that means is insurance carriers are limiting available coverage to their insured clients and prices have increased in a lot of cases dramatically over the last 12-18 months. The areas where we're seeing the most struggle are in management liability and cyber liability. The overall increase is being mostly driven by cyber insurance. There have been some claims in the last twelve months and we have attached some loss information as well. HUB paid \$6,600 for a cyber liability premium and they had a claim close out at \$138K which is a 3000% loss ratio. In an already challenging market where rates are increasing, in some cases as much as 30%-50% on any given account, we have a 3000% loss ratio we have to deal with. HUB went out to the market to check comparisons between insurance companies. The first offer was a \$30K premium, a \$100k deductible and 10% co-insurance. After some negotiations they came

back with a \$27K premium, \$50K deductible and no co-insurance. All things considered, the result was probably better than it could have been. HUB will be keeping an eye on everything due to an increase in ransomware claims and this area is not improving.

There was a little rate movement in the area of property. Our property company is a special provider for social service organizations. They are no longer writing coastal property. HUB had to find a wind only quote from a separate market to combine with the non-wind quote that Care Providers was able to offer. Package policy is general liability and it is driven by the rate environment. We saw a flat management liability renewal which was great because we have had some historic claims activity in that area, but that seems to be mostly behind us. Workers Compensation is mostly flat. We have a very good workers compensation experience. So, our modification factor is driving what could be a higher premium based on state mandated rates. The insurance company also continues to offer a dividend. When we have good performance on the workers compensation program, after the policy term, in a lot of cases, a dividend has been awarded to CareerSource Pinellas for good performance on the workers compensation program.

Discussion: David Fetkenher asked for the increase in the deductible and if they require an LOC. Charles Chunn said they did not. Jennifer Brackney asked about the fact that our current legal counsel is not on the approved list. We work with GrayRobinson so it would be nice to work with them, if need be, instead of a separate legal counsel. Charles said they have asked about this and made the request and should hear back in the next few days. Barclay Harless asked Charles if we are letting our potential insurers know the processes with technology that we practice to help prevent us from being hacked in the future. Charles said yes, our underwriters have been informed. They are highly scrutinizing all measures that have been put in place. For example, this year we implemented our multi-factor authentication.

Open Discussion – Jennifer made a presentation for the Board of County Commissioners on June 22<sup>nd</sup> and presented the budget for PY'2021-2022. They approved it and appreciated all the details. The MOUs/IFAs and board reappointments were also approved. The Career Resource Centers have not been updated in at least 10 years or more; painting is underway and new chairs are being purchased. Flooring quotes for the Gulf-to-Bay Center are also being reviewed. We will also be making a few adjustments to our organizational chart soon.

### **Adjournment**

Barclay Harless motioned to adjourn. The meeting was adjourned at approximately 10:27 am.



## **ACTION ITEM 2**

### **Vendor Selection**

### **IT Services**

The Board approved the issuance of a Request for Proposal (RFP) for a qualified IT Services Vendor. CareerSource Pinellas followed standard procurement processes and solicited proposals from qualified and experienced entities to provide IT Services. Each proposal was reviewed by the CareerSource Pinellas review team. Paul Ashe, the vCIO, was part of the evaluation team.

#### Results of review:

<b>Proposer</b>	<b>Overall Score</b>	<b>First Year Cost</b>
Link Tech Computer Services, LLC	92.0	243,000
Network People, Inc.	86.6	280,865
Plexos Group, LLC	74.8	270,000
BleuStream Corp	72.0	159,000
Ricoh-USA, Inc.	62.8	112,725
Newgentek LLC	54.8	429,219

The incumbent firm, Complete Technology Systems, did not submit a proposal. Their current charge is \$23,242, monthly, or \$278,903, annually. The evaluation team requested the two highest scoring vendors, Link Tech Computer Services and Network People, to submit a project plan to onboard CareerSource Pinellas if selected as a vendor.

Based on overall score, knowledge of our network, previous experience performing projects for CareerSource Pinellas offers, proximity to our locations, total cost, onboarding project plan, and understanding of our IT needs, we recommend contracting with Link Tech Computer Services, LLC.

#### **RECOMMENDATION**

Approval to enter into contract negotiations and award a contract for the provision of IT Services with Link Tech Computer Services, LLC, for a one-year term commencing January 1, 2022, with up to three one-year renewals. The annual contract amount in the first year will not exceed \$225,000, with 5% maximum annual cost-of-living adjustments, plus \$18,000 for one-time onboarding fees.



## **ACTION ITEM 3**

### **Contract Amendment**

### **Virtual Chief Information Officer**

The Board approved the hiring of a virtual Chief Information Officer (CIO) to act as the central point of contact for information technology services at the July 15, 2020, Board meeting. Securance, LLC, was hired effective July 30, 2020, for a period of one year unless terminated or extended by mutual written agreement by both parties. The contract was extended through June 30, 2022. The current amount available for this program year is \$67,750. However, through September 30, 2021, expenses have been \$38,850. The migration of shared drives and home drives to SharePoint and One Drive has resulted in more time than expected to manage the project. As a result, funds will be extinguished over the next couple of months. With selection and transition to a new IT provider, it is important to have the CIO available to manage this transition.

#### 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
- Issue RFP for IT services and manage transition to new manage service provider

#### **RECOMMENDATION**

Approval to amend contract for Securance LLC, for an additional amount of \$45,000, with total not to exceed \$106,600 through June 30, 2022.





## **ACTION ITEM 4**

### **Fiscal Year 2021 – 2022: Budget Modification No. 1**

#### **REVENUE:**

Total budgeted revenues estimated to increase from \$9,220,310 to \$9,665,948 for an overall increase of \$445,638,424; or 4.8%.

#### **Workforce Innovation and Opportunity Act (WIOA) Programs (Total decrease of \$63,936:**

- Changes in actual amounts carried over to 2021-2022 from June 30, 2021:
  - COVID Dislocated Worker grant - \$39,000
  - Apprenticeship Expansion grant - \$20,000
  - Apprenticeship Navigator grant - \$12,000
- Rapid Response grant - \$116,000
  - New grant awarded from DEO
- Budgeted WIOA Supplemental Grant (\$250,000) consistent with prior years. Per DEO, there will not be any Supplemental Grants this fiscal year.

#### **Welfare Transition:**

- Increased in Welfare Transition - \$531,574
  - Increased funding from DEO and increased amount carried over to 2021-2022

#### **Employment Services**

- Recovery Navigator - \$102,000
  - New grant awarded from DEO

#### **YouthBuild – Department of Labor**

- Decrease in spending due to COVID; grant ends May 2022

#### **EXPENSES:**

Total budgeted expenses estimated to increase from \$9,120,785 to \$9,566,422 for an overall increase of \$445,638.

#### **Personnel Expenses**

- Personnel Expenses expected to decrease \$328,000, or 7.8% from original budget
  - Changes in the mix of the hiring positions that were in the original budget





## **ACTION ITEM 4 cont.**

### **Fiscal Year 2021 – 2022: Budget Modification No. 1**

#### **Program Expenses**

- Outreach/Marketing increasing \$25,000
  - Employer outreach associated with Rapid Response grant
- On-the-Job Training (OJT) increasing \$451,000
  - Represents Welfare Transition Summer PAYS Youth program for spending that already occurred during 2021 and anticipated spending for 2022 program.
- Dislocated Worker Grant (DWG) Work Experience increase of \$41,000
  - Increase due to carry over funding from 2020-2021
- Apprenticeships increase of \$14,000 grant - \$1,350,000
  - Increase due to carry over funding from 2020-2021
- Customer Training increasing \$20,000
  - Training associated with Recovery Navigator grant

#### **Professional Fees**

- Governmental Relations Fees increased \$10,000
- Professional Services increasing \$25,000
  - Represents increased Tucker Hall (PR/Marketing expenses)
- Contract Labor increased \$148,000
  - Virtual Chief Information Officer - \$68,000; due to higher involvement with 2021 strategic initiatives and transition to new IT service provider
  - Manpower - \$17,000; contract-to-hire position for administrative assistant
  - Compensation Review - \$37,500 (estimated); approved at Compensation Committee
  - Summer PAYS teachers for both 2021 and 2022 programs - \$38,000

#### **Occupancy**

- Increased repairs and maintenance (\$17,000) represents painting of St. Petersburg career center

#### **License, Dues and Other Fees**

- Increased Staff Training/Education (\$19,575) represents renewal of annual cyber training for staff

#### **RECOMMENDATION**

Approval to amendment revenue budgets and resultant modifications to the expenditures budgets.



CareerSource Pinellas

2021-2022 Planning Budget

Budgeted Revenues - Budget Modification #1

Funding Streams	Approved Budget for 2021- 2022	Proposed Modifications	Proposed Budget Modification #1 2021-2022
<b>Workforce Innovation &amp; Opportunity Act</b>			
Adult	1,350,000		1,350,000
Dislocated Worker	1,700,000		1,700,000
Youth	1,050,000		1,050,000
WIOA Supplemental	250,000	(250,000)	-
SFY 19-20 Performance Incentives	254,596		254,596
COVID Dislocated Worker Grant	250,000	39,251	289,251
Rapid Response	-	115,710	115,710
Apprenticeship Expansion	67,500	19,516	87,016
Apprenticeship Navigator	41,000	12,143	53,143
Soft Skills	15,000	(556)	14,444
<b>Total WIOA</b>	<b>4,978,096</b>	<b>(63,936)</b>	<b>4,914,160</b>
<b>Employment Services</b>			
Wagner-Peyser	650,000		650,000
Local Veterans	33,000		33,000
Disabled Veterans	120,000		120,000
RESEA	335,000		335,000
Recovery Navigator	-	102,000	102,000
<b>Total Employment Services</b>	<b>1,138,000</b>	<b>102,000</b>	<b>1,240,000</b>
<b>Welfare Transition</b>	<b>2,153,714</b>	<b>531,574</b>	<b>2,685,288</b>
<b>Supplemental Nutrition Assistance Program</b>	<b>280,000</b>	<b>-</b>	<b>280,000</b>
<b>Trade Adjustment Assistance</b>			
TAA Training	120,000	-	120,000
TAA Case Management and Administration	66,000	-	66,000
<b>Total TAA</b>	<b>186,000</b>	<b>-</b>	<b>186,000</b>
<b>TOTAL DEO</b>	<b>8,735,810</b>	<b>569,638</b>	<b>9,305,448</b>
<b>Youthbuild - Department of Labor</b>	<b>350,000</b>	<b>(125,000)</b>	<b>225,000</b>
<b>Other Revenue</b>			
Ticket to Work	108,000	-	108,000
Tobacco Free Florida	11,500	-	11,500
Career Fair Sponsorships	3,000	-	3,000
Interest	12,000	-	12,000
<b>TOTAL NON-DEO</b>	<b>484,500</b>	<b>(125,000)</b>	<b>359,500</b>
<b>TOTAL 2021-2022 BUDGETED REVENUE</b>	<b>9,220,310</b>	<b>444,638</b>	<b>9,664,948</b>



**CareerSource Pinellas  
2021-2022 Planning Budget  
For the Year Ended June 30, 2022**

	<b>G/L</b>	<b>Approved 2021-2022 Planning Budget</b>	<b>Proposed Changes</b>	<b>Proposed 2021-2022 Budget Modification I</b>
<b>Revenue</b>				
<b>Operating Revenue</b>				
<b>Grant Revenue</b>				
Grant Revenue - Federal	3000	9,085,810	444,638	9,530,448
Grant Revenue - State	3001	-	-	-
Grant Revenue - Local	3002	-	-	-
<b>Total Grant Revenue</b>		<b>9,085,810</b>	<b>444,638</b>	<b>9,530,448</b>
<b>Contributions</b>				
Corporate Revenue	3100	11,500	-	11,500
Sponsorship Revenue	3101	3,000	-	3,000
Donations	3102	-	1,000	1,000
<b>Total Contributions</b>		<b>14,500</b>	<b>1,000</b>	<b>15,500</b>
<b>Program Revenue</b>				
Ticket to Work Revenue	3103	108,000	-	108,000
<b>Total Program Revenue</b>		<b>108,000</b>	<b>-</b>	<b>108,000</b>
<b>Investment Income</b>				
Interest/Dividends	3200	12,000	-	12,000
<b>Total Investment Income</b>		<b>12,000</b>	<b>-</b>	<b>12,000</b>
<b>Other Income</b>				
Other Revenues	3300	-	-	-
Gain <Loss> on Sale/Disposal	5703	-	-	-
<b>Total Other Income</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Revenue</b>		<b>9,220,310</b>	<b>445,638</b>	<b>9,665,948</b>
<b>Total Revenue</b>		<b>9,220,310</b>	<b>445,638</b>	<b>9,665,948</b>
<b>Expenditures</b>				
<b>Personnel Expenses</b>				
Salary Expense	5000	2,998,039	(215,870)	2,782,169
Salary Expense - Benefit Stipend	5005	670,925	(60,827)	610,098
Payroll Taxes	5050	297,819	(20,716)	277,103
Fringe Benefits (ER Paid)	5060	40,428	-	40,428
Retirement	5090	177,197	(31,050)	146,147
<b>Total Personnel Expenses</b>		<b>4,184,408</b>	<b>(328,463)</b>	<b>3,855,945</b>
<b>Program Expenses</b>				
Operating Supplies	5303	1,750	-	1,750
Food and Beverages	5310	1,200	1,000	2,200
Communications	5500	97,944	-	97,944
Outreach/Marketing	5520	30,650	25,000	55,650
Service Provider Contract	8000	500,000	-	500,000
One-Stop Operator	8100	42,000	-	42,000
Internal Monitoring	8200	65,000	-	65,000
OJT	8300	60,000	451,312	511,312



**CareerSource Pinellas  
2021-2022 Planning Budget  
For the Year Ended June 30, 2022**

	<b>G/L</b>	<b>Approved 2021-2022 Planning Budget</b>	<b>Proposed Changes</b>	<b>Proposed 2021-2022 Budget Modification I</b>
EWT	8310	-	-	-
Paid-Work Experience	8320	90,000	-	90,000
DW Work Experience	8325	90,000	40,897	130,897
Apprenticeships	8330	36,000	14,000	50,000
Contracted Workforce Services	8335	67,200	-	67,200
Youth Stipends	8340	42,000	(3,939)	38,061
Other Customer Support Services	8341	24,120	-	24,120
Customer Training	8342	2,146,305	20,000	2,166,305
Customer Supportive Services	8343	81,000	-	81,000
Licensures	8344	-	-	-
Training Related Material	8345	111,840	-	111,840
Fees/exams/certifications	8346	40,540	-	40,540
<b>Total Program Expenses</b>		<b>3,527,549</b>	<b>548,270</b>	<b>4,075,819</b>
<b>Professional Fees</b>				
Accounting/Audit Fees	5100	42,500	-	42,500
Legal Fees	5101	60,000	-	60,000
Legal Fees (Lobbying)	5105	-	10,000	10,000
Professional Service	5104	46,480	25,462	71,942
Contract Labor	5170	64,600	148,443	213,043
Contract IT Services	5171	331,400	-	331,400
Cybersecurity - IT	5172	41,643	-	41,643
<b>Total Professional Fees</b>		<b>586,623</b>	<b>183,905</b>	<b>770,528</b>
<b>Supplies</b>				
Office Supplies	5302	18,540	1,300	19,840
Postage/Shipping	5307	6,240	-	6,240
Document Shredding	5308	950	-	950
<b>Total Supplies</b>		<b>25,730</b>	<b>1,300</b>	<b>27,030</b>
<b>Insurance</b>				
Insurance - Commercial Property	5400	5,300	-	5,300
Insurance - General Liability	5401	69,087	-	69,087
Insurance - Workers Comp	5403	54,211	-	54,211
Insurance - Auto	5404	7,600	-	7,600
Insurance - Claims	5405	-	-	-
<b>Total Insurance</b>		<b>136,198</b>	<b>-</b>	<b>136,198</b>
<b>Occupancy</b>				
Office Rent/Lease	5200	257,397	-	257,397
Other Leases	5201	9,000	-	9,000
Utilities	5202	33,100	-	33,100
Repairs & Maintenance	5203	3,360	16,950	20,310
Security	5204	468	-	468
Janitorial Expense	5205	44,310	-	44,310
Pest Control	5206	2,316	-	2,316
<b>Total Occupancy</b>		<b>349,951</b>	<b>16,950</b>	<b>366,901</b>



**CareerSource Pinellas  
2021-2022 Planning Budget  
For the Year Ended June 30, 2022**

	G/L	Approved 2021-2022 Planning Budget	Proposed Changes	Proposed 2021-2022 Budget Modification I
<b>Office Equipment</b>				
Equipment Rent/Lease	5300	36,396	-	36,396
Copy Machine Usage/Maintenance	5301	9,660	-	9,660
Comp Software/License/Maintenance	5304	86,977	-	86,977
Equipment < \$5,000	5305	22,000	-	22,000
Other	5207	-	-	-
<b>Total Office Equipment</b>		<b>155,033</b>	<b>-</b>	<b>155,033</b>
<b>Travel and Meetings</b>				
Travel - Mileage	5540	13,080	4,100	17,180
Travel - Out of Town	5541	34,200	-	34,200
Meetings/Conferences	5560	13,600	-	13,600
<b>Total Travel and Meetings</b>		<b>60,880</b>	<b>4,100</b>	<b>64,980</b>
<b>Licenses, Dues and Other Fees</b>				
Staff Training/Education	5052	8,800	19,575	28,375
Other Employee expenses	5055	-	-	-
Recruitment	5095	3,000	-	3,000
Payroll Processing Fees	5103	9,530	-	9,530
License/Dues & Other Fees	5581	36,104	-	36,104
FSA Administrative Expenses	5582	600	-	600
401k Administrative Fees	5583	5,400	-	5,400
HRIS Administrative Fees	5584	5,400	-	5,400
<b>Total Licenses, Dues and Other Fees</b>		<b>68,834</b>	<b>19,575</b>	<b>88,409</b>
<b>Amortization and Depreciation</b>				
Depreciation Expense	5901	22,769	-	22,769
Amortization Expense	5902	-	-	-
<b>Total Amortization and Depreciation</b>		<b>22,769</b>	<b>-</b>	<b>22,769</b>
<b>Miscellaneous</b>				
Bank Fees	5102	480	-	480
Other Expense	5700	-	-	-
Vehicle Expenses	5701	2,330	-	2,330
Penalties\Disallowed Expenses	5710	-	-	-
Interest Expense	5900	-	-	-
<b>Total Miscellaneous</b>		<b>2,810</b>	<b>-</b>	<b>2,810</b>
<b>Total Expenditures</b>		<b>9,120,785</b>	<b>445,638</b>	<b>9,566,422</b>
<b>Net Revenue over (under) Expenditures</b>		<b>99,525</b>	<b>-</b>	<b>99,526</b>



## **ACTION ITEM 5**

### **Contract Amendment with Gray|Robinson Governmental Relations Services**

#### **BACKGROUND**

There has been a considerable amount of legislative activity regarding workforce-related programs and services.

Representation during upcoming legislative sessions continues to be a priority with a partner taking a laser-focused approach on behalf of CareerSource Pinellas and our region's unique position.

The Board approved the recommendation to amend the current contract with Gray|Robinson to include governmental relations at the March 17, 2021, meeting. Chris Carmody, Gray|Robinson, has substantial experience handling governmental relations matters. Mr. Carmody is the governmental relations partner that played an instrumental role which helped navigate through the channels, read through each bill to highlight areas of concern, and met with key legislators and staff to represent CareerSource Pinellas.

By continuing to work with Mr. Carmody, we will have a voice in the discussions; 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. The current contract was for a flat fee of \$25,000 broken out into five monthly payments through August 31, 2021. Through the end of August 2021, the organization expended \$20,225 for government relations services.

#### **RECOMMENDATION**

Approval to amend the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 and re-engage and expand the scope of services to include Governmental Relations for CareerSource Pinellas through June 30, 2022. 13



## **INFORMATION ITEM 1**

### **Financial Statements**

#### **For the Two Months Ended August 31, 2021**

##### **Actual Year-To-Date Results compared to Prior Year**

- Surplus for the two months-ended of \$2,226 compared to surplus of \$37,081 last year. Decrease resulted from lower Ticket-to-Work revenue this year (\$19,000), increased governmental relations expenses (\$10,000) and payment of annual Florida Workforce Development Association dues (\$4,250) which are all unrestricted items.
- Federal grant revenue was \$313,000 higher this year; driven by Welfare Transition Summer Youth Program (increase of \$278,000) and Training and Work-based initiatives for COVID Dislocated Worker grant (\$97,000) offset by lower WIOA Dislocated Worker training (\$87,000).
- Personnel expenses were slightly lower than prior year.
- On-the-Job Training expenses of almost \$166,000 represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of \$63,000 represents wages and fees paid related to COVID dislocated worker grant.
- Youth Stipends this year comprise milestone and attendance payments to YouthBuild students (\$8,200) and summer youth participants (\$2,800)
- Customer training is about \$64,000 lower this year as focus was on summer youth program.
- Internal monitoring is \$26,000 higher this year representing Taylor Hall's second compliance review in August.
- Contract Labor is almost \$50,000 higher this year; teachers' wages associated with summer youth program (\$17,600), virtual CIO expenses (\$22,000) and administrative assistant (\$8,600) in contract-to-hire position.
- Increase in Contract IT services attributable to SharePoint and One-Drive data migration.
- Repairs and maintenance this year represents painting of the St. Petersburg career center.

##### **Actual YTD Results compared to Year-to-Date Budget**

- Surplus for the month-ended of \$2,226 compared to a budgeted surplus of \$7,467.
- Federal grant revenue higher than budget due to Welfare Transition Summer Youth Program.





## **INFORMATION ITEM 1 cont.**

### **Financial Statements For the Two Months Ended August 31, 2021**

- Personnel costs behind budget due to change in the mix of positions.
- Service Provider Contract (with Pinellas Education Foundation) spending behind budget.
- On-the-Job Training expenses of almost \$156,000 higher than budget; represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of almost \$63,000 represents wages paid related to COVID dislocated worker grant; higher than budget by almost \$43,000.
- Training behind budget by about \$46,000.
- Contract Labor over budget due to teachers' wages associated with summer youth program, administrative assistant position on a contract-to-hire basis, and more time required by vCIO to manage IT strategic initiatives.
- Contract IT Services slightly higher than budget due to timing of SharePoint and One-Drive migration.
- Repairs and maintenance unfavorable spending; represents painting of St. Petersburg career center.



## INFORMATION ITEM 1A

**CareerSource Pinellas**  
 Statement of Revenues and Expenditures  
 From 7/1/2021 Through 8/31/2021  
 (In Whole Numbers)

		Actual 2021-2022	Actual 2020-2021	Variance
<b>Revenue</b>				
<b>Operating Revenue</b>				
Grant Revenue				
Grant Revenue - Federal	3000	1,738,697	1,425,807	312,890
<b>Total Grant Revenue</b>		<b>1,738,697</b>	<b>1,425,807</b>	<b>312,890</b>
Contributions				
Donations	3102	1,000	0	1,000
<b>Total Contributions</b>		<b>1,000</b>	<b>0</b>	<b>1,000</b>
Program Revenue				
Ticket to Work Revenue	3103	16,662	35,733	(19,071)
<b>Total Program Revenue</b>		<b>16,662</b>	<b>35,733</b>	<b>(19,071)</b>
Investment Income				
Interest/Dividends	3200	1,814	3,644	(1,830)
<b>Total Investment Income</b>		<b>1,814</b>	<b>3,644</b>	<b>(1,830)</b>
<b>Total Operating Revenue</b>		<b>1,758,172</b>	<b>1,465,183</b>	<b>292,989</b>
<b>Total Revenue</b>		<b>1,758,172</b>	<b>1,465,183</b>	<b>292,989</b>
<b>Expenditures</b>				
<b>Personnel Expenses</b>				
Salary Expense	5000	464,383	455,977	(8,407)
Salary Expense - Benefit Stipend	5005	103,363	117,676	14,312
Payroll Taxes	5050	40,456	40,729	273
Fringe Benefits (ER Paid)	5060	2,758	6,053	3,295
Retirement	5090	26,931	30,137	3,206
<b>Total Personnel Expenses</b>		<b>637,892</b>	<b>650,571</b>	<b>12,680</b>
<b>Program Expenses</b>				
Food and Beverages	5310	268	0	(268)
Communications	5500	15,607	15,200	(407)
Outreach/Marketing	5520	150	262	112
Service Provider Contract	8000	61,713	51,272	(10,441)
One-Stop Operator	8100	3,927	2,876	(1,051)
Internal Monitoring	8200	26,140	0	(26,140)
OJT	8300	166,312	0	(166,312)
DWG Work Experience	8325	62,555	0	(62,555)
Workforce Services	8335	8,800	0	(8,800)
Youth Stipends	8340	11,061	0	(11,061)
Other Customer Support Services	8341	5,859	4,820	(1,040)
Customer Training	8342	412,806	476,964	64,157
Customer Supportive Services	8343	0	850	850
Training Related Material	8345	23,100	7,903	(15,196)
Fees/exams/certifications	8346	5,999	5,892	(108)
<b>Total Program Expenses</b>		<b>804,298</b>	<b>566,038</b>	<b>(238,260)</b>
<b>Professional Fees</b>				
Accounting/Audit Fees	5100	0	(300)	(300)
Legal Fees	5101	6,809	10,899	4,090
Professional Service	5104	11,462	14,238	2,776
Legal (Lobbying)	5105	10,000	0	(10,000)
Contract Labor	5170	49,734	91	(49,643)
Contract IT Services	5171	79,157	47,414	(31,743)
Cybersecurity - IT	5172	6,798	12,045	5,247
<b>Total Professional Fees</b>		<b>163,960</b>	<b>84,386</b>	<b>(79,573)</b>
<b>Supplies</b>				
Office Supplies	5302	1,809	2,326	517



## INFORMATION ITEM 1A

**CareerSource Pinellas**  
 Statement of Revenues and Expenditures  
 From 7/1/2021 Through 8/31/2021  
 (In Whole Numbers)

		Actual 2021-2022	Actual 2020-2021	Variance
Postage/Shipping	5307	749	209	(540)
Document Shredding	5308	125	150	25
<b>Total Supplies</b>		<b>2,683</b>	<b>2,685</b>	<b>2</b>
<b>Insurance</b>				
Insurance - Commercial Property	5400	1,175	812	(363)
Insurance - General Liability	5401	14,756	9,221	(5,536)
Insurance - Workers Comp	5403	8,153	0	(8,153)
Insurance - Auto	5404	1,268	1,096	(172)
<b>Total Insurance</b>		<b>25,353</b>	<b>11,128</b>	<b>(14,225)</b>
<b>Occupancy</b>				
Office Rent/Lease	5200	39,956	45,060	5,104
Other Leases	5201	740	1,395	655
Utilities	5202	5,440	7,854	2,414
Repairs & Maintenan	5203	17,200	3,266	(13,934)
Security	5204	78	78	0
Janitorial Expense	5205	6,604	7,850	1,246
Pest Control	5206	392	384	(8)
<b>Total Occupancy</b>		<b>70,410</b>	<b>65,887</b>	<b>(4,523)</b>
<b>Office Equipment</b>				
Equipment Rent/Lease	5300	6,100	6,287	187
Copy Machine Usage/Maintenance	5301	1,640	1,201	(440)
Comp	5304	19,069	15,910	(3,159)
Software/License/Maintenance				
Equipment < \$5,000	5305	490	0	(490)
<b>Total Office Equipment</b>		<b>27,299</b>	<b>23,398</b>	<b>(3,902)</b>
<b>Travel and Meetings</b>				
Travel - Mileage	5540	578	603	25
Meetings/Conferences	5560	6,620	1,816	(4,804)
<b>Total Travel and Meetings</b>		<b>7,198</b>	<b>2,419</b>	<b>(4,779)</b>
<b>Licenses, Dues and Other Fees</b>				
Staff Training/Education	5052	1,000	9,085	8,085
Other Employee expenses	5055	0	155	155
Recruitment	5095	111	121	10
Payroll Processing Fees	5103	1,191	1,208	17
License/Dues & Other Fees	5581	13,621	8,631	(4,990)
401k Administrative Fees	5583	0	1,357	1,357
HRIS Administrative Fees	5584	826	904	77
<b>Total Licenses, Dues and Other Fees</b>		<b>16,749</b>	<b>21,461</b>	<b>4,712</b>
<b>Miscellaneous</b>				
Bank Fees	5102	104	1	(103)
Vehicle Expenses	5701	0	127	127
<b>Total Miscellaneous</b>		<b>104</b>	<b>129</b>	<b>24</b>
<b>Total Expenditures</b>		<b>1,755,946</b>	<b>1,428,102</b>	<b>(327,844)</b>
<b>Net Revenue over (under) Expenditures</b>		<b>2,226</b>	<b>37,081</b>	<b>(34,855)</b>



## INFORMATION ITEM 1b

**CareerSource Pinellas**  
 Statement of Revenues and Expenditures - 21 - 22 Actual vs Budget  
 From 7/1/2021 Through 8/31/2021  
 (In Whole Numbers)

		Actual YTD	YTD Budget	YTD Budget Variance	Full Year Budget	Budget Remaining
<b>Revenue</b>						
<b>Operating Revenue</b>						
<b>Grant Revenue</b>						
Grant Revenue - Federal	3000	1,738,697	1,582,223	156,474	9,085,810	(7,347,113)
<b>Total Grant Revenue</b>		<b>1,738,697</b>	<b>1,582,223</b>	<b>156,474</b>	<b>9,085,810</b>	<b>(7,347,113)</b>
<b>Contributions</b>						
Corporate Revenue	3100	0	0	0	11,500	(11,500)
Sponsorship Revenue	3101	0	0	0	3,000	(3,000)
Donations	3102	1,000	0	1,000	0	1,000
<b>Total Contributions</b>		<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>14,500</b>	<b>(13,500)</b>
<b>Program Revenue</b>						
Ticket to Work Revenue	3103	16,662	18,000	(1,338)	108,000	(91,338)
<b>Total Program Revenue</b>		<b>16,662</b>	<b>18,000</b>	<b>(1,338)</b>	<b>108,000</b>	<b>(91,338)</b>
<b>Investment Income</b>						
Interest/Dividends	3200	1,814	2,000	(186)	12,000	(10,186)
<b>Total Investment Income</b>		<b>1,814</b>	<b>2,000</b>	<b>(186)</b>	<b>12,000</b>	<b>(10,186)</b>
<b>Total Operating Revenue</b>		<b>1,758,172</b>	<b>1,602,223</b>	<b>155,949</b>	<b>9,220,310</b>	<b>(7,462,138)</b>
<b>Total Revenue</b>		<b>1,758,172</b>	<b>1,602,223</b>	<b>155,949</b>	<b>9,220,310</b>	<b>(7,462,138)</b>
<b>Expenditures</b>						
<b>Personnel Expenses</b>						
Salary Expense	5000	464,383	506,772	42,389	2,998,039	2,533,656
Salary Expense - Benefit Stipend	5005	103,363	113,324	9,961	670,925	567,562
Payroll Taxes	5050	40,456	50,360	9,904	297,819	257,363
Fringe Benefits (ER Paid)	5060	2,758	6,738	3,980	40,428	37,670
Retirement	5090	26,931	29,982	3,051	177,197	150,266
<b>Total Personnel Expenses</b>		<b>637,892</b>	<b>707,176</b>	<b>69,284</b>	<b>4,184,408</b>	<b>3,546,516</b>
<b>Program Expenses</b>						
Operating Supplies	5303	0	300	300	1,750	1,750
Food and Beverages	5310	268	200	(68)	1,200	932
Communications	5500	15,607	16,324	717	97,944	82,337
Outreach/Marketing	5520	150	4,150	4,000	30,650	30,500
Service Provider Contract	8000	61,713	83,330	21,617	500,000	438,287
One-Stop Operator	8100	3,927	7,000	3,073	42,000	38,073
Internal Monitoring	8200	26,140	32,500	6,360	65,000	38,860
OJT	8300	166,312	10,000	(156,312)	60,000	(106,312)
Paid Work Experience	8320	0	15,000	15,000	90,000	90,000
DWG Work Experience	8325	62,555	20,000	(42,555)	90,000	27,445



## INFORMATION ITEM 1b

**CareerSource Pinellas**  
 Statement of Revenues and Expenditures - 21 - 22 Actual vs Budget  
 From 7/1/2021 Through 8/31/2021  
 (In Whole Numbers)

		Actual YTD	YTD Budget	YTD Budget Variance	Full Year Budget	Budget Remaining
Apprenticeships	8330	0	8,000	8,000	36,000	36,000
Workforce Services	8335	8,800	9,600	800	67,200	58,400
Youth Stipends	8340	11,061	7,000	(4,061)	42,000	30,939
Other Customer Support Services	8341	5,859	4,020	(1,839)	24,120	18,261
Customer Training	8342	412,806	366,830	(45,976)	2,146,305	1,733,499
Customer Supportive Services	8343	0	13,500	13,500	81,000	81,000
Training Related Material	8345	23,100	18,640	(4,460)	111,840	88,740
Fees/exams/certifications	8346	5,999	6,756	757	40,540	34,541
<b>Total Program Expenses</b>		<b>804,298</b>	<b>623,150</b>	<b>(181,148)</b>	<b>3,527,549</b>	<b>2,723,251</b>
<b>Professional Fees</b>						
Accounting/Audit Fees	5100	0	9,000	9,000	42,500	42,500
Legal Fees	5101	6,809	10,000	3,191	60,000	53,191
Professional Service	5104	11,462	16,000	4,538	46,480	35,018
Legal (Lobbying)	5105	10,000	0	(10,000)	0	(10,000)
Contract Labor	5170	49,734	14,100	(35,634)	64,600	14,866
Contract IT Services	5171	79,157	71,900	(7,257)	331,400	252,243
Cybersecurity - IT	5172	6,798	6,798	0	41,643	34,845
<b>Total Professional Fees</b>		<b>163,960</b>	<b>127,798</b>	<b>(36,162)</b>	<b>586,623</b>	<b>422,663</b>
<b>Supplies</b>						
Office Supplies	5302	1,809	3,090	1,281	18,540	16,731
Postage/Shipping	5307	749	1,040	291	6,240	5,491
Document Shredding	5308	125	175	50	950	825
<b>Total Supplies</b>		<b>2,683</b>	<b>4,305</b>	<b>1,622</b>	<b>25,730</b>	<b>23,047</b>
<b>Insurance</b>						
Insurance - Commercial Property	5400	1,175	883	(292)	5,300	4,125
Insurance - General Liability	5401	14,756	11,502	(3,254)	69,087	54,331
Insurance - Workers Comp	5403	8,153	9,158	1,005	54,211	46,058
Insurance - Auto	5404	1,268	1,266	(2)	7,600	6,332
<b>Total Insurance</b>		<b>25,353</b>	<b>22,809</b>	<b>(2,544)</b>	<b>136,198</b>	<b>110,845</b>
<b>Occupancy</b>						
Office Rent/Lease	5200	39,956	39,956	(0)	257,397	217,441
Other Leases	5201	740	1,500	760	9,000	8,260
Utilities	5202	5,440	5,950	510	33,100	27,660
Repairs & Maintenance	5203	17,200	550	(16,650)	3,360	(13,840)
Security	5204	78	78	0	468	390
Janitorial Expense	5205	6,604	6,910	306	44,310	37,706
Pest Control	5206	392	386	(6)	2,316	1,924
<b>Total Occupancy</b>		<b>70,410</b>	<b>55,330</b>	<b>(15,080)</b>	<b>349,951</b>	<b>279,541</b>





## INFORMATION ITEM 1b

**CareerSource Pinellas**  
 Statement of Revenues and Expenditures - 21 - 22 Actual vs Budget  
 From 7/1/2021 Through 8/31/2021  
 (In Whole Numbers)

		Actual YTD	YTD Budget	YTD Budget Variance	Full Year Budget	Budget Remaining
Office Equipment						
Equipment Rent/Lease	5300	6,100	6,066	(34)	36,396	30,296
Copy Machine Usage/Maintenance	5301	1,640	1,610	(30)	9,660	8,020
Comp Software/License/Maintenance	5304	19,069	17,476	(1,593)	86,977	67,908
Equipment < \$5,000	5305	490	3,666	3,176	22,000	21,510
<b>Total Office Equipment</b>		<u>27,299</u>	<u>28,818</u>	<u>1,519</u>	<u>155,033</u>	<u>127,734</u>
Travel and Meetings						
Travel - Mileage	5540	578	2,180	1,602	13,080	12,502
Travel - Out of Town	5541	0	1,700	1,700	34,200	34,200
Meetings/Conferences	5560	6,620	3,050	(3,570)	13,600	6,980
<b>Total Travel and Meetings</b>		<u>7,198</u>	<u>6,930</u>	<u>(268)</u>	<u>60,880</u>	<u>53,682</u>
Licenses, Dues and Other Fees						
Staff Training/Education	5052	1,000	2,300	1,300	8,800	7,800
Recruitment	5095	111	500	389	3,000	2,889
Payroll Processing Fees	5103	1,191	1,620	429	9,530	8,339
License/Dues & Other Fees	5581	13,621	12,590	(1,031)	36,104	22,483
FSA Administrative Expenses	5582	0	100	100	600	600
401k Administrative Fees	5583	0	0	0	5,400	5,400
HRIS Administrative Fees	5584	826	900	74	5,400	4,574
<b>Total Licenses, Dues and Other Fees</b>		<u>16,749</u>	<u>18,010</u>	<u>1,261</u>	<u>68,834</u>	<u>52,085</u>
Amortization and Depreciation						
Depreciation Expense	5901	0	0	0	22,769	22,769
<b>Total Amortization and Depreciation</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>22,769</u>	<u>22,769</u>
Miscellaneous						
Bank Fees	5102	104	80	(24)	480	376
Vehicle Expenses	5701	0	350	350	2,330	2,330
<b>Total Miscellaneous</b>		<u>104</u>	<u>430</u>	<u>326</u>	<u>2,810</u>	<u>2,706</u>
<b>Total Expenditures</b>		<u>1,755,946</u>	<u>1,594,756</u>	<u>(161,190)</u>	<u>9,120,785</u>	<u>7,364,839</u>
<b>Net Revenue over (under) Expenditures</b>		<u>2,226</u>	<u>7,467</u>	<u>(5,241)</u>	<u>99,525</u>	<u>(97,299)</u>



**INFORMATION ITEM 1C**

**CareerSource Pinellas  
Cost Allocation/Expenditure Report  
For the Two Months Ended August 31, 2021**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Approved 2021-2022 Planning Budget	4,978,096	1,138,000	2,153,714	280,000	186,000	384,975	9,120,785
<b>Expenditures to Date:</b>							
<b>Pooled Costs</b>							-
Administrative	67,914	13,634	43,089	4,015	479	6,204	135,335
MIS\Technology	128	28,818	7,393	-	1,068	-	37,407
Outreach and Marketing	67	13,160	3,859	-	500	-	17,585
One-Stop Cost Pool	144	35,047	10,473	-	1,349	-	47,013
Program Management	40,848	16,296	63,927	9,388	2	-	130,461
Staff Training and Development	-	-	-	-	-	-	-
Business Services	65,477	5,180	50,076	-	-	-	120,733
Indirect Program	8,991	1,936	6,372	575	56	890	18,820
<b>Total Pooled Costs</b>	<b>183,569</b>	<b>114,071</b>	<b>185,189</b>	<b>13,978</b>	<b>3,454</b>	<b>7,094</b>	<b>507,354</b>
	21%	60%	33%	27%	63%	9%	29%
<b>Direct Costs</b>							
Personnel Expenses	97,810	24,510	151,437	30,160	28	42,651	346,596
Service Provider Contracts	61,206	-	507	-	-	-	61,713
Workbased Learning Initiatives	62,555	-	166,312	-	-	-	228,867
Training and Support Services	436,202	5,971	12,620	-	543	9,357	464,693
Other Direct Operating Costs	19,955	47,024	50,827	7,263	1,474	20,179	146,722
<b>Total Direct Costs</b>	<b>677,728</b>	<b>77,505</b>	<b>381,703</b>	<b>37,423</b>	<b>2,045</b>	<b>72,186</b>	<b>1,248,591</b>
	79%	40%	67%	73%	37%	91%	71%
<b>Total Costs</b>	<b>861,297</b>	<b>191,576</b>	<b>566,892</b>	<b>51,401</b>	<b>5,499</b>	<b>79,280</b>	<b>1,755,945</b>
<b>Unexpended Budget Balance</b>	<b>4,116,799</b>	<b>946,424</b>	<b>1,586,822</b>	<b>228,599</b>	<b>180,501</b>	<b>305,695</b>	<b>7,364,841</b>
<b>Percentage of Budget Expended</b>	<b>17.3%</b>	<b>16.8%</b>	<b>26.3%</b>	<b>18.4%</b>	<b>3.0%</b>	<b>20.6%</b>	<b>19.3%</b>





## INFORMATION ITEM 1d

### CareerSource Pinellas Pooled Cost Expenditure Report For the Two Months Ended August 31, 2021

Expenditure	Admin	MIS/Tech Cost Pool	Outreach & Marketing Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Program Indirect	Total
Salary Expense	68,810	-	-	-	65,128	73,940	11,695	<b>219,573</b>
<b>Salary Expense</b>								
<b>Benefit Stipend</b>	6,943	-	-	-	16,986	16,045	996	<b>40,970</b>
Payroll Taxes	5,367	-	-	-	5,282	7,209	536	<b>18,394</b>
Fringe Benefits (ER Paid)	426	-	-	-	274	410	-	<b>1,110</b>
Retirement	3,108	-	-	-	4,060	3,498	585	<b>11,251</b>
<b>Total Salary and Benefits</b>	<b>84,654</b>	-	-	-	<b>91,730</b>	<b>101,102</b>	<b>13,812</b>	<b>291,298</b>
Office Rent/Lease	5,579	-	-	19,872	6,025	6,527	948	<b>38,951</b>
Contract Labor	8,582	22,050	-	-	-	-	1,460	<b>32,092</b>
Internal Monitoring	10,630	-	-	-	15,510	-	-	<b>26,140</b>
Contract IT Services	3,599	1,291	-	-	4,899	3,258	614	<b>13,661</b>
Professional Service	-	-	11,462	-	-	-	-	<b>11,462</b>
Insurance - General Liability	4,432	36	-	-	2,669	2,598	753	<b>10,488</b>
<b>Comp Software/ License/Maintenance</b>	2,023	6,660	-	-	748	300	344	<b>10,075</b>
License/Dues & Other Fees	785	-	5,973	-	250	2,000	134	<b>9,142</b>
Communications	1,327	83	-	3,109	1,387	1,270	225	<b>7,401</b>
Legal Fees	6,809	-	-	-	-	-	-	<b>6,809</b>
Cybersecurity - IT	-	6,798	-	-	-	-	-	<b>6,798</b>
Janitorial Expense	-	-	-	6,604	-	-	-	<b>6,604</b>
Utilities	-	-	-	5,440	-	-	-	<b>5,440</b>
Equipment Rent/Lease	278	-	-	3,925	251	278	47	<b>4,779</b>
Meetings/Conferences	1,788	-	-	-	1,341	1,553	-	<b>4,682</b>
Insurance - Workers Comp	1,421	-	-	-	1,835	929	90	<b>4,275</b>
One-Stop Operator	-	-	-	3,927	-	-	-	<b>3,927</b>
Workforce Services	-	-	-	-	2,933	-	-	<b>2,933</b>
Office Supplies	362	-	-	881	183	244	62	<b>1,732</b>
<b>Copy Machine Usage/Maintenance</b>	207	-	-	830	223	242	35	<b>1,537</b>
Payroll Processing Fees	1,018	-	-	-	-	-	173	<b>1,191</b>
<b>Insurance Commercial Property</b>	21	-	-	953	23	25	4	<b>1,026</b>
Staff Training/Education	1,000	-	-	-	-	-	-	<b>1,000</b>
HRIS Administrative Fees	706	-	-	-	-	-	120	<b>826</b>
Postage/Shipping	33	-	-	627	30	33	-	<b>723</b>
Repairs & Maintenan	-	-	-	250	424	-	-	<b>674</b>
Equipment < \$5,000	-	490	-	-	-	-	-	<b>490</b>
Pest Control	-	-	-	392	-	-	-	<b>392</b>
Travel - Mileage	-	-	-	-	-	312	-	<b>312</b>
Outreach/Marketing	-	-	150	-	-	-	-	<b>150</b>
Document Shredding	-	-	-	125	-	-	-	<b>125</b>
Bank Fees	80	-	-	-	-	-	-	<b>80</b>
Security	-	-	-	78	-	-	-	<b>78</b>
Recruitment	-	-	-	-	-	61	-	<b>61</b>
Other/Rounding	1	(1)	-	-	-	1	(1)	-
	<b>135,335</b>	<b>37,407</b>	<b>17,585</b>	<b>47,013</b>	<b>130,461</b>	<b>120,733</b>	<b>18,820</b>	<b>507,354</b>





## INFORMATION ITEM 2

### Procurement of VOSGreeter Module PY'2021-2022

CareerSource Pinellas, like all other workforce boards throughout the state, utilizes Geographic Solutions' Employ Florida (EF) system for case management for all WIOA, Wagner Peyser, and TAA cases. In addition, Florida's Department of Economic Opportunity (DEO) has required that all case management for Welfare Transition, SNAP, and Veterans transition to EF consolidate all case management for all DEO funded programs into one system.

CareerSource Pinellas utilizes a proprietary system, ATLAS from Complete Technology System (CTS), as its Document Management System; however, it is in the planning phase of transitioning to EF from ATLAS for its document management system. In addition, CareerSource Pinellas presently uses ATLAS as its kiosk greeter system in the career centers. In order to further integrate with the EF environment, thus increasing efficiency and capability of the CareerSource team, CareerSource Pinellas has made a strategic decision to migrate the kiosk system to EF's Virtual One-Stop VOSGreeter Module. Customer wait times will further be reduced and will allow for a better customer experience.

Geographic Solutions' EF system is the preferred vendor of DEO and DEO personnel strongly encouraged CareerSource Pinellas to move forward with the implementation of the VOSGreeter Module. The first-year cost is as follows:

Description	Amount
Initial Setup Fee	\$ 19,950
Annual License Fee	\$ 24,950
<b>Total Cost</b>	<b>\$ 44,900</b>

The current cost of ATLAS is \$6,000 per year as it is bundled with all other CTS services. Since the decision to procure another IT service provider is in process, the cost of ATLAS as a stand-alone product is expected to increase.