

Board of Directors
Agenda

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- II. **Public Comments**
- III. **Roll Call**
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- V. **CEO Report**.....Jennifer Brackney
- VI. **Action/Discussion Items**
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- VII. **General Counsel Update** Stephanie Marchman, Gray|Robinson
- VIII. **Other Administrative Matters**



IX. Information Items

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X. Open Discussion

XI. Adjournment

Finance Committee – February 23, 2022 (10:00 am - 11:00 am)
Audit Committee – February 23, 2022 (11:00 am - 12:00 pm)
Compensation Committee – February 3, 2022 (11:00 am - 12:00 pm)
Workforce Solutions Committee – February 17, 2022 (2:30 pm - 3:00 pm)
One-Stop Committee –February 17, 2022 (9:00 am - 10:00 am)
Next Board of Directors Meeting – March 16, 2022 (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 the executive assistant at 727-608-2551 or admin@careersourcepinellas.com at least two business days in advance of the meeting.*





I. Welcome & Introductions

Barclay Harless, Chair



II. Public Comments



III. Roll Call



IV. Chair's Report



V. CEO Report



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 December 15, 2021, Special 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
Special Board of Directors Minutes**

Date: Wednesday, December 15, 2021, at 8:00 am.
Location: 13805 58th St. N. Room 2-304, Clearwater, FL 33760

Call to Order

Board of Directors Chair, Barclay Harless, called the meeting to order at 8:08 am. There was a quorum present with the following board members.

Board Members in Attendance

Barclay Harless, Belinthia Berry, Kenneth Williams, Kevin Knutson, Mark Hunt, Michael Jalazo, Michael Logal, Michele Mathews, Patricia Sawyer, Scott Thomas, Jack Geller, Elizabeth Siplin, Ivonne Alvarez, Jody Armstrong, Commissioner René Flowers, Dr. Rebecca Sarlo

Board Members Not in Attendance

Andrea Cianek, Candida Duff, Celeste Fernandez, Chris Owens, David Fetkenher, Debbie Passerini, Glenn Willocks, John Howell, Lisa Cane, Zachary White

Board Counsel

Stephanie Marchman

Outside Counsel

David Harvey

Staff in Attendance

Jennifer Brackney, Steven Meier, Jacqueline DuChene-Heyward, Kris Lucas, Leah Geis

Public Comments

There were no public comments.

Action Item 1 – Approval of the Minutes – 11.17.21 Board of Directors

The minutes of the November 17, 2021, Board of Directors meeting were presented for approval.

Discussion: None

Motion:	Michael Jalazo
Second:	Patricia Sawyer

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

Action Item 2 – Final Decision on Whistle-Blower Investigation

Chair Harless gave a brief overview. He outlined the timeline of events from when he received the email of a whistleblower complaint from an attorney representing a current employee. He indicated that he contacted Board Counsel to talk things over. Ms. Marchman, Board Counsel made the recommendation to hire outside counsel to investigate the complaint. The Whistleblower Complaint Policy is outlined in the Employee Handbook. Chair Harless also pointed out that there was a copy of the complaint and the report from Mr. David Harvey in the Special Board meeting packet. He also noted that the complainant's name and personal has been redacted from the complaint.

Chair Harless pointed out that a lot of people were contacted, and a lot of time was spent on the investigation. After Mr. Harvey's review of the report, he will take questions from the board members. Chair Harless wants to ensure the board members understand their responsibilities.

Chair Harless introduced Ms. Stephanie Marchman, Board Counsel. She reviewed the events related to the complaint, outlined the process, and introduced Mr. David Harvey, Attorney with Lewis Brisbois.

Mrs. Marchman stated that the Whistleblower Policy allows for the chair to conduct an investigation. The chair has the option to use an outside investigator to do so, and that is what he elected to do. The Board of Directors approved the investigation and the use of an outside investigator up to \$20,000 at the November 17, 2021, meeting. Mr. David Harvey was selected to conduct the investigation. He will be going over his findings about the investigation. The purpose of the meeting today is not to have board members conduct their own investigation. The timing of the policy requires that the Board of Directors to make a final decision on the complaint today or by December 18th. You all are welcome to review the investigative materials and ask Mr. David Harvey any questions you may have, discuss amongst yourselves, and decide ultimately what action to take related to the investigative report.

The recommendation is to adopt the findings of the extensive investigation Mr. Harvey conducted as well as to refer Section IV of the report to the Compensation Committee for review. Under the by-laws of the board, the Compensation Committee is a committee that, one of its functions is to view and consider labor relations for related issues.

Mr. Harvey then reviewed his investigation and findings:

Section I.

Alleged failure to provide an adequate level/scope of services.

Mr. David Harvey was not challenged with second guessing management decisions. He looked at the underlying allegations. He was looking for a violation of law or something that someone would consider unethical; something intentional versus inadvertent.

Mr. David Harvey said CEO Brackney had logical reasons for all decisions. She has regular meetings with staff and the board members. She reviews what staff is doing on a regular basis. The Board of Directors receives regular reports and is aware of the level of services. Therefore, we have been unable to find any instances where a law, rule or regulation was violated by CareerSource or CEO Brackney. Nor did we substantiate any conduct we determined to be "improper" or "unethical" as defined by this policy. This is more of an organizational concern about the product that the organization is pushing out. Mr. David Harvey indicated that the level of services provided is not a violation of the Whistleblower Policy. This conclusion is further bolstered by the impact of COVID during the relevant time period. While several of the individuals believed CareerSource should be providing more in person services and questioned several decisions made by CareerSource regarding how it provides services in light of COVID, this is not a violation of law, rule or procedures. It merely states a difference in option, risk tolerance and speculation on the number of recipients that would have been willing to participate "in person" services.

Section II.

Alleged over reporting of services being provided.

Several allegations raise concerns with the reporting of who received services or the belief that the numbers while correct, give the incorrect impression to the Board of Directors of the success of CareerSource programs. The Complainant admits that reporting enrollment process is confusing, and many organizations across the United States do it incorrectly. She also admits that the methodology used has been in place for some time. The question is "did the recipient receive services that qualified under the program in question?" If yes, they can be enrolled in the program. Unfortunately, this question is recipient specific as a recipient of services may come in under one program but qualify and receive services under another. We were unable to find any examples where

someone was intentionally reported to the wrong program. This opinion was supported by the interviews of former Directors. Again, that goes back to the first problem where they are second guessing management and business decisions and the level of services being provided. All the numbers are the numbers. If you look at the numbers, they are ok, but they are not great. If someone is going to overreport numbers, you would imagine the organization would inflate the numbers. They did not. Again, the purpose of this investigation is to find a violation of the law. All business decisions had logic to them. The witnesses who were interviewed supported the reporting that occurred. They had a logic to them as well. Further, CareerSource admits that several of the programs have low participation rates. They attribute this to the impact of COVID, the USDOL compliance review and the conscious decision to focus on certain programs over others. None of this is evidence of a violation of law, rule or regulation, or unethical or improper conduct.

Section III.

Alleged retaliatory actions toward the complainant for her good faith complaints about the issues described above.

To establish a claim for retaliation, the protected conduct must be the cause of any adverse action toward the Complainant. Complainant alleges she reported her concerns to the then-Director of Human Resources Jaclyn Riley in March 2021. Ms. Riley (who is no longer employed by CareerSource) denies this allegation. Ms. Riley further testifies that Complainant did not raise any concerns about CareerSource or Ms. Brackney. The retaliation component a little different, because it doesn't have to be necessarily a violation of law for retaliation to occur. You usually just have a good faith complaint on an issue and because you made a good faith complaint the organization did something adverse to you because of that complaint. That's a typical retaliation whistle blower claim. Again, applying the policy, the complainant has some timing issues on her discipline. Some of the discipline she received was before she complained, and before the organization was officially aware of these complaints. There are three sets of discipline: 1) On October 13th - Complainant's job responsibilities were changed; 2) October 25th - Warning Reprimand; and November 10th - Reprimand for sending CareerSource documents to personal computer.

The first is regarding the reorganization of the department as to reporting relationships. She claims she lost two subordinates. Two subordinates she didn't hire, fire, or conduct evaluations for. I'm not sure the reorganization is considered adverse in the sense that it would trigger a whistleblower complaint or an issue. Beyond that, the person who made the decision, Kris Lucas, to do that, his logic was sound. There is a business logic to it. He was unaware of the complaint. Managers have a right to restructure the department to try and be more efficient. Kris was universally praised by the witnesses except for one case where they said he's great, but he just lacks industry knowledge and is catching up and learning. That's important for the next section, because he asked for non-routine questions to be brought to him before they are sent to any outside agencies so he can understand the questions and they can talk about them. The complainant sent some questions out, to DEO, without running it by him. She openly claimed she didn't intend to tell him. On its face, when someone coaches you, again with no loss in pay, he just asked to have questions presented to him so he's aware of it. In this case, she did not do it. So, it's hard to say that that was somehow linked to her protected complaint here. She also included some opinionated language about the organization which may have influenced the reaction to it.

The complainant sent over 30 PDF organizational documents, which includes participant names and information to herself via her personal email. They were funneled through a generic email address in the organization. Her first excuse is that she has sent documents to her home in the past because she didn't have a laptop. However, that impediment ended in March 2020 when she was given a company laptop for which she could access company documents when needed. So that excuse is questionable. Her second excuse was she wasn't aware of the policy in question, so she didn't intentionally violate it. She also believes others engaged in the same practice and didn't receive discipline. Mr. Kris Lucas indicated that he was not aware of any other employee sending documents to their personal email. Every organization Mr. David Harvey has dealt with typically has a policy, especially when you're dealing with personal information, that can be used to steal someone's identity. You don't want that information in private email accounts.

All individuals interviewed were complimentary of Mr. Lucas (other than his lack of industry knowledge) and did not raise any concerns of improper animus. Therefore, we credit his denial of animus and his reaction to the situation. CEO Brackney was informed of the discipline after the decision was made by HR and Mr. Lucas to issue it.

Therefore, we are unable to substantiate that discipline was caused or issued in retaliation for the Complainant's protected activities.

Section IV.

Perceptions of Toxic or Hostile Work Environment

Section four exceeded the scope of what Mr. Harvey was charged with doing. A "toxic" work environment does not violate any law, rule or regulation; nor does it appear to rise to the level of "improper conduct" envisioned under the Whistleblower policy. Every organization has its own culture. Netflix and Amazon have a reputation for being cut-throat. You can work there one day, and be gone the next, and no one gives a second thought about it. However, my opinion, this organization is focused on helping people. That focus flows over to the organization internally. Because of that, the behavior you might see in other private sector employers, might ruffle some feathers here. However, the investigation process does reveal a perception that such an environment exists.

Throughout the course of the investigation, Mr. David Harvey noticed a theme from current and former employees about the atmosphere and the perception of the environment here. Due to this theme, Mr. David Harvey, he created the fourth section and recommended that we probably have some employee engagement and perception issues that we might want to address.

Every organization has its own culture and what norms of governance is acceptable or appropriate conduct. We suspect that CareerSource's culture leans away from conflict and open criticism. We suggest CareerSource review these concerns and develop a proactive response to help address the perception issues.

Chair Harless thanked Mr. David Harvey for his work and the report. He opened the meeting to questions by board members to go over their concerns, questions, and indicated he wants them to understand Mr. David Harvey's methods about each of the items.

Discussion:

Mr. Mike Jalazo suggested that more conversation is needed regarding Section V. He indicated, several board members, including himself, have received a lot of these complaints. He questioned the Board's liability and responsibility to address these issues. Many of the employees who have reached out him are current employees that have considerable tenure with the organization, who expressed concern about retaliation; they are actively looking for other positions and some have gone to CareerSource Tampa Bay. We've had a talent drain. He again, expressed his concern of liability for the Board of Directors. He went on to note, that if we keep getting these complaints, and they are never addressed, "*Are we opening ourselves up to liability?*" This should be a concern of the Board. Mr. Jalazo wants to better understand his liability if we have knowledge of issues. It's important to not make a big issue of it, however we don't want to take it lightly. Mr. Jalazo stated, "*I am not sure what I should do when I receive these complaints from employees? I certainly think we have a problem, and we should do something about it.*"

Ms. Stephanie Marchman responded that in terms of liability to the Board, the Board is doing something. You are here today. We hired an outside investigator who thoroughly investigated the complaint. In terms of Section IV. A hostile work environment is a legal term. It's when there's conduct occurring based on some protected characteristic, and that's not what we are here about today. I think Mr. David Harvey would confirm, that there are no allegations related to any activities taking place related to protected characteristics, and that was the nature of the investigation. However, if there is an expectation for a "warm and fuzzy" environment and that's not what they are seeing here, there may be a disconnect. That is not legally actionable. I would think the Board would want to look at it and taking steps to help bridge the divide. This is exactly why the Chair is recommended sending Section IV to the Compensation Committee. This Committee could review and identify steps to focus on employee engagement. One recommendation that was presented at the last board meeting, was an employee engagement survey.

Ms. Stephanie Marchman reiterated, so to clearly answer your question, the board is doing its due diligence. It is doing exactly what it should be doing.

Mr. Mark Hunt noted that we are all involved in organizations. In the last two years, all of us have experience issues with employee morale. I don't think CareerSource is immune to that. Have there been things done internally to try and create a more palatable culture for the employees?

Chair Harless responded to that he will partially answer the question. According to Chair Harless, he started to receiving information from current and former employees about a year and a half ago. He noted that these individuals did not want to come forward publicly. He indicated that because of the Sunshine Law, he was limited as to what he could do. Mr. Barclay Harless noted that he has suggested a 360 evaluation process. He indicated that he also suggested an anonymous hotline, and the CEO did not move forward with this suggestion. Therefore, he indicated that he would put himself out there to be a resource for employees. And, as mentioned previously current and former employees have used that forum. The difference between those complaints, and this one, this is a public complaint.

Ms. Jennifer Brackney said that proactive steps to improve employee engagement have been put in place from town hall meetings to bi-monthly newsletter to employee lunches sponsored by board members. She strives everyday with her senior leadership team to implement the mission of this organization and overall, in her opinion, we have done a very good job of it. With that said, she acknowledged there is always room for improvement.

The anonymous hotline was discussed with Chair Harless and Board Counsel, Stephanie Marchman. It was also discussed with the Board of Directors early in the separation of shared services. Since, little can be resolved with more anonymous complaints, and there are currently about 30 ways an employee can express concern or highlight an issue, it doesn't seem helpful to implement another avenue to complain anonymously. One of those ways to express concern, has always been to reach out to the Board Chair. The Board Chair direct number has always been available for employees previously, and is now available. As previously mentioned, employees have been reaching out to Chair Harless for about a year and half. Ms. Jennifer Brackney also indicated that, until this complaint, she has not received a formal complaint from any employee, nor has she received feedback from the Board Chair regarding the complaints that he has received. Additionally, she indicated that this organization has a lot of pressure on it to meet performance goals (USDOL, DEO, HB1507). She acknowledges that she has discussed with the leadership team and others that it's important to conduct the work we do with "heart" however, we also have to have a pulse on individual performance, and how that performance impacts the overall performance goals that we are held to be the USDOL/DEO.

Chair Harless stepped in and reminded the board members to direct their questions to Mr. David Harvey in order to get a full understanding of the investigation.

Commissioner Flowers thanked Mr. David Harvey for his thoroughness. She appreciates it based on her HR background. She asked, as a result of the information presented in Section IV, were there any potential recommendations from those you interviewed as to what they would like to see as a result of your interview (absent of those things that we have to do related to performance goals)?

Mr. David Harvey responded that he always questions the usefulness of anonymity. He understands why some people don't want their name to come forward. He added that he didn't specifically ask for any recommendations. The common theme, the leadership team had concern that the performance of other co-workers was discussed with them. They felt it was difficult to hear about their co-worker's performance. They had a visceral reaction to it. Unfortunately, you don't always like to make a decision without bouncing ideas off others. I get it, sometimes I talk about the performance others with my co-workers. However, here they were uncomfortable with the discussion. One person suggested that Jennifer stay but a different person in the organization take over. But that was their opinion. That was pretty much it as far as recommendations.

Dr. Rebecca Sarlo. There is a big difference from collecting information and doing something about it. Transformation is tough. Plus, you couple that with the pandemic and, all it has to offer. There's no doubt that an organization has to be even more intentional about community building during these times. We are seeing behavior in tenured employees that is concerning. What is our working idea of why that is happening now? What can we do, as a Board, to help employees engage in their work? We should ask our employees what would make it better for them. By not asking them, we are focused on the concern, not on what we can do to move forward. That is the biggest gift that we can give Jennifer to help move this forward. We want engaged employees. We need an action plan. Without an action plan, it is just complaining with no focus on how to move forward.

Mr. Jack Geller asked the question, “*Aren’t we drifting away from the purpose of this meeting? Isn’t this meeting to address the whistle blower and what we are going to do as a Board in relation to that and then, moving Section IV to the Compensation Committee for review.*” The Compensation Committee can then start to develop a plan, present it to the board, and move this forward.

Chair Harless. Agreed with Mr. Jack Geller. Formally, we have the response to the three issues raised by the complainant and investigation by Mr. David Harvey. The fourth issue is what we are discussing now. Chair Harless offered to close-up the discussion loop, if desired, or we can continue with the discussion.

Mr. Michael Jalazo, responded that in part that was his question. The Board needs to address the whistleblower complaint, but we also have Section IV. Is it in our best interest, as a Board, to address Section IV in the Compensation Committee? He indicated that it seems that we are in some weird territory now. Jennifer has talked about performance, yet in this complaint, it mentions lack of industry knowledge among some of the leadership team. Is it best to address Section VI in the Compensation Committee? Mr. Jalazo goes on to state that the reason he is bringing this up is because of the whole sunshine-thing. He referenced that Chair Harless started to receive these same sorts of emails, letters, and anonymous things about the same time he did. It’s what started the whole sunshine discussion we had. He indicated that he had called and asked Chair Harless if he received them too, and he shouldn’t have him.

Mr. Michael Jalazo indicated that he gets that’s the hostile work environment is not specific to whistleblower. If there are two issues, then let’s separate the two. Let’s address the whistleblower and close the loop. But, as a Board, we have some other questions that we clearly have to discuss.

Mr. Jalazo indicated that he understands COVID and turnover, and notes that he has had turnover in his organization. But there is a difference between turnover, and the complaint processes. Because there are people who work for us now, who are in key roles, who don’t want to come forward because when they use the current process, they get demoted or transferred, so they feel they are being retaliated against. So, if that process isn’t working. How do we address the complaint process?

And, then it’s confusing about how to do things in Sunshine. When he receives these complaints, his first instinct is not to call Jennifer. Maybe it should be? If there are thirty ways to complain yet employees feel like when they use the complaint process, there is a retaliation. What do we do? Maybe we are just addressing one employee complaint today. However, there can’t be just one. He goes on to explain that he has heard from several employees, and so has Chair Harless. These are legitimate complaints. When I get a four-page, detailed email from an employee, I have to take it seriously. What do I as a board member with these complaints? When does hostile or toxic environment rise to a legal issue? I do understand what we are doing this morning is specific to the section outlined in this report.

Mr. Jack Geller asked the question, “*What do we have to do as a board as to responding to the whistleblower?*”

Chair Harless suggested that unless someone has a specific question on items one through three of the report, what I am hearing is that there is consensus that these items are unsubstantiated. We can then move on to Section IV which was not part of the original complaint. **Chair Harless suggested the motion to adopt the findings of Mr. David Harvey’s investigative report, Section I – III.**

The motion was approved by Scott Thomas and seconded by Commissioner Flowers. Chair Harless asked, if there was any additional discussion?

Mr. Michael Jalazo reading back to Section I, actually all three sections, what is going to be our plan for moving forward to deal with the implications from the Section I-III that impact Section V?

Commissioner Flowers responded, if I may, that should be a separate discussion. When you are provided with a report like this, you either accept the recommendations that are provided by the person conducting the investigation, in this case Mr. David Harvey, or you do not accept his recommendation. If you do not accept his recommendations then, you state those things that you are recommending in place of his recommendations. The second part, which is probably causing some confusion for some, the Section IV of his recommendation offers an opportunity for a further discussion. The vote now indicates, I accept the recommendations from the report, and yes there were some questions and concerns. However, none of them rose to the level of disciplinary action for

the CEO. The second part is now what are we going to do to address the perceptions, and it's hard to rule on perceptions.

Mr. Jack Geller asked, "After the vote, what is the procedural next step counselor."

Ms. Stephanie Marchman offered a potential modification to the motion to include the conclusions that were drawn from the report on page 10: *Complainant made a Complaint under CareerSource's Whistle-Blower Policy on October 29, 2021; Within 20 days of the receipt of this Complaint, an interview of Complainant was scheduled and conducted; we were unable to substantiate any violation of the law, rule, or regulation; we were unable to substantiate that the CEO engaged in "improper or unethical conduct" under CareerSource's Whistle-Blower policy; and we were unable to substantiate that the Complainant was retaliated against due to her Complaint. Therefore, we affirm the disciplinary and other actions taken toward the Complainant.*

In response to Mr. Jack Geller's question, Ms. Stephanie Marchman indicated that the decision of the Board will be recorded in the minutes, and the decision will be forwarded to the Complainant's counsel and well as our carrier.

The maker of the motion modified his motion as offered by Ms. Stephanie Marchman, and Commissioner Flowers agreed.

RECOMMENDATION

Approval of adopting the findings of Mr. David Harvey's investigative report, Section I. – III of the Whistleblower Complaint and the Conclusions of the report.

- Complainant made a Complaint under CareerSource's Whistle-Blower Policy on October 29, 2021.
- Within 20 days of the receipt of this Complaint, an interview of Complainant was scheduled and conducted.
- We were unable to substantiate any violation of the law, rule, or regulation; We were unable to substantiate that the CEO engaged in "improper or unethical conduct" under CareerSource's Whistle-Blower policy.
- We were unable to substantiate that the Complainant was retaliated against due to her Complaint. Therefore, we affirm the disciplinary and other actions taken toward the Complainant.

Motion:	Scott Thomas
Second:	Commissioner Flowers

The Board of Directors made a motion to approve adopting the findings of Mr. David Harvey's investigative report, Section I. – III of the Whistleblower Complaint and the Conclusions of the report.

- *Complainant made a Complaint under CareerSource's Whistle-Blower Policy on October 29, 2021.*
- *Within 20 days of the receipt of this Complaint, an interview of Complainant was scheduled and conducted.*
- *We were unable to substantiate any violation of the law, rule, or regulation; We were unable to substantiate that the CEO engaged in "improper or unethical conduct" under CareerSource's Whistle-Blower policy.*
- *We were unable to substantiate that the Complainant was retaliated against due to her Complaint. Therefore, we affirm the disciplinary and other actions taken toward the Complainant.*

There was no further discussion. The motion was approved unanimously.

Chair Harless thanked the board members. And, moved to the discussion on Section IV of the report. Are there any questions or discussion?

Ms. Elizabeth Siplin asked if there is a performance counseling quarterly and annually? How does someone not know they are a direct supervisor?

Ms. Jennifer Brackney responded, the Complainant is coordinator. She is not supervisor. We do have annual performance evaluation. We are working on expanding the performance process and identifying ways we can incorporate more feedback loops into the process.

Ms. Elizabeth Siplin asked if there were exit interview for each employer? Are you capturing this information?

Ms. Jenifer Brackney responded that there are exit interview and that information is reviewed at a high level to help with continuous improvement. However, process for gathering the information, by the HR professionals, hasn't always been consistent.

Chair Harless indicated that he has a copy of the exit interview information. He went on to note that he thinks as every board member should, you can request that information, and he encouraged board members to do so.

Chair Harless indicated that he had a few follow-up questions for Mr. David Harvey. When you touched base with the former HR Director, Jaclyn Reilly. You said she was not treated with dignity and respect by the CEO. Could you elaborate on that? Second question, you talk about the culture. Is that the culture of the organization or is that specifically around the CEO? You indicated there were consistent comments and stories, could you touch on them.

Mr. David Harvey responded that there are two different cultures – this is a “fuzzier - touchy feely” culture. The criticism of the change in culture is at the higher level, not at the frontline. These are senior officials that are going through the change not the frontline staff. Ms. Riley was very complimentary of Jennifer. She claims that the interaction with the CEO described her unhappiness with the work product that she submitted. Everyone here has a passion for the goals of the organization and when they hear something negative, their hackles tend to rise. The consistent theme usually involved when an error occurred, the employee or former employee admits they made the error and felt the reaction to it was excessive or commentary about their expertise or professionalism.

Mr. David Harvey goes on to note, that you did not ask this question, however the reason why I put Section IV in the report, it is not a legal risk, the risk is turnover and the fact that people are using this complaint mechanism. You want labor peace. You want the organizational staff to go in the same direction. If they are writing these complaints every other month, it's going to use a lot of your time. You want everyone to be on the same team – Team CareerSource! And that's why I put this in the report.

Chair Harless indicated that he had one last question. You spoke about the unwarranted or unnecessary turnover. Is it your finding, that this turnover was because of this environment?

Mr. David Harvey responded that he believes the big part of the turnover is because of their perception of the environment and their reaction to it. If you talk about the Great Resignation, it is people leaving a job to work from home. Most of these employees, let their job to work at another job in a bricks and mortar location. In my opinion, that's not the Great resignation that is a perception issue.

Ms. Ivonne Alvarez asked when did these perceptions take place? Were they part of a review or just in passing? Was this done as a formal review?

Mr. David Harvey responded that Ms. Riley's feedback was not part of a performance evaluation. It was based on a work product that was submitted. In that work product, there were errors, and she admits there were errors. Ms. Riley feels the reaction to that work product was unnecessarily harsh.

Ms. Ivonne Alvarez indicated that she is a former teacher. Because as humans, we don't like to be criticized we like to be praised. She went on to note that this could be just her personal reaction to the feedback received about her work product.

Mr. Michael Logal indicated that he had a few observations. First, how does leadership address concern if, as the CEO, you don't know what's going on? It sounds like, at least two board members, have been receiving complaints from employees for over a year. If a board member receives a complaint, what should they do?

Ms. Stephanie Marchman responded that it depends on the nature of the complaint. Certainly, the board member could go to CEO Brackney, Board Counsel Stephanie Marchman and the HR Director Jacqueline Heyward is a resource too. The Employee Handbook was approved by the Board of Directors, and it clearly outlines the complaint mechanisms. Fear of retaliation by coming to any of you, that's not permissible under our policies. I am very sensitive to it. In my day-to-day work, I will tell you, Jennifer has consulted with me on every disciplinary

action, and I look to ensure there is a legitimate, non-discriminatory, non-retaliatory reasons for every disciplinary action.

Mr. Michael Logal asked, "As the CEO, have you explained the "open-door" policy to every employee?"

Ms. Jennifer Brackney responded that she believes everyone is aware of the open-door policy. However, given the discussion, it may be helpful to touch base with all employees to ensure they fully understand the open-door policy.

Mr. Michael Logal asked, "Are most of the issues coming from one department?"

Ms. Jennifer Brackney responded that the resistance to change, seems to be with the team members who are entrenched in the way we have always done things. There seems to be a disconnect between the work done at the frontline and how that work impacts performance. The services provided, the length of service, the codes entered, and the number of placements, each of these activities have a direct impact our ability to meet/exceed performance. There is no way for me to manage performance on the backend. Part of the difficulty with implementing change within this organization is the resistance does not completely lie on the shoulders of our frontline team, there were/are directors who have actively resisted this change.

We have made tremendous strides forward in the last six months. I understand that we have to find that balance between working with "heart" and meeting performance. Based on HB 1507, the Board will receive a letter grade (A-F) for their performance. Based on our discussion today, it will be important as we move forward, for everyone from directors to our case managers to better understand why we do what we do. It's also important that everyone understand that they have a voice in the process. However, through policy, USDOL/DEO/LWDB prescribe how much of this work should be done. The bottom-line is our job must be to assist individuals with finding employment.

We are also reviewing the case management process. There is nothing wrong with the current process, however in my opinion, it is disjointed, has too many handoffs, doesn't provide continuity to the customer, and doesn't promote ownership. To ensure continuity and consistency for our customers, case managers should be responsible from the point of eligibility through training to employment and follow-up.

Dr. Rebecca Sarlo suggested that we have to manage to the mission of the organization. This organization is especially important now – the what and the why of the work. It's important that employees understand the reason why and what success looks like. It seems that overall, there is a sentiment that employees have provided feedback to certain board members, and then didn't get any response or feedback. It sounds like they were talking to the wrong person. Several of the employees, expressed frustration that they reached out to board members and didn't hear back. And, then none of these board members told the organization about these concerns. It's like dropping pennies in a well. Did that play into this situation ... probably! This is not only an organizational issue, but also its also a Board issue.

Mr. Mark Hunt agreed. He went on to explain that what has occurred with HB 1507 has put a tremendous amount of accountability on workforce development. The frontline work may not understand the change. If leadership is putting the change in place, the frontline person only sees the leadership. There needs to be some education. First, it might be helpful to educate the entire group about how things have changed this past year at the state level and explain how this impacts us. It might also be helpful for the Board to get involved in this message to the frontline staff. Maybe if it came from the Board, it would come across more universally rather than just a top-down approach. Maybe the Board has a responsibility to help with this communication. Paradigm shifts, during a difficult time, makes change even more difficult. If we can find a way to have this message come to the rank and file from the Board, it would help the leadership with implementation. It is important as board members that each of ask ourselves how we can support the organization and reinforce the message.

Commissioner Rene Flowers said that she is very familiar with the performance measure that Jennifer is talking about. It is a lot of pressure on the case managers. It sounds easy but some of the people are difficult to place. You have to have compassion but, you also have to get it done! It's the way that you keep your funding.

Secondly, whenever you identify a problem, she believes you should present solutions. **Commissioner Flowers suggested several solutions for the Compensation Committee to consider: 1) side-by-side; 2) peer-to-peer; 3) continuous employee orientation or re-orientation; 4) 360 review; 5) survey/interview employees;**

6) conduct board workshop or retreat; and 7) collaborative lab. These are important so people can say what they want to help move things forward. We have to take into account how people are feeling, listen to what they are saying, and they figure out how we might be able to implement quality and touchy-feely things, and the perception. People want to be a part of the organization not just come to work.

She explained that even the board members should go through a similar process – a retreat or get together. To make sure that each board member clearly understands what our role is and how each board member is responsible for making thing better for the organization. Each board member has to be willing to invest their time and effort to help make things better.

Commissioner Flowers added that she personally has not received any complaints. If I had, she would have touch base with the CEO, Board Counsel or HR and, then responded directly to the person. She indicated that they may not always like my response, but I would have responded! She encouraged board members who receive complaints to do the same.

Mr. Michael Jalazo said that it is important to stay solution focused. But here's the thing. What we are saying, or what it feels like to me ... it's COVID, it's performance measure, it's senior staff ... these are the problem. How often did anyone cite these issues during the investigation? A lot has been said about the services during COVID – they thought there should be more in-person meetings, more face-to-face services, workshops, etc. There are customers who could not use services in a remote platform. A lot of discussion about how you can code someone, move from program to program, the timing of it, and the appropriateness of it. The organization has been doing well, the numbers are the numbers. Maybe I'm not asking the right question, the senior management or the people who left. Is this all - Jennifer's fault – did they leave because of her? When there's smoke when does it become fire? Did they leave because of changes in COVID policy, because of performance or could you not establish? My fear is that we will lose some key people. Please stay with us.

Mr. David Harvey responded that none of the complaint presented by the Complainant was about culture. It was the collaborating witnesses that talked about culture. It seems former employees and current employees, are ok with the reporting structure.

Mr. Scott Thomas said, *"I don't think we are going to solve the problem today."* **I would like to make a motion to move Section IV to the Compensation Committee for further discussion.** We are just rehashing the same things. They can look in-depth, ask questions, and bring it back to the Board. The purpose of this meeting is to accept the investigators report and move review and discussion to the Compensation Committee.

Ms. Michele Matthews seconded the motion.

Chair Harless indicated that before the vote, he'd like to open it up for debate.

Ms. Elizabeth Siplin said that she doesn't have a debate however she does have a comment. I would recommend an organization Stand Down. They hear from the CEO, what is going on and what the requirements are. An have an overall understanding of what's going on in the organization. A Stand Down is an opportunity to talk with everyone.

Ken Williams thank Mr. David Harvey for the report. It seems very thorough. He suggested we inform the employees of what we do and how we do it. Ask each employee, do they know the process, understand the process, and do they trust the process. You will get many answers. We talked about perceptions. No one likes change. Some will agree with the changes, others will not. As a team, we have to focus on the goals, objectives, and communications. You want your story to be told the way you perceive it to be. Work culture and variables are always changing. How do we convey that to all individuals in the organizations? If we take what's we've learned in the past, we can grow to move forward. Perceptions, answers, information, if you keep it flowing, we can work together to keep it moving forward.

Mr. Michael Jalazo offered that this would be his last comment. He again indicated that he understands what is being said. He again noted that the people who called, texted, sent email, not one of them mentioned COVID or performance measures or old regime vs new. They all came back to the same things – toxic work environment, bullying, and retaliation. And, that all comes back to culture. He wants to be sure not to mix it up with performance measures. Maybe people complain to him because they think he has friendly ear. For some reason, they pick those few board members to talk with.

Mr. Michael Jalazo went on to say, "Listen, I have people working for me that I think are completely happy but then, I got accused of emasculating someone, and I was like wow!" But these complaints here, none of them that I've talked to mentioned COVID, performance measures, or old vs new. They are talking about culture. When the wave of people leave, we are going to have the same conversation or the same complaints that I've received. We are going to be having this discussion for a while, as a Board. We clearly have to explore the culture issue. Because the lawyer, we hired when outside the scope of the investigation, to bring it to the Board. Mr. Jalazo indicated that he does hate the anonymity because he's always going to be known as the one who got in trouble because he called Barclay. How do we have this conversation and move it forward.

As board members began to leave the room, Chair Harless asked if a vote could be taken because we are about to lose the quorum. He went on to thank you everyone for participating. The motion on the floor was present by Mr. Scott Thomas and seconded by Ms. Michele Matthews.

RECOMMENDATION

Approval of referring the recommendations in Section IV of the report to the Compensation Committee for further review and recommended action, if any. Any recommended action of the Compensation Committee shall be submitted to the Board for review and any action the Board deems appropriate.

Motion:	Scott Thomas
Second:	Michele Matthews

Approval of referring the recommendations in Section IV of the report to the Compensation Committee for further review and recommended action, if any. Any recommended action of the Compensation Committee shall be submitted to the Board for review and any action the Board deems appropriate.

There was no further discussion. The motion was approved unanimously.

Open Discussion

None

Adjournment

Chair Harless adjourned the meeting at 9:51 am.



ACTION ITEM 2
Annual Financial Audit
For the Fiscal Year Ended June 30, 2021

Information

The audit firm of Thomas Howell Ferguson P.A. has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2021. Enclosed is a copy of the Financial Statements and the *Auditor's Communication with Those Charged with Governance*.

RECOMMENDATION

Approval of the Annual Financial Audit for the fiscal year ended June 30, 2021.

Financial Statements
and Other Financial Information

WorkNet Pinellas, Inc.

*Years ended June 30, 2021 and 2020
with Report of Independent Auditors*



WorkNet Pinellas, Inc.
Financial Statements
and Other Financial Information
Years ended June 30, 2021 and 2020

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Report of Independent Auditors

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, 2021, the related statements of activities and changes in net assets, 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.

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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, 2021, and the changes in its net assets and its 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 10 to the financial statements, the Organization is 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

Prior Year Financial Statements

The financial statements of WorkNet Pinellas, Inc. as of and for the year ended June 30, 2020, were audited by other auditors whose report dated February 17, 2021, expressed an unmodified opinion on those statements.

Supplementary 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* (Uniform Guidance), and the schedule of findings and questioned costs relating to federal awards are presented for purposes of additional analysis and are 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.

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Report on Summarized Comparative Information

Other auditors have previously audited WorkNet Pinellas, Inc.'s 2020 financial statements, and expressed an unmodified audit opinion on those audited financial statements in their report dated February 17, 2021. In our opinion, the summarized comparative information presented in the statement of functional expenses as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 14, 2022 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 the effectiveness of the Organization's 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.

Thomas Howell Ferguson P.A.

Tampa, Florida
January 14, 2022

WorkNet Pinellas, Inc.

Statements of Financial Position

	June 30,	
	<u>2021</u>	<u>2020</u>
Assets		
Current assets:		
Cash and cash equivalents	\$ 3,672,924	\$ 3,390,051
Accounts receivable	32,591	46,463
Grants receivable	100,846	406,854
Prepaid expenses	<u>75,016</u>	<u>145,195</u>
Total current assets	3,881,377	3,988,563
Noncurrent assets:		
Restricted cash	206,830	248,260
Property and equipment, net	<u>31,623</u>	<u>57,300</u>
Total noncurrent assets	238,453	305,560
Total assets	<u>\$ 4,119,830</u>	<u>\$ 4,294,123</u>
Liabilities and net assets		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 822,856	\$ 1,132,470
Unearned grant revenue	<u>138,424</u>	<u>69,437</u>
Total current liabilities	961,280	1,201,907
Net assets without donor restrictions	<u>3,158,550</u>	<u>3,092,216</u>
Total liabilities and net assets	<u>\$ 4,119,830</u>	<u>\$ 4,294,123</u>

See accompanying notes.

WorkNet Pinellas, Inc.

Statements of Activities and Changes in Net Assets

	<u>Years ended</u>	<u>June 30,</u>
	<u>2021</u>	<u>2020</u>
Revenues and support:		
Grants:		
Federal	\$ 8,075,590	\$ 9,441,414
Local	227,372	-
Contribution and sponsorship revenue	-	4,466
Other revenue	118,778	115,678
Gain on sale of asset	-	638,094
Total revenues and support	<u>8,421,740</u>	<u>10,199,652</u>
Expenses:		
Program services:		
Workforce Innovation and Opportunity Act	3,699,063	4,620,165
Employment Services Programs	1,022,184	1,015,350
Supplemental Nutrition and Assistance	302,260	303,838
Trade Adjustment Assistance	111,512	126,935
Welfare Transition	1,793,139	2,021,478
Youthbuild	219,205	340,885
Other	227,372	121,647
Total program services	<u>7,374,735</u>	<u>8,550,298</u>
Supporting Services:		
General and administrative	994,761	1,082,701
Total expenses	<u>8,369,496</u>	<u>9,632,999</u>
Interest income	14,090	19,106
Change in net assets	<u>66,334</u>	<u>585,759</u>
Net assets at beginning of year	<u>3,092,216</u>	<u>2,506,457</u>
Net assets at end of year	<u>\$ 3,158,550</u>	<u>\$ 3,092,216</u>

See accompanying notes.

WorkNet Pinellas, Inc.

Statements of Functional Expenses

	Years ended June 30,			2020
	2021			
	Program services	General and administrative	Total	Total
Salaries	\$ 2,174,719	\$ 565,682	\$ 2,740,401	\$ 3,194,070
Retirement	125,809	20,886	146,695	177,539
Payroll taxes and fringe	787,082	125,945	913,027	1,118,003
Staff training and education	10,435	1,000	11,435	1,398
Accounting and professional	59,443	102,838	162,281	225,583
Lobbying	-	15,270	15,270	-
Community outreach	16,745	-	16,745	24,706
License, dues, and other fees	28,571	1,836	30,407	25,491
Communications	89,002	6,526	95,528	112,706
Office expenses	324,189	31,213	355,402	222,379
Occupancy	334,680	40,818	375,498	365,577
Travel	2,338	1,161	3,499	19,820
Meetings and conferences	426	4,225	4,651	10,611
Other expense	950	22,340	23,290	82,669
Contract labor	484,747	18,302	503,049	364,133
Insurance	52,857	14,805	67,662	94,373
Service provider contracts	516,154	-	516,154	538,397
Customer training	2,361,553	1,272	2,362,825	3,008,353
Interest expense	-	-	-	16,015
Depreciation and amortization	5,035	20,642	25,677	31,176
	<u>\$ 7,374,735</u>	<u>\$ 994,761</u>	<u>\$ 8,369,496</u>	<u>\$ 9,632,999</u>

See accompanying notes.

WorkNet Pinellas, Inc.

Statements of Cash Flows

	<u>Years ended June 30,</u> <u>2021</u>	<u>2020</u>
Operating activities		
Change in net assets	\$ 66,334	\$ 585,759
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	25,677	29,929
Gain on sale of asset	-	(638,094)
Changes in operating assets and liabilities:		
Accounts receivable	13,872	36,351
Grants receivable	306,008	(210,292)
Prepaid expenses	70,179	(74,805)
Loan costs	-	1,247
Accounts payable and accrued liabilities	(309,614)	231,482
Deferred grant revenue	68,987	(165,758)
Net cash provided by (used in) operating activities	<u>241,443</u>	<u>(204,181)</u>
Investing activities		
Change in investments	-	9,382
Acquisition of property and equipment	-	(22,462)
Sale of property and equipment	-	3,071,255
Net cash provided by investing activities	<u>-</u>	<u>3,058,175</u>
Financing activities		
Payments on debt	-	(625,757)
Net cash used in financing activities	<u>-</u>	<u>(625,757)</u>
Net increase in cash and cash equivalents	241,443	2,228,237
Cash and cash equivalents at beginning of year	<u>3,638,311</u>	<u>1,410,074</u>
Cash and cash equivalents at end of year	<u>\$ 3,879,754</u>	<u>\$ 3,638,311</u>
Cash and cash equivalents consists of the following:		
Cash and cash equivalents	\$ 3,672,924	\$ 3,390,051
Restricted cash	<u>206,830</u>	<u>248,260</u>
	<u>\$ 3,879,754</u>	<u>\$ 3,638,311</u>
Supplemental disclosures of cash flow information		
Interest paid	<u>\$ -</u>	<u>\$ 16,015</u>

See accompanying notes.

WorkNet Pinellas, Inc.

Notes to Financial Statements

Years ended June 30, 2021 and 2020

1. Nature of Operations and Significant Accounting Policies

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. The Organization 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). Effective February 10, 2014 and July 7, 2014, WorkNet Pinellas, Inc. (the Organization) 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. 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 grants. The Board is responsible for developing and implementing an area plan and subgranting funds to direct providers of services.

WorkNet Pinellas, Inc.

Notes to Financial Statements

1. Nature of Operations and Significant Accounting Policies (continued)

Basis of Accounting

The Organization uses the accrual basis of accounting. The financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. The significant accounting policies are described below.

Basis of Presentation

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.

Effective July 1, 2020, the Organization adopted Accounting Standard Update (ASU) No. 2014-09, Revenue from Contracts with Customers (Topic 606) as management believes the standard improves the usefulness and understandability of FLR's financial reporting. The ASU was effective for fiscal years beginning after December 15, 2018, but had an optional one year delay for implementation.

WorkNet Pinellas, Inc.

Notes to Financial Statements

1. Nature of Operations and Significant Accounting Policies (continued)

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.

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, 2021 and 2020, all net assets of the Organization were without donor-imposed restrictions.

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, 2021 or 2020.

WorkNet Pinellas, Inc.

Notes to Financial Statements

1. Nature of Operations and Significant Accounting Policies (continued)

Fair Value Measurements

The Organization 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, 2021 and 2020, the Organization had no assets or liabilities subject to disclosure of fair value measurements related to the valuation levels hierarchy per Financial Accounting Standards Board Statement No. 157.

Measure of Operations

The statements of activities reports all changes in net assets, including changes in net assets from operating and nonoperating 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 years ended June 30, 2021 and 2020.

Cash and Cash Equivalents

Cash consists of amounts on hand and amounts in demand deposits with financial institutions. Deposits with financial institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per depositor. Bank deposits at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts.

For purposes of the statements of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash.

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.

WorkNet Pinellas, Inc.

Notes to Financial Statements

1. Nature of Operations and Significant Accounting Policies (continued)

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.

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, the Organization 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.

Accrued Leave

The Organization's 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. At June 30, 2021 and 2020, PTO of \$210,722 and \$248,154, respectively, is included as a component of accounts payable and accrued expenses in the statements of financial position.

Retirement Plan

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

Income Taxes

The Organization 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. The Organization 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 Pinellas, Inc.

Notes to Financial Statements

1. Nature of Operations and Significant Accounting Policies (continued)

Income Taxes (continued)

The Organization 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. the Organization'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, 2021. 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. With few exceptions, the Organization is no longer subject to examinations by major tax jurisdictions for years ended June 30, 2018, and prior.

Revenue Recognition

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

Use of Estimates

The preparation of financial statements in conformity 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 disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

WorkNet Pinellas, Inc.

Notes to Financial Statements

1. Nature of Operations and Significant Accounting Policies (continued)

Functional Allocation of Expenses

The cost of providing the Organization'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 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.

Subsequent Events

The Organization has evaluated subsequent events through January 14, 2022, the date the financial statements were available to be issued. During the period from June 30, 2021 to January 14, 2022, the Organization did not have any material recognizable subsequent events.

Reclassification

Certain prior year amounts have been reclassified to conform to the current year presentation.

2. Available Resources and Liquidity

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.

The table below presents financial assets available for general expenditures within one year:

	June 30,	
	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 3,672,924	\$ 3,390,051
Accounts receivable	32,591	46,463
Grants receivable	<u>100,846</u>	<u>406,854</u>
Financial assets available to meet general expenditures within one year	<u>\$ 3,806,361</u>	<u>\$ 3,843,368</u>

WorkNet Pinellas, Inc.

Notes to Financial Statements

3. Grants Receivable

Grants receivable is comprised of the following:

	June 30,	
	<u>2021</u>	<u>2020</u>
Federal awards:		
U.S. Department of Health and Human Services		
Temporary Assistance to Needy Families	\$ 15,815	\$ 19,012
U.S. Department of Agriculture		
Supplemental Nutrition Assistance Program	5,981	17,370
U.S. Department of Labor		
Wagner Peyser	18,683	32,691
Disabled Veterans Outreach Program	3,758	6,311
Local Veterans Employment Representative Program	-	1,668
Workforce Innovation and Opportunity Act (WIOA)		
WIOA COVID PPE	-	2,958
COVID Dislocated Worker	22,634	-
WIOA Youth	2,702	199,304
WIOA Dislocated Worker	2,870	82,338
WIOA Apprenticeship Navigator	2,357	-
WIOA Soft Skills	6,446	-
Trade Adjustment Assistance	735	12,206
Reemployment Services and Eligibility Assessment	4,437	17,609
Youthbuild	14,428	15,387
	<u>\$ 100,846</u>	<u>\$ 406,854</u>

4. Property and Equipment

Property and equipment consists of the following:

	June 30,	
	<u>2021</u>	<u>2020</u>
Equipment	\$ 130,698	\$ 211,909
Leasehold improvements	67,859	67,859
Vehicles	47,403	47,403
Total depreciable property and equipment	245,960	327,171
Less: accumulated depreciation	214,337	269,871
Total property and equipment, net	<u>\$ 31,623</u>	<u>\$ 57,300</u>

Depreciation expense was approximately \$25,700 and \$29,900 for 2021 and 2020, respectively.

WorkNet Pinellas, Inc.

Notes to Financial Statements

5. Unearned Grant Revenue

Unearned grant revenue is comprised of the following grant awards:

	June 30,	
	2021	2020
Federal Awards:		
U.S. Department of Labor		
WIOA Dislocated Worker	\$ 129,931	\$ 68,167
WIOA Apprenticeship Expansion	4,296	843
WIOA Soft Skills	-	427
Local Veterans Employment Representative	160	-
Trade Adjustment Assistance Training	4,037	-
	<u>\$ 138,424</u>	<u>\$ 69,437</u>

The following table provides significant changes in unearned revenue for the year ended June 30, 2021 and 2020.

	2021	2020
Unearned revenue, beginning of year	\$ 69,437	\$ 235,195
Net grant revenue deferred (recognized)	<u>68,987</u>	<u>(165,758)</u>
Unearned revenue, end of year	<u>\$ 138,424</u>	<u>\$ 69,437</u>

6. Operating Leases

The Organization 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.

WorkNet Pinellas, Inc.

Notes to Financial Statements

6. Operating Leases (continued)

Facility lease payments totaled \$260,597 net of \$11,535 sublease income for the year ending June 30, 2021. Equipment lease payments totaled \$38,543 for the year ending June 30, 2021. Minimum future lease payments under non-cancelable facility and equipment leases having remaining terms in excess of one year are as follows:

Year ended	
<u>June 30,</u>	
2022	\$ 289,232
2023	162,100
2024	124,031
2025	124,031
2026	<u>93,023</u>
	<u>\$ 792,417</u>

7. Employees Pension Plan

Retirement Plan

The Organization 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 2021 and 2020, the Organization elected to provide the NEC but not the matching contributions. Employer contributions were \$146,695 and \$177,539 for the years ended June 30, 2021 and 2020, respectively.

Benefit Stipend

The Organization provides regular full-time employees with a benefit stipend that allows employees to purchase approved company offered health and welfare benefits of their choice. For 2020-2021, the Board approved stipend was \$12,580 per employee per year. The stipend totaled approximately \$598,815 and \$803,506 for the years ended June 30, 2021 and 2020, respectively.

WorkNet Pinellas, Inc.

Notes to Financial Statements

8. Reconciliation of Schedule of Expenditures of Federal Awards Programs and the Statement of Activities to SERA

As required, the Organization 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, 2021, 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>2021</u>	<u>2020</u>
Total federal expenditures/grant revenue	\$ 8,304,252	\$ 9,441,414
Funds received directly from funding sources not reported in SERA		
Youth build	(251,895)	(395,045)
Coronavirus Relief Fund	<u>(227,372)</u>	<u>-</u>
Total federal expenditures/grant revenue reported in SERA	<u>\$ 7,824,985</u>	<u>\$ 9,046,369</u>

9. 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. The Organization 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 the Organization's programs.

10. Commitments and Contingencies

On May 15, 2019, the U.S. 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 the Organization during the period July 1, 2013 through June 30, 2018. Included in these findings were questioned costs of \$9,753,924 in WIOA funded on the job training 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 the Organization.

WorkNet Pinellas, Inc.

Notes to Financial Statements

10. Commitments and Contingencies (continued)

The Florida Department of Economic Opportunity, the direct recipient of the U.S. 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 the Organization intends to work diligently to implement corrective actions, provide additional information to fully correct the noted deficiencies and resolve the questioned costs. The Organization 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.

11. Related Party Transactions

In accordance with applicable regulations, the Organization's Board of Directors includes representatives of private and public sector industries. During the year ended June 30, 2021 and 2020, the Organization entered into contracts with certain private and public sector industries, with which board members are associated for the lease of premises and purpose of providing services to participants. Total payments for rent and providing services to participants during the years ended June 30, 2021 and 2020, were approximately \$797,000 and \$999,000, respectively, and accounts payable at June 30, 2021 and 2020, were approximately \$25,000 and \$16,000, respectively.

Other Reports and Supplementary Information

Report of Independent Auditors 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*

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, 2021, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year ended, and the related notes to the financial statements and have issued our report thereon dated January 14, 2022.

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) as a basis for designing 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.

Page Two

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 financial statements. 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.

Thomas Howell Ferguson P.A.

Tampa, Florida
January 14, 2022

Report of Independent Auditors on Compliance for Each Major Federal 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 (the Organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2021. The Organization'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 federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization'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; and 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). Those standards and the Uniform 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 the Organization'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 the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization 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, 2021.

Report on Internal Control Over Compliance

Management of the Organization 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 the Organization'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 the Organization'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 a 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.

Thomas Howell Ferguson P.A.

Tampa, Florida
January 14, 2022

WorkNet Pinellas, Inc.

Schedule of Expenditures of Federal Awards

Year ended June 30, 2021

Federal / State Agency, Pass Through entity, Federal Program	CFDA No.	Pass-Through Entity Award Number, Contract/Grant No.	Expenditures	Transfers to subrecipients
FEDERAL AWARDS				
U.S. Department of Health and Human Services				
Passed through State of Florida, Department of Economic Opportunity:				
Temporary Assistance for Needy Families	93.558	WTS20, WTS21	\$ 2,042,907	\$ 10,224
Total U.S. Department of Health and Human Services			<u>2,042,907</u>	<u>10,224</u>
U.S. Department of Labor				
Passed through State of Florida, Department of Economic Opportunity:				
Employment Service Cluster				
Wagner Peysner	17.207	WPA20, WPA21	671,677	6,334
Disabled Veterans Outreach Program	17.801	DVP20, DVP21	112,448	2,446
Local Veterans Employment Representative Program	17.801	LVR20, LVR21	17,938	282
Subtotal Employment Service Cluster			<u>802,063</u>	<u>9,062</u>
Workforce Innovation and Opportunity Act (WIOA) Cluster				
WIOA - Adult	17.258	WIY20, WIY21, WIS19, WIS20, WIS21, WRS20	1,174,798	1,629
WIOA - Youth	17.259	WIY20, WIY21, WIS19, WIS20, WIS21, WRS20	1,077,363	493,327
WIOA - Dislocated Worker	17.278	WIY20, WIY21, WIS19, WIS20, WIS21, WRS20	1,640,109	1,099
Subtotal WIOA Cluster			<u>3,892,270</u>	<u>496,055</u>
National Emergency COVID 19	17.277	WNC20	265,021	76
Reemployment Services and Eligibility Assessment	17.225	UCR19, UCR20	352,138	85
Trade Adjustment Assistance	17.245	TAT18, TAT19, TAC18, TAC19	122,649	247
Subtotal Department of Labor Passed through Department of Economic Opportunity			<u>5,434,141</u>	<u>515,749</u>
Youthbuild	17.274	YB32978	251,895	-
Subtotal Direct U.S. Department of Labor			<u>251,895</u>	<u>-</u>
Total U.S. Department of Labor			<u>5,686,036</u>	<u>515,749</u>
U.S. Department of Agriculture				
Passed through State of Florida, Department of Economic Opportunity:				
Supplemental Nutrition Assistance Program				
	10.561	FSH20, FSH21	347,937	405
Total U.S. Department of Agriculture			<u>347,937</u>	<u>405</u>
U.S. Department of the Treasury				
Passed through Pinellas County				
Coronavirus Relief Fund	21.019	20-1128D	227,372	-
Total expenditures of Federal Awards			<u>\$ 8,304,252</u>	<u>\$ 516,154</u>

Note 1 - This Schedule of Expenditures of Federal Awards (the Schedule) includes the Federal awards of WorkNet Pinellas, Inc. (the Organization) under programs of the federal government for the year ended June 30, 2021. 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 this schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

Note 2 - Expenditures reported on this 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.

Note 3 - The Organization has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

See report of independent auditors.

Schedule of Findings and Questioned Costs Relating to Federal Awards

Year ended June 30, 2021

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 financial statements noted?	No

Federal Awards

Type of auditor's report issued on compliance for major federal programs?	Unmodified
Internal control over major federal programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weaknesses?	No
Any audit findings disclosed that are required to be reported in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)?	No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program</u>
93.558	Temporary Assistance for Needy Families
17.277	National Emergency COVID 19

Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as low risk auditee?	Yes

Section II -- Financial Statement Findings

We noted no matters involving internal control over financial reporting and its operation that we considered to be material weaknesses, significant deficiencies and/or control deficiencies required to be reported in accordance with *Government Auditing Standards*.

Section III -- Federal Award Findings and Questioned Costs

This section identifies audit findings required to be reported by the 2 CFR 200.516(a) (for example, significant deficiencies, material weaknesses, and material instances of noncompliance, including questioned costs), as well as any abuse findings involving federal awards that are material to a major program. We noted no such matters required to be reported in accordance with the provisions outlined above.

See report of independent auditors.

To the Board of Directors
WorkNet Pinellas, Inc.

We are pleased to present this report related to our audit of the financial statements of WorkNet Pinellas, Inc. (the Organization) as of and for the year ended June 30, 2021. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Organization's financial reporting process.

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and related compliance reporting process.

Area	Comments
Our Responsibilities With Regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America and <i>Government Auditing Standards</i> issued by the Comptroller General of the United States have been described to you in our arrangement letter dated June 8, 2021. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We discussed with members of the Board of Directors and the Organization's management various matters about which generally accepted auditing standards require communication. These include matters concerning two-way communication, our independence, the audit planning process, the concept of materiality in planning and executing the audit, our approach to internal control relevant to the audit, and the timing of the audit.

Area	Comments
Accounting Policies and Practices	Adoption of, or Change in, Accounting Policies Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Organization. The Organization did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period. Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.
Management's Judgments and Accounting Estimates	Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events. Management has informed us that they used all the relevant facts available to them at the time to make the best judgments about accounting estimates, and we considered this information in the scope of our audit. Estimates significant to the financial statements include: <ul style="list-style-type: none"><li data-bbox="812 1386 1459 1459">• Allocation of certain direct and indirect costs to functional programs
Audit Adjustments	The Board of Directors may wish to monitor throughout the year the process used to determine and record these accounting estimates. There were no audit adjustments that were brought to the attention of management as a result of audit procedures.

Area	Comments
Uncorrected Misstatements	There were no uncorrected misstatements that management determined to be immaterial
Departure From the Auditor's Standard Report	The Organization is party to pending regulatory actions that could result in its liability for repayment of grant funds. It is a possibility that the settlement of these actions will have a material effect on the Organization's financial position. This matter is disclosed in Note 10 to the financial statements. Our opinion in not modified with respect to this matter.
Other Information in Documents Containing Audited Financial Statements	Our responsibility for other information in documents containing the Organization's audited financial statements is to read the information and consider whether its content or manner of its presentation is materially inconsistent with the financial information covered by our auditor's report or whether it contains a material misstatement of fact. We read the Organization's supplementary information. We did not identify material inconsistencies with the audited financial statements.
Disagreements With Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations With Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.

<u>Area</u>	<u>Comments</u>
Significant Issues Discussed With Management	No significant issues arising from the audit were discussed or the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit. We received full cooperation and appreciate the assistance provided by the Organization's financial and accounting personnel.
Letter(s) Communicating Significant Deficiencies and Material Weaknesses in Internal Control Over Financial Reporting	We have separately communicated any significant deficiencies and material weaknesses in internal control over financial reporting identified during our audit of the financial statements and major awards, as required by <i>Government Auditing Standards</i> and <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> at 2 CFR 200 (Uniform Guidance). This communication is included in the Other Reports section of the financial statements.
Significant Written Communications Between Management and Our Firm	See Exhibit A for a copy of the representation letter provided to us by the Organization's management.

This report is intended solely for the information and use of the Board of Directors and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this letter. We appreciate the opportunity to continue to be of service to WorkNet Pinellas, Inc.

Thomas Howell Ferguson P.A.

Tampa, Florida
January 14, 2022

January 14, 2022

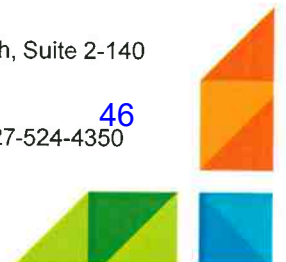
Thomas Howell Ferguson P.A
201 E Kennedy Blvd., Suite 1111
Tampa, FL 33602

This representation letter is provided in connection with your audit of the financial statements of WorkNet Pinellas, Inc. (the Organization) which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

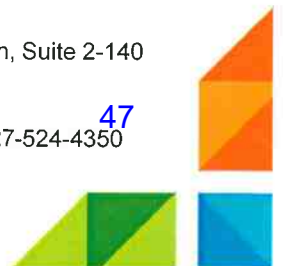
We confirm, to the best of our knowledge and belief, as of the date of this letter:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated June 8, 2021 for the preparation and fair presentation of the financial statements referred to above in accordance with GAAP.
2. We acknowledge our responsibility for 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.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of GAAP.
6. All events subsequent to the date of the financial statements, for which GAAP requires adjustment or disclosure, have been adjusted or disclosed.
7. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with GAAP.
8. The following have been properly recorded and/or disclosed in the financial statements:
 - a. Guarantees, whether written or oral, under which the Organization is contingently liable.
 - b. Agreements to repurchase assets previously sold.



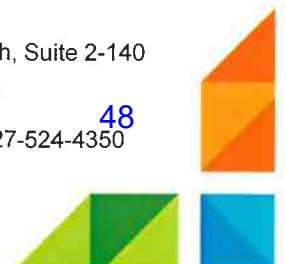
- c. Security agreements in effect under the Uniform Commercial Code.
 - d. Amounts of contractual obligations for construction and purchase of real property or equipment not included in the liabilities recorded on the books.
 - e. All other liens or encumbrances on assets or revenues or any assets or revenues which were pledged as collateral for any liability or which were subordinated in any way.
 - f. All liabilities that are subordinated to any other actual or possible liabilities of the Organization.
 - g. All leases and material amounts of rental obligations under long-term leases.
 - h. Investments in debt and equity securities.
 - i. Derivative financial instruments.
 - j. Assets and liabilities measured at fair value in accordance with the Fair Value Measurements and Disclosures Topic of the FASB Accounting Standards Codification, including split interest agreements.
 - k. All recordable contributions, by appropriate net asset class.
 - l. Reclassifications between net asset classes.
 - m. Allocations of functional expenses based on reasonable basis.
 - n. Composition of assets in amounts needed to comply with all donor restrictions.
 - o. Deferred revenue from exchange transactions.
 - p. Refundable advances.
 - q. Board designated unrestricted net assets.
 - r. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, line of credit, or similar arrangements have been properly disclosed.
 - s. Impairment of capital assets.
 - t. Net positions and fund balance classifications.
 - u. All significant estimates and material concentrations known to management that are required to be disclosed in accordance with the Risks and Uncertainties Topic of the FASB Accounting Standards Codification. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur that would significantly disrupt normal finances within the next year.
9. With respect to drafting the financial statements services performed in the course of the audit:
- a. We have made all management decisions and performed all management functions;
 - b. We assigned an appropriate individual to oversee the services;



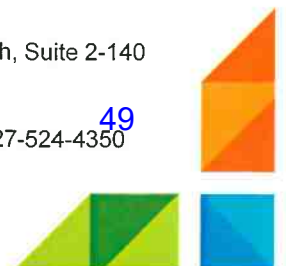
- c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;
 - d. We have accepted responsibility for the results of the services; and
 - e. We have accepted responsibility for all significant judgments and decisions that were made.
10. We have no knowledge of any uncorrected misstatements in the financial statements.

Information Provided

11. We have provided you with:
- a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audits;
 - c. Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence; and
 - d. Minutes of the meetings of the governing board and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of allegations of fraud or suspected fraud affecting the Organization's financial statements involving:
- a. Management.
 - b. Employees who have significant roles in the internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements received in communications from employees, former employees, regulators, or others.
16. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations. Additionally, we specifically represent that we are responsible for determining that we are subject to the requirements of the Single Audit Act because we have received, expended, or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
17. We are not aware of any pending or threatened litigation and claims whose effects were considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.



18. We have disclosed to you the identity of the Organization's related parties and all the related-party relationships and transactions of which we are aware.
19. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the Organization's ability to record, process, summarize, and report financial data.
20. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
21. We have no plans or intentions that may materially affect the carrying value or classification of assets. In that regard:
 - a. The Organization has no significant amounts of idle property and equipment or property or equipment.
 - b. The Organization has no plans or intentions to discontinue the operations of any activities or programs or to discontinue any significant operations.
22. We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made:
 - a. To reduce receivables to their estimated net collectable amounts.
 - b. For pension obligations, postretirement benefits other than pensions, and deferred compensation agreements attributable to employee services rendered through June 30, 2021.
23. There are no:
 - a. Material transactions that have not been properly recorded in the accounting records underlying the financial statements.
 - b. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed other than the potential liability to the U.S. Department of Labor, which is disclosed.
24. The Organization has satisfactory title to all owned assets.
25. We have received a determination from the Internal Revenue Service that we are exempt from federal income taxes as a Section 501(c)(3) not-for-profit corporation, and we have complied with the IRS regulations regarding this exemption.
26. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.



27. With respect to supplementary information presented in relation to the financial statements as a whole:
 - a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with GAAS.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.

Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

28. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
29. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the auditee.
30. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
31. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts.
32. Has identified and disclosed to the auditor all instances that have occurred, or are likely to have occurred, of waste or abuse that could be quantitatively or qualitatively material to the financial statements.
33. Is responsible for 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.
34. Acknowledges its responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud.
35. Has taken timely and appropriate steps to remedy fraud; noncompliance with provisions of laws, regulations, contracts and grant agreements; or abuse that the auditor reports.
36. Has a process to track the status of audit findings and recommendations.
37. Has identified for the auditor previous audits, attestation engagements and other studies related to the audit objectives and whether related recommendations have been implemented.
38. Has provided views on the auditor's reported findings, conclusions and recommendations, as well as management's planned corrective actions, for the report.



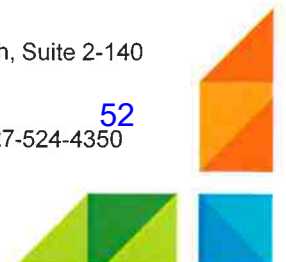
39. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including a statement that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

In connection with your audit of federal awards conducted in accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm:

40. Management is responsible for complying, and has complied, with the requirements of Uniform Guidance.
41. Management is responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its federal programs.
42. Management is responsible for establishing and maintaining, and has established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that the auditee is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on its federal programs.
43. Management is responsible for the preparation of the schedule of expenditures of federal awards, acknowledges and understands its responsibility for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; asserts that methods of measurement or presentation have not changed from those used in the prior period, or if the methods of measurement or presentation have changed, the reasons for such changes has been communicated; and is responsible for any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.
44. Management has identified and disclosed all of its government programs and related activities subject to the Uniform Guidance compliance audit.
45. Management has identified and disclosed to the auditor the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
46. Management has made available all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
47. Management has identified and disclosed to the auditor all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards or stated that there was not such noncompliance.
48. Management believes that the auditee has complied with the direct and material compliance requirements (except for noncompliance it has disclosed to the auditor).



49. Management has made available all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
50. Management has provided to the auditor its interpretations of any compliance requirements that are subject to varying interpretations.
51. Management has disclosed to the auditor any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
52. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
53. Management is responsible for taking corrective action on audit findings of the compliance audit and has developed a corrective action plan that meets the requirements of the Uniform Guidance.
54. Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
55. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
56. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report or stated that there were no such known instances.
57. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.
58. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
59. The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
60. If applicable, management has monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.
61. If applicable, management has issued management decisions for audit findings that relate to federal awards it makes to subrecipients and that such management decisions are issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse (FAC). Additionally, management has



followed up to ensure that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews and other means that pertain to the federal award provided to the subrecipient from the pass-through entity.

62. If applicable, management has considered the results of subrecipient monitoring and audits, and has made any necessary adjustments to the auditee's own books and records.
63. Management has charged costs to federal awards in accordance with applicable cost principles.
64. Management is responsible for, and has accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance.
65. The reporting package does not contain protected personally identifiable information.
66. Management has accurately completed the appropriate sections of the data collection form.
67. If applicable, management has disclosed all contracts or other agreements with service organizations.
68. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

WorkNet Pinellas, Inc.



Jennifer Brackney
Chief Executive Officer

Steven Meier
Chief Financial Officer



ACTION ITEM 3

2020 IRS Form 990

Information

WorkNet Pinellas' IRS Form 990 has been completed for the period beginning July 1, 2020 and ending June 30, 2021. Based on the 990 disclosure requirements (Part VI, Section B, 11a), a copy will be provided to each voting member of the Board, prior to filing it with the IRS. The 990 form will be filed after approval by the full Board of Directors meeting in January 2022.

RECOMMENDATION

Approval of the 2020 IRS Form 990.

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)

OMB No. 1545-0047

2020

Department of the Treasury
Internal Revenue Service

▶ 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.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021**

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	D Employer identification number 73-1678180 E Telephone number 727-608-1709
F Name and address of principal officer: JENNIFER BRACKNEY SAME AS C ABOVE		G Gross receipts \$ 8,435,830. 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

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO BUILD THE TALENT PIPELINE FOR TODAY & THE FUTURE BY PROVIDING EASY ACCESS TO WORKFORCE SOLUTIONS. 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 30 4 Number of independent voting members of the governing body (Part VI, line 1b) 4 30 5 Total number of individuals employed in calendar year 2020 (Part V, line 2a) 5 90 6 Total number of volunteers (estimate if necessary) 6 34 7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 0. 7b Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0.																									
Revenue	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Prior Year</th> <th style="text-align: right;">Current Year</th> </tr> </thead> <tbody> <tr> <td>8 Contributions and grants (Part VIII, line 1h)</td> <td style="text-align: right;">9,441,414.</td> <td style="text-align: right;">8,302,962.</td> </tr> <tr> <td>9 Program service revenue (Part VIII, line 2g)</td> <td style="text-align: right;">120,144.</td> <td style="text-align: right;">110,549.</td> </tr> <tr> <td>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)</td> <td style="text-align: right;">19,106.</td> <td style="text-align: right;">14,090.</td> </tr> <tr> <td>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)</td> <td style="text-align: right;">638,094.</td> <td style="text-align: right;">8,229.</td> </tr> <tr> <td>12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)</td> <td style="text-align: right;">10,218,758.</td> <td style="text-align: right;">8,435,830.</td> </tr> </tbody> </table>		Prior Year	Current Year	8 Contributions and grants (Part VIII, line 1h)	9,441,414.	8,302,962.	9 Program service revenue (Part VIII, line 2g)	120,144.	110,549.	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	19,106.	14,090.	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	638,094.	8,229.	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	10,218,758.	8,435,830.							
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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 STACEY T KOLKA	Preparer's signature Date Check <input type="checkbox"/> if self-employed PTIN P01371120
	Firm's name ▶ THOMAS HOWELL FERGUSON P.A. Firm's address ▶ 2615 CENTENNIAL BLVD., SUITE 200 TALLAHASSEE, FL 32308	Firm's EIN ▶ 59-3186310 Phone no. 850-668-8500

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 \$ 3,699,063. including grants of \$ 496,131.) (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 \$ 1,793,139. including grants of \$ 10,224.) (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 \$ 1,022,184. including grants of \$ 9,147.) (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 \$ 860,349. including grants of \$ 652.) (Revenue \$ 132,868.)

4e Total program service expenses 7,374,735. 56

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)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or 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? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	X	

Note: All Form 990 filers are required to complete Schedule O

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

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

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

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 2a through 16 regarding employee counts, tax filings, and organizational compliance.

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

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
	1a 30		
b	Enter the number of voting members included on line 1a, above, who are independent		
	1b 30		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

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

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
12c		X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
b	Other officers or key employees of the organization	X	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

Section C. Disclosure

17	List the states with which a copy of this Form 990 is required to be filed FL
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. Indicate how you made these available. Check all that apply. <input type="checkbox"/> Own website <input type="checkbox"/> Another's website <input checked="" type="checkbox"/> Upon request <input type="checkbox"/> Other (explain on Schedule O)
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 60 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) JENNIFER BRACKNEY CEO	50.00			X				208,447.	0.	10,422.
(2) STEVEN MEIER CFO	45.00			X				140,537.	0.	7,027.
(3) BARCLAY HARLESS BOARD CHAIR	2.00	X		X				0.	0.	0.
(4) COMM. RENE FLOWERS VICE-CHAIR	2.00	X		X				0.	0.	0.
(5) SHERYL NADLER SECRETARY	2.00	X		X				0.	0.	0.
(6) REBECCA SARLO TREASURER	2.00	X		X				0.	0.	0.
(7) MICHAEL LOGAL CHAIR-ELECT	2.00	X		X				0.	0.	0.
(8) JACK GELLER PAST CHAIR	1.00	X		X				0.	0.	0.
(9) COMM. PAT GERARD VICE-CHAIR (THROUGH 12/31/2020)	2.00	X		X				0.	0.	0.
(10) IVONNE ALVAREZ DIRECTOR	1.00	X						0.	0.	0.
(11) JODY ARMSTRONG DIRECTOR	1.00	X						0.	0.	0.
(12) MANMOHAN BHULLER DIRECTOR (THROUGH 06/30/2021)	1.00	X						0.	0.	0.
(13) ANDREA CIANEK DIRECTOR	1.00	X						0.	0.	0.
(14) LISA CANE DIRECTOR	1.00	X						0.	0.	0.
(15) CANDIDA DUFF DIRECTOR	1.00	X						0.	0.	0.
(16) CELESTE FERNANDEZ DIRECTOR	1.00	X						0.	0.	0.
(17) DAVID FETKENHER DIRECTOR	1.00	X						0.	0.	61

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) BEVERLY FRANK DIRECTOR	1.00	X					0.	0.	0.	
(19) JOHN HOWELL DIRECTOR	1.00	X					0.	0.	0.	
(20) MARK HUNT DIRECTOR	1.00	X					0.	0.	0.	
(21) MICHAEL JALAZO DIRECTOR	1.00	X					0.	0.	0.	
(22) SAMUEL KOLAPO DIRECTOR (THROUGH 06/30/2021)	1.00	X					0.	0.	0.	
(23) KEVIN KNUTSON DIRECTOR	1.00	X					0.	0.	0.	
(24) RUSSELL LEGGETTE DIRECTOR	1.00	X					0.	0.	0.	
(25) JOANNE LENTINO DIRECTOR (THROUGH 03/09/2021)	1.00	X					0.	0.	0.	
(26) MICHELE MATTHEWS DIRECTOR	1.00	X					0.	0.	0.	
1b Subtotal							348,984.	0.	17,449.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							348,984.	0.	17,449.	

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 **2**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		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? <i>If "Yes," complete Schedule J for such individual</i>	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? <i>If "Yes," complete Schedule J for such person</i>		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 HORIZON COMPUTER LEARNING CENTER, 5402 W. LAUREL STREET, SUITE 200, TAMPA, FL	TRAINING PROVIDER	689,109.
COMPUTER COACH TRAINING 5005 N. HESPERIDES STREET, TAMPA, FL 33614	TRAINING PROVIDER	333,855.
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. N., ST. PETERSBURG, ST. PETERSBURG COLLEGE	TRAINING PROVIDER	212,107.
P.O. BOX 13489, ST. PETERSBURG, FL 33733	TRAINING PROVIDER	208,163.

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 **7**

SEE PART VII, SECTION A CONTINUATION SHEETS

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

Table with 6 main columns: (A) Name and title, (B) Average hours per week, (C) Position, (D) Reportable compensation from the organization, (E) Reportable compensation from related organizations, (F) Estimated amount of other compensation. Rows include names like KAY MCKENZIE, MIKE MEIDEL, CHRIS OWENS, etc.

Total to Part VII, Section A, line 1c

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	8,302,962.				
	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			8,302,962.			
	Program Service Revenue	2 a TICKET TO WORK	Business Code	561300	109,259.	109,259.	
b WAGNER PEYSER			561300	1,290.	1,290.		
c							
d							
e							
f All other program service revenue							
g Total. Add lines 2a-2f				110,549.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			14,090.	14,090.		
	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 TOBACCO FREE FLORIDA	Business Code	900099	7,538.	7,538.		
	b MISCELLANEOUS REVENUE		900099	691.	691.		
	c						
	d All other revenue						
	e Total. Add lines 11a-11d			8,229.		64	
12 Total revenue. See instructions			8,435,830.	132,868.	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

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	516,154.	516,154.		
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	362,297.		362,297.	
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	2,424,848.	2,174,719.	250,129.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	128,642.	125,809.	2,833.	
9 Other employee benefits	637,647.	584,957.	52,690.	
10 Payroll taxes	246,689.	202,125.	44,564.	
11 Fees for services (nonemployees):				
a Management				
b Legal	49,898.	2,212.	47,686.	
c Accounting	31,188.		31,188.	
d Lobbying	15,270.		15,270.	
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.)	117,508.	79,617.	37,891.	
12 Advertising and promotion	9,452.	9,452.		
13 Office expenses	137,069.	120,694.	16,375.	
14 Information technology	781,384.	754,858.	26,526.	
15 Royalties				
16 Occupancy	375,498.	334,680.	40,818.	
17 Travel	3,499.	2,338.	1,161.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	4,651.	426.	4,225.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	25,677.	5,035.	20,642.	
23 Insurance	67,662.	52,857.	14,805.	
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	2,296,800.	2,295,904.	896.	
b CUSTOMER SUPPORT SRV	66,025.	65,649.	376.	
c LICENSE, DUES AND OTHER	30,407.	28,571.	1,836.	
d OTHER EXPENSES	22,503.	950.	21,553.	
e All other expenses	18,728.	17,728.	1,000.	
25 Total functional expenses. Add lines 1 through 24e	8,369,496.	7,374,735.	994,761.	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)				65

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	3,638,311.	1	3,701,676.
	2 Savings and temporary cash investments		2	178,078.
	3 Pledges and grants receivable, net	406,854.	3	100,846.
	4 Accounts receivable, net	46,463.	4	32,591.
	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	145,195.	9	75,016.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 245,960.		
	b Less: accumulated depreciation	10b 214,337.	57,300.	10c 31,623.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	4,294,123.	16	4,119,830.	
Liabilities	17 Accounts payable and accrued expenses	1,132,470.	17	822,856.
	18 Grants payable		18	
	19 Deferred revenue	69,437.	19	138,424.
	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		23	
	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	1,201,907.	26	961,280.
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	3,092,216.	27	3,158,550.
	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	3,092,216.	32	3,158,550.
33 Total liabilities and net assets/fund balances	4,294,123.	33	4,119,830.	

Form 990 (2020)

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	8,435,830.
2	Total expenses (must equal Part IX, column (A), line 25)	2	8,369,496.
3	Revenue less expenses. Subtract line 2 from line 1	3	66,334.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	3,092,216.
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	3,158,550.

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? _____ 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		X
b Were the organization's financial statements audited by an independent accountant? _____ 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	X	
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? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
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	

Form 990 (2020)

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

2020

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						68

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) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	15,976,053.	12,530,987.	9,192,254.	9,441,414.	8,302,926.	55,443,634.
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	15,976,053.	12,530,987.	9,192,254.	9,441,414.	8,302,926.	55,443,634.
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.						55,443,634.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4	15,976,053.	12,530,987.	9,192,254.	9,441,414.	8,302,926.	55,443,634.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	830.	1,289.	1,686.	19,106.	14,090.	37,001.
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.	118,778.	476,739.
11 Total support. Add lines 7 through 10						55,957,374.
12 Gross receipts from related activities, etc. (see instructions)					12	

13 First 5 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

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)).....	14	99.08 %
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	99.39 %

16a 33 1/3% support test - 2020. 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

b 33 1/3% support test - 2019. 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

17a 10% -facts-and-circumstances test - 2020. 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

b 10% -facts-and-circumstances test - 2019. 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

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

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) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(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) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(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 5 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 2020 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2019 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2020. 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 - 2019. 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 **70**

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 box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, 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 lines 3b and 3c 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 box 12a or 12b in Part I, answer lines 4b and 4c 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 lines 5b and 5c 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 line 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>	71	
	10b	

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 lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described in line 11a above?		
c A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		
11a		
11b		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, 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 officers, 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.		
1		
2		

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).		
1		

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 line 2, above, 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.		
1		
2		
3		

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 governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b 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 line 2a, above, 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 lines 3a and 3b 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? If "Yes" or "No" 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.			
2a			
2b			
3a			
3b	72		

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 0.015 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 0.035.	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 0.85 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	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required - explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2020 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2020 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2020, 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 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2021. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2016			
b Excess from 2017			
c Excess from 2018			
d Excess from 2019			
e Excess from 2020			

Schedule A (Form 990 or 990-EZ) 2020

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.)

SCHEDULE A, PART II, LINE 10, EXPLANATION FOR OTHER INCOME:

MISCELLANEOUS

2016 AMOUNT: \$ 43,748.

2017 AMOUNT: \$ 9,125.

2020 AMOUNT: \$ 691.

TICKET TO WORK

2018 AMOUNT: \$ 62,982.

2019 AMOUNT: \$ 99,153.

2020 AMOUNT: \$ 109,259.

SPONSORSHIPS

2018 AMOUNT: \$ 23,915.

2019 AMOUNT: \$ 4,466.

OTHER PROGRAM SERVICE REVENUE

2018 AMOUNT: \$ 98,047.

2019 AMOUNT: \$ 16,525.

2020 AMOUNT: \$ 1,290.

TABACCO FREE FLORIDA REVENUE

2020 AMOUNT: \$ 7,538.

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

2020

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 (entering "N/A" in column (b) instead of the contributor name and address), 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
--	---

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	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES 200 INDEPENDENCE AVENUE, S.W. WASHINGTON, DC 20201	\$ 2,042,907.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	U.S. DEPARTMENT OF LABOR 200 CONSTITUTION AVE NW WASHINGTON, DC 20210	\$ 5,684,746.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	U.S. DEPARTMENT OF AGRICULTURE 1400 INDEPENDENCE AVENUE SW WASHINGTON, DC 20250	\$ 347,937.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	U.S. DEPARTMENT OF THE TREASURY 1500 PENNSYLVANIA AVENUE NW WASHINGTON, DC 20220	\$ 227,372.	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.)

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

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
--	---

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	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE C
(Form 990 or 990-EZ)

Political Campaign and Lobbying Activities

OMB No. 1545-0047

2020

Department of the Treasury
Internal Revenue Service

For Organizations Exempt From Income Tax Under section 501(c) and section 527
 ▶ **Complete if the organization is described below. ▶ Attach to Form 990 or Form 990-EZ.**
 ▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

Open to Public Inspection

If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (See separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (See separate instructions), then

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

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

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.

2 Political campaign activity expenditures ▶ \$ _____

3 Volunteer hours for political campaign activities _____

Part I-B Complete if the organization is exempt under section 501(c)(3).

1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ \$ _____

2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ \$ _____

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? Yes No

4a Was a correction made? Yes No

b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ \$ _____

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ \$ _____

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ▶ \$ _____

4 Did the filing organization file **Form 1120-POL** for this year? Yes No

5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ. Schedule C (Form 990 or 990-EZ) 2020

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

- A** Check if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B** Check if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)	(a) Filing organization's totals	(b) Affiliated group totals												
1a Total lobbying expenditures to influence public opinion (grassroots lobbying)														
b Total lobbying expenditures to influence a legislative body (direct lobbying)														
c Total lobbying expenditures (add lines 1a and 1b)														
d Other exempt purpose expenditures														
e Total exempt purpose expenditures (add lines 1c and 1d)														
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">If the amount on line 1e, column (a) or (b) is:</th> <th style="width:65%;">The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table>	If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:	Not over \$500,000	20% of the amount on line 1e.	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.	Over \$17,000,000	\$1,000,000.		
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:													
Not over \$500,000	20% of the amount on line 1e.													
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.													
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.													
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.													
Over \$17,000,000	\$1,000,000.													
g Grassroots nontaxable amount (enter 25% of line 1f)														
h Subtract line 1g from line 1a. If zero or less, enter -0-														
i Subtract line 1f from line 1c. If zero or less, enter -0-														
j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?		<input type="checkbox"/> Yes <input type="checkbox"/> No												

4-Year Averaging Period Under Section 501(h)
(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.
See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) Total
2a Lobbying nontaxable amount					
b Lobbying ceiling amount (150% of line 2a, column(e))					
c Total lobbying expenditures					
d Grassroots nontaxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?		X	
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)? ..		X	
c Media advertisements?		X	
d Mailings to members, legislators, or the public?		X	
e Publications, or published or broadcast statements?		X	
f Grants to other organizations for lobbying purposes?		X	
g Direct contact with legislators, their staffs, government officials, or a legislative body?	X		15,270.
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?		X	
i Other activities?		X	
j Total. Add lines 1c through 1i			15,270.
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?		X	
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1	
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3	

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5 Taxable amount of lobbying and political expenditures (See instructions)	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (See instructions); and Part II-B, line 1. Also, complete this part for any additional information.

PART II-B, LINE 1, LOBBYING ACTIVITIES:

AN OUTSIDE FIRM WAS HIRED TO ASSIST ORGANIZATION NAVIGATE THROUGH FLORIDA LEGISLATION IMPACTING WORKFORCE-RELATED PROGRAMS AND SERVICES, READ THROUGH EACH BILL TO HIGHLIGHT AREAS OF CONCERN, AND MEET WITH LEGISLATORS AND STAFF TO REPRESENT WORKNET PINELLAS.

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

2020

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

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

Schedule D (Form 990) 2020

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					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 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		130,698.	99,075.	31,623.
e Other		47,403.	47,403.	0.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				31,623.

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	8,435,830.
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	8,435,830.
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	8,435,830.

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	8,369,496.
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	8,369,496.
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	8,369,496.

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:

WITH FEW EXCEPTIONS, THE ORGANIZATION IS NO LONGER SUBJECT TO EXAMINATIONS BY MAJOR TAX JURISDICTIONS FOR YEARS ENDED JUNE 30, 2018, AND PRIOR.

**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

2020

**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 STAARKEY ROAD LARGO, FL 33773	59-2688253	501(C)(3)	498,623.	0.			FEDERAL GRANT SUBRECIPIENT EMPLOYMENT TRAINING.
DYNAMIC WORKFORCE SOLUTIONS 237 SOUTH STREET WAUKESHA, WI 53186	39-1354364		17,531.	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) 2020

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 ORGANIZATION RECEIVING GRANT FUNDS.

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

2020

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.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

WORKNET PINELLAS INC.

Employer identification number

73-1678180

Part I Questions Regarding Compensation

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"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <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

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?

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 checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <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?
- b** Participate in or receive payment from a supplemental nonqualified retirement plan?
- c** Participate in or receive payment from an equity-based compensation arrangement?
- 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?
- b** Any related organization?
- 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?
- b** Any related organization?
- 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

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

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1b		
2		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

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

Schedule J (Form 990) 2020

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) JENNIFER BRACKNEY CEO	(i)	179,983.	0.	28,464.	10,422.	0.	218,869.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
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	(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

2020

Open to Public
Inspection

Name of the organization

WORKNET PINELLAS INC.

Employer identification number

73-1678180

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

FORM 990 AND ACCOMPANYING SCHEDULES ARE PREPARED BY AN INDEPENDENT ACCOUNTING FIRM. THE FORM AND ACCOMPANYING SCHEDULES ARE REVIEWED BY THE ORGANIZATION'S FINANCE STAFF. THE REVIEWED FORM AND ACCOMPANYING SCHEDULES ARE PROVIDED TO THE BOARD OF DIRECTORS FOR REVIEW AND APPROVAL. ALL ISSUES AND QUESTIONS ARE RESOLVED WITH THE INDEPENDENT ACCOUNTING FIRM PRIOR TO FILING WITH THE INTERNAL REVENUE SERVICE CENTER.

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

INTERNALLY, IT IS THE RESPONSIBILITY OF SENIOR MANAGEMENT TO REVIEW THE AGENDAS AND IDENTIFY ANY POSSIBLE CONFLICTS OF INTEREST PRIOR TO THE BOARD MEETINGS. THE ATTORNEY ATTENDS THE BOARD MEETINGS AND MONITORS RELATED PARTY TRANSACTIONS. BOARD MEMBERS ARE RESPONSIBLE FOR DISCLOSING ANY RELATED PARTY INTEREST AND ANNUALLY SIGN CONFLICT OF INTEREST FORMS.

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

THE ORGANIZATION DETERMINES COMPENSATION OF THE PRESIDENT AND CEO AND OTHER EMPLOYEES OF THE ORGANIZATION BY UTILIZING A THIRD PARTY REPORT THAT COMPARES SALARY RANGES OF ALL COMPARABLE AGENCIES IN FLORIDA. AN EVALUATION PROCEDURE IS UTILIZED TO DETERMINE THE AMOUNT OF ANY SALARY INCREASES. THE SALARY INCREASES ARE RECOMMENDED BY THE COMPENSATION COMMITTEE AND/OR THE AD HOC CEO REVIEW COMMITTEE AND APPROVED BY THE BOARD OF DIRECTORS.

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. 92

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

Schedule O (Form 990 or 990-EZ) 2020

032211 11-20-20



ACTION ITEM 4

Fiscal Year 2021 – 2022: Budget Modification No. 2

REVENUE:

Total budgeted revenues estimated to increase from \$9,665,948 to \$9,765,948, for an overall increase of \$100,000; or 1.0%.

Employment Services

- One-Stop Security - \$100,000
 - New grant awarded from DEO

EXPENSES:

Total budgeted expenses estimated to increase from \$9,566,422 to \$9,691,422, for an overall increase of \$125,000.

Program Expenses

- Service Provider Contract decreasing \$25,000
 - Final contract with provider was less than originally budgeted
- Customer Supportive Services (Transportation) decreasing \$25,825
 - There have been no customer transportation reimbursements to date.

Professional Fees

- Accounting Fees decreasing \$6,000
 - Actual fees less than budgeted
- Legal Fees increasing \$14,750
 - Board approved up to \$20,000 to be spent on an outside investigator
 - Offset by lower than budgeted ongoing legal fees
- Lobbying Fees increased \$25,000
 - Government Relations contract with Gray|Robinson extended (approved at November Board meeting)
 - Unrestricted funds will reduce surplus
- Contract Labor increased \$41,400
 - Virtual Chief Information Officer - due to higher involvement with 2021 strategic initiatives and transition to new IT service provider; Board approved additional \$45,000 at November Board meeting
- Contract IT Services – Savings from moving to new Managed Services Provider offset by costs to implement VOSGreeter system by Geographic Solutions. Both approved at November Board meeting.



ACTION ITEM 4

Fiscal Year 2021 – 2022: Budget Modification No. 2

Occupancy

- Increased Security costs associated with new grant

Office equipment

- Computer Software increase from Barracuda Email Archiver and purchase of additional Docusign “envelopes”

Licenses, Dues and Other Fees

- Six months of licensing fees for VOSGreeter approved at November Board meeting

RECOMMENDATION

Approval of adjustments to the revenue budget and resultant modifications to the expenditure budget.



CareerSource Pinellas
2021-2022 Planning Budget
Budgeted Revenues - Budget Modification #2

Funding Streams	Approved Budget for 2021-2022	Approved Modifications	Approved Budget Modification #1 2021-2022	Proposed Modifications	Proposed Budget Modification #2 2021-2022
Workforce Innovation & Opportunity Act					
Adult	1,350,000		1,350,000		1,350,000
Dislocated Worker	1,700,000		1,700,000		1,700,000
Youth	1,050,000		1,050,000		1,050,000
WIOA Supplemental	250,000	(250,000)	-	-	-
SFY 19-20 Performance Incentives	254,596		254,596	-	254,596
COVID Dislocated Worker Grant	250,000	39,251	289,251	-	289,251
Rapid Response	-	115,710	115,710	-	115,710
Apprenticeship Expansion	67,500	19,516	87,016	-	87,016
Apprenticeship Navigator	41,000	12,143	53,143	-	53,143
Soft Skills	15,000	(556)	14,444	-	14,444
Total WIOA	4,978,096	(63,936)	4,914,160	-	4,914,160
Employment Services					
Wagner-Peyser	650,000		650,000		650,000
Local Veterans	33,000		33,000		33,000
Disabled Veterans	120,000		120,000		120,000
RESEA	335,000		335,000		335,000
One-Stop Security	-	-	-	100,000	100,000
Recovery Navigator	-	102,000	102,000	-	102,000
Total Employment Services	1,138,000	102,000	1,240,000	100,000	1,340,000
Welfare Transition	2,153,714	531,574	2,685,288	-	2,685,288
Supplemental Nutrition Assistance Program	280,000	-	280,000	-	280,000
Trade Adjustment Assistance					
TAA Training	120,000	-	120,000	-	120,000
TAA Case Management and Administration	66,000	-	66,000	-	66,000
Total TAA	186,000	-	186,000	-	186,000
TOTAL DEO	8,735,810	569,638	9,305,448	100,000	9,405,448
Youthbuild - Department of Labor	350,000	(125,000)	225,000	-	225,000
Other Revenue					
Ticket to Work	108,000	-	108,000	-	108,000
Tobacco Free Florida	11,500	-	11,500	-	11,500
Career Fair Sponsorships	3,000	-	3,000	-	3,000
Donations	-	1,000	1,000	-	1,000
Interest	12,000	-	12,000	-	12,000
TOTAL NON-DEO	484,500	(124,000)	360,500	-	360,500
TOTAL 2021-2022 BUDGETED REVENUE	9,220,310	445,638	9,665,948	100,000	9,765,948



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

	G/L	Approved 2021-2022 Planning Budget	Approved Changes	Approved 2021-2022 Budget Modification I	Proposed Changes	Proposed 2021-2022 Budget Modification 2
Revenue						
Operating Revenue						
Grant Revenue						
Grant Revenue - Federal	3000	9,085,810	444,638	9,530,448	100,000	9,630,448
Grant Revenue - State	3001	-	-	-	-	-
Grant Revenue - Local	3002	-	-	-	-	-
Total Grant Revenue		9,085,810	444,638	9,530,448	100,000	9,630,448
Contributions						
Corporate Revenue	3100	11,500	-	11,500	-	11,500
Sponsorship Revenue	3101	3,000	-	3,000	-	3,000
Donations	3102	-	1,000	1,000	-	1,000
Total Contributions		14,500	1,000	15,500	-	15,500
Program Revenue						
Ticket to Work Revenue	3103	108,000	-	108,000	-	108,000
Total Program Revenue		108,000	-	108,000	-	108,000
Investment Income						
Interest/Dividends	3200	12,000	-	12,000	-	12,000
Total Investment Income		12,000	-	12,000	-	12,000
Other Income						
Other Revenues	3300	-	-	-	-	-
Gain <Loss> on Sale/Disposal	5703	-	-	-	-	-
Total Other Income		-	-	-	-	-
Total Operating Revenue		9,220,310	445,638	9,665,948	100,000	9,765,948
Total Revenue		9,220,310	445,638	9,665,948	100,000	9,765,948
Expenditures						
Personnel Expenses						
Salary Expense	5000	2,998,039	(215,870)	2,782,169	-	2,782,169
Salary Expense - Benefit Stipend	5005	670,925	(60,827)	610,098	-	610,098
Payroll Taxes	5050	297,819	(20,716)	277,103	-	277,103
Fringe Benefits (ER Paid)	5060	40,428	-	40,428	-	40,428
Retirement	5090	177,197	(31,050)	146,147	-	146,147
Total Personnel Expenses		4,184,408	(328,463)	3,855,945	-	3,855,945
Program Expenses						
Operating Supplies	5303	1,750	-	1,750	-	1,750
Food and Beverages	5310	1,200	1,000	2,200	-	2,200
Communications	5500	97,944	-	97,944	-	97,944
Outreach/Marketing	5520	30,650	25,000	55,650	-	55,650
Service Provider Contract	8000	500,000	-	500,000	(25,000)	475,000
One-Stop Operator	8100	42,000	-	42,000	-	42,000
Internal Monitoring	8200	65,000	-	65,000	-	65,000
OJT	8300	60,000	451,312	511,312	-	511,312
EWT	8310	-	-	-	-	-
Paid-Work Experience	8320	90,000	-	90,000	-	90,000
DW Work Experience	8325	90,000	40,897	130,897	-	130,897
Apprenticeships	8330	36,000	14,000	50,000	-	50,000
Contracted Workforce Services	8335	67,200	-	67,200	-	67,200
Youth Stipends	8340	42,000	(3,939)	38,061	-	38,061
Other Customer Support Services	8341	24,120	-	24,120	-	24,120



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

	G/L	Approved 2021-2022 Planning Budget	Approved Changes	Approved 2021-2022 Budget Modification I	Proposed Changes	Proposed 2021-2022 Budget Modification 2
Customer Training	8342	2,146,305	20,000	2,166,305		2,166,305
Customer Supportive Services	8343	81,000	-	81,000	(25,825)	55,175
Licensures	8344	-	-	-		-
Training Related Material	8345	111,840	-	111,840		111,840
Fees/exams/certifications	8346	40,540	-	40,540		40,540
Total Program Expenses		3,527,549	548,270	4,075,819	(50,825)	4,024,994
Professional Fees						
Accounting/Audit Fees	5100	42,500	-	42,500	(6,355)	36,145
Legal Fees	5101	60,000	-	60,000	14,750	74,750
Legal Fees (Lobbying)	5105	-	10,000	10,000	25,000	35,000
Professional Service	5104	46,480	25,462	71,942		71,942
Contract Labor	5170	64,600	148,443	213,043	41,400	254,443
Contract IT Services	5171	331,400	-	331,400	(10,800)	320,600
Cybersecurity - IT	5172	41,643	-	41,643		41,643
Total Professional Fees		586,623	183,905	770,528	63,995	834,523
Supplies						
Office Supplies	5302	18,540	1,300	19,840		19,840
Postage/Shipping	5307	6,240	-	6,240		6,240
Document Shredding	5308	950	-	950		950
Total Supplies		25,730	1,300	27,030	-	27,030
Insurance						
Insurance - Commercial Property	5400	5,300	-	5,300		5,300
Insurance - General Liability	5401	69,087	-	69,087		69,087
Insurance - Workers Comp	5403	54,211	-	54,211		54,211
Insurance - Auto	5404	7,600	-	7,600		7,600
Insurance - Claims	5405	-	-	-		-
Total Insurance		136,198	-	136,198	-	136,198
Occupancy						
Office Rent/Lease	5200	257,397	-	257,397		257,397
Other Leases	5201	9,000	-	9,000		9,000
Utilities	5202	33,100	-	33,100		33,100
Repairs & Maintenance	5203	3,360	16,950	20,310		20,310
Security	5204	468	-	468	88,000	88,468
Janitorial Expense	5205	44,310	-	44,310		44,310
Pest Control	5206	2,316	-	2,316		2,316
Total Occupancy		349,951	16,950	366,901	88,000	454,901
Office Equipment						
Equipment Rent/Lease	5300	36,396	-	36,396		36,396
Copy Machine Usage/Maintenance	5301	9,660	-	9,660		9,660
Comp Software/License/Maintenance	5304	86,977	-	86,977	11,350	98,327
Equipment < \$5,000	5305	22,000	-	22,000		22,000
Other	5207	-	-	-		-
Total Office Equipment		155,033	-	155,033	11,350	166,383
Travel and Meetings						
Travel - Mileage	5540	13,080	4,100	17,180		17,180
Travel - Out of Town	5541	34,200	-	34,200		34,200
Meetings/Conferences	5560	13,600	-	13,600		13,600
Total Travel and Meetings		60,880	4,100	64,980	-	64,980
Licenses, Dues and Other Fees						
Staff Training/Education	5052	8,800	19,575	28,375		28,375



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

	G/L	Approved 2021-2022 Planning Budget	Approved Changes	Approved 2021-2022 Budget Modification I	Proposed Changes	Proposed 2021-2022 Budget Modification 2
Other Employee expenses	5055	-	-	-	-	-
Recruitment	5095	3,000	-	3,000	-	3,000
Payroll Processing Fees	5103	9,530	-	9,530	-	9,530
License/Dues & Other Fees	5581	36,104	-	36,104	12,480	48,584
FSA Administrative Expenses	5582	600	-	600	-	600
401k Administrative Fees	5583	5,400	-	5,400	-	5,400
HRIS Administrative Fees	5584	5,400	-	5,400	-	5,400
Total Licenses, Dues and Other Fees		68,834	19,575	88,409	12,480	100,889
Amortization and Depreciation						
Depreciation Expense	5901	22,769	-	22,769	-	22,769
Amortization Expense	5902	-	-	-	-	-
Total Amortization and Depreciation		22,769	-	22,769	-	22,769
Miscellaneous						
Bank Fees	5102	480	-	480	-	480
Other Expense	5700	-	-	-	-	-
Vehicle Expenses	5701	2,330	-	2,330	-	2,330
Penalties\Disallowed Expenses	5710	-	-	-	-	-
Interest Expense	5900	-	-	-	-	-
Total Miscellaneous		2,810	-	2,810	-	2,810
Total Expenditures		9,120,785	445,638	9,566,422	125,000	9,691,422
Net Revenue over (under) Expenditures		99,525	-	99,525	(25,000)	74,525



ACTION ITEM 5

Replacement of Vacancy in the Officer Position Secretary

Sheryl Nadler resigned from the Board of Directors. She held the Officer position of Secretary.

Article V, Section 4 of the By-laws, "If a vacancy in any office but the Chair occurs due to illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting. If the office of Chair become vacant, the Chair Elect will assume the office of Chair.

Recommendation:

Approve the recommendation to elect Ken Williams, UPS to serve the unexpired term of the office through June 30, 2022.



Action Item 6

RFP Issuance One-Stop Operator

INFORMATION

CareerSource Pinellas currently contracts with The Kaiser Group (DE). LLC dba Dynamic Workforce Solutions Complete Technology Solutions to provide One-Stop Operator Services. The current contract, which is the third annual renewal, expires June 30, 2022.

Under The Workforce Innovation and Opportunity Act (WIOA), one-stop operators are required to be selected through a competitive process. As detailed in TEG 15-16, local boards must reissue a competitive operator selection process at least every four years under WIOA. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for local boards to regularly examine performance and costs against original expectations. Additionally, regular competitive procurements provide local boards with a venue to systematically examine operator effectiveness.

RECOMMENDATION

Approval of the issuance of a Request for Proposal for the provision of One-Stop Services.



Action Item 7

RFQ Solicitation Annual 360 Review

INFORMATION

CareerSource Pinellas is seeking the services of a consultant to assist with an annual 360 CEO/Senior Staff Review including communication and leadership.

RECOMMENDATION

Approval of the issuance of a Request for Quotes (RFQ) for an annual 360 Review.



VII. General Counsel Update

Stephanie M. Marchman
Attorney at Law

TO: CareerSource Pinellas Board of Directors
FROM: Stephanie Marchman, CareerSource Pinellas General Counsel
DATE: January 14, 2022
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 November 17, 2021:

- Conducted contract review, including review of the Geographic Solutions and Link Tech contracts.
- Provided employee relations guidance to CEO regarding various employment matters, including employee overpayment issue, resignations, employee concerns.
- Prepared revisions to By-Laws.
- Prepared audit opinion letter and response.
- Provided Board member guidance on letter of support and conflict concerns.
- Assisted Board with whistle-blower complaint investigation process, including providing guidance on policy, engagement of an independent investigator, preparation of Special Board Meeting Agenda Packet regarding investigator's findings, providing guidance at the Special Board Meeting at which Board made a final decision on the complaint, preparing minutes for Special Board Meeting, preparing Compensation Committee for referral and agenda, and assisting with responses to related requests for information and concerns.
- Assisted Board Chair with process for responding to new whistle-blower complaint.
- Assisted CEO in responding to public records request.
- Assisted the CEO and Board Chair in responding to the request for information from the DEO.

Pending litigation report:

There is no known pending litigation against CareerSource Pinellas.



VIII. Other Administrative Matters



Information Item 1

Response to the DEO Inquiry

INFORMATION

CareerSource Pinellas received an inquiry from the Department of Economic Opportunity (DEO) dated January 6, 2022 requesting a detailed, written response to matters concerning the following topics:

- Service Delivery Model
- Staffing Levels
- Staff Development
- Grievance Procedures
- Participant Engagement

Please see attachment.



January 19, 2022

Charles Williams, Workforce Administrator
Florida Department of Economic Opportunity
Division of Workforce Services
107 E. Madison Street
Tallahassee, FL 32399

Dear Mr. Williams:

This report is in response to the January 6, 2022, letter from Deputy Secretary Adrienne Johnston about “an anonymous complaint regarding operations of CareerSource Pinellas (CSP) and a letter from Pinellas County Commissioner Rene Flowers regarding action taken to investigate the complaint.” I appreciate the opportunity to share information in response and steps I am taking in partnership with the executive leadership team to address our workplace environment. My goal is to provide the best services to individuals in our community with a dedicated team that enjoys coming to work and finds fulfillment in what they do.

Notably, the outside firm hired by the CareerSource Pinellas Board of Directors to investigate the complaint made on October 29, 2021, found no violation of the law, rule, or regulation, and found no improper or unethical conduct. The report did recommend additional steps to address organizational culture and employee engagement, which I wholeheartedly embrace. At the December 15, 2021, meeting of the CareerSource Pinellas Board of Directors, the Board heard the report findings and affirmed the disciplinary actions taken toward the Complainant. The Board referred the section of the report related to organizational culture, as well as recommendations by Commissioner Flowers, to the Compensation Committee for further review and recommended action, if any.

The following addresses the questions raised in the letter from Deputy Secretary Johnston:

1. **Service Delivery Model:**

Q: Explain how your current service delivery model and staffing are adequate to meet the needs and the operational objectives of the CSP Board.

Current Service Delivery Model

The CareerSource Pinellas (CSP) service delivery model is outlined in the comprehensive Local Workforce Development Board (LWDB) Four-Year Plan. This service delivery model was approved by the CareerSource Pinellas Board of Directors, the Pinellas County Board of County Commissioners, and the Department of Economic Opportunity (DEO). The Plan remains in effect through June 30, 2024. As required, the CSP Board of Directors revisits and recalibrates the plan in response to changing economic conditions and workforce needs.

With over-arching goals of ensuring that the region achieves economic prosperity, competitiveness, and growth, CareerSource operations are aligned primarily with five in-demand industry sectors: Finance & Insurance, Manufacturing, Healthcare & Social Assistance, Construction, and Professional, Scientific & Technical Services. Growing regional industries of Hospitality & Retail, Transportation, Government, and Education are also targeted.

Saint Petersburg (South County) and the Clearwater (Gulf-to- Bay) centers are comprehensive One-Stop Centers providing Career Resource Center access, WIOA (Workforce Innovation Opportunity Act - Adult, Dislocated Workers, and Youth), Welfare Transition Program (WTP), Temporary Assistance for Needy Families (TANF), Wagner-Peyser (WP), Veteran Services, Supplemental Nutrition Assistance Program (SNAP), Ticket to Work (TTW)-Disability Navigator, Reemployment Services (RESEA), and Eligibility Assistance.

Career Source Pinellas Tarpons Springs, EpiCenter, Lealman, and Clearview locations are One-Stop Satellite Centers providing Career Resource Center access, Workforce Innovation Opportunity Act (WIOA) - Adult, Dislocated Worker, and Youth, Wagner Peyser, and Veteran Services. The centers also provide quality referrals or internet access to all other services available at full-service One-Stop Centers.

Customers have access to programs, services, and activities during regular business days at a comprehensive One-Stop Center. All full-service offices are open daily from 8:00 am – 5:00 pm. Extended hours are available based on location and customer needs. CareerSource Pinellas' Services include eligibility determination, outreach, intake, orientation, initial assessment, labor exchange services, referrals to jobs and programs, labor market information, performance information, program costs, support services, information, and assistance on filing claims for unemployment, and continuing services.

One-Stop System – Career Resource Centers:

CareerSource Pinellas currently has five One-Stop locations as follows:

Full-Service One-Stop Centers:

- CareerSource Pinellas – South County (12,000 square feet) 3420 8th Avenue South, St. Petersburg, FL 33711
- CareerSource Pinellas – Gulf to Bay (10,418 square feet) 2312 Gulf-to-Bay Boulevard, Clearwater, FL 33765

Satellite One-Stop Centers:

- CareerSource Pinellas – Tarpon Springs (130 square feet and shared space of approximately 1,200 square feet.) St. Petersburg College Campus, 682 E. Klosterman Road, Tarpon Springs, FL 34689
- CareerSource Pinellas – Clearview Adult Education Center, 3815 43rd Street St. Petersburg, FL 33714
- CareerSource Pinellas – Lealman Exchange, 5175 45th Street N, St. Petersburg, FL 33714
- CareerSource Pinellas – administrative office located at St. Petersburg College EpiCenter Campus, 3805 58th Street North, Suite 1-401, Clearwater, FL 33760

Per CareerSource Florida Administrative Policy for One-Stop Certification, CareerSource Pinellas' full-service One-Stop Centers, located at 3420 8th Avenue South, Saint Petersburg, FL, 33711 and 2312 Gulf to Bay Boulevard, Clearwater, FL, 33765, meet the comprehensive One-Stop certification requirements.

One-Stop Center Services

There are three types of WIOA-authorized career services available within CareerSource Pinellas' One-Stop delivery system: basic, individualized, and follow-up services. These services may be provided in any order and are flexibly tailored to the employment needs of the individual customer, in line with a mutually agreed-upon plan between the customer and his/her assigned case manager.

- **Basic Career Services**

Basic Career Services are available to all individuals seeking services in the CareerSource Pinellas One-Stop delivery system. For individuals, services are available to individuals in need of employment and training assistance through multiple programs, partners, and those otherwise seeking guidance and assistance to attain sustainable long-term employment.

- **Individualized Career Services**

If a One-Stop Center's staff member determines that individualized career services are appropriate for an individual to obtain or retain employment, these services are then made available to the individuals.

- **Follow-up Services**

Follow-up services are provided as appropriate for participants who are placed in unsubsidized employment for up to 12 months after the first day of employment or program exit, whichever occurs later. A valuable WIOA service, which helps successful, ongoing employment, is the provision of individual counseling about the workplace. Follow-up services do not extend the date of exit in performance reporting.

CareerSource Pinellas' objectives include leveraging tools that enhance outreach to job seekers, e.g., promoting the use of our web portal, Virtual One-Stop System, and Employ Florida (EF), to increase website traffic. Outreach is conducted via a variety of approaches, including, social/online media, IVR, through partners, local media, and word of mouth.

- **Business Services**

For businesses, services include recruitment, career fairs, labor market information, job postings, business seminars, outplacement services, and education regarding potential grant funding.

One-Stop Operator

Kaiser Group, Inc., d/b/a Dynamic Workforce Solutions, was selected to serve as the contracted One-Stop Operator through a competitive procurement process.

Partnerships that Connect Workforce Stakeholders

To remain responsive, we must continue to facilitate meaningful communication between our stakeholders, including employers, job seekers, and post-secondary education institutions. Our partner organizations are led by people with a vision and an understanding that flexibility is the key to meeting the training needs of a changing economy, and partners are committed to collaborating to meet the needs of individuals and businesses in the area. The One-Stop Consortium, consisting of partner agencies, coordinate and facilitate open communication and collaborate to ensure the highest levels of creativity, and cooperation to meet the needs of the One-Stop Career Center goals.

Youth Services

Youth services are also contracted via our local Youth Provider, the Pinellas Education Foundation, which is an organization that maintains strong partnerships within the Pinellas Schools network. Youth Connect also provides or connects youth to needed supports to begin and complete their chosen career path under the 14 WIOA youth workforce activities, with the ultimate goal of gainful employment at a self-sufficient wage.

Direct Provider of Services

CareerSource Pinellas has been approved through CareerSource Florida to provide direct services and will continue to provide direct career services as defined by the WIOA, section 134(c)(2) for all programs. As a result, the One-Stop Operator contracted to provide services described under Section C above does not provide direct training or career services.

In addition to implementing the operational objectives of the service delivery model, CSP has responded to the United States Department of Labor's Compliance Review for more than two years. This included analyzing the 17 findings and three areas of concern, rectifying concerns where possible, addressing system issues, complying with regulations, and aligning programs and services with local, state, and federal guidelines. Currently, CSP is working with DEO to help mitigate related financial impacts.

Current Staffing

CSP's current staffing levels fully support the service delivery model and honor the operational objectives of the CSP Board of Directors. Currently, 56 employees are working at CSP, including 42 CSP employees and 14 employees from the Department of Economic Opportunity (DEO). There are 49 CSP and DEO employees providing direct services to businesses and individuals within the One-Stop Delivery System.

Additionally, CSP is hiring six new employees for the following positions: career counselor, navigator, and supervisor to support all Career Resource Center and programmatic responsibilities. Additionally, the Chief Operating Officer position is being filled to better support the organization's alignment and operations strategy. An executive assistant is in the process of being hired to support the CEO in completing the administrative duties associated with the Board of Directors and its Committees.

To fully support the operational objectives, CSP has found that cross-functional alignment of staff and services is paramount. It moves staff away from operating in silos and creates the ability of all team members to support one another. CSP has focused heavily on building the business services team to support and engage with front-line programmatic teams to ensure more effective, efficient services to our local businesses. The current team of business service representatives, technicians, coordinators, and Local Veterans' Employment Representatives (LVERs) has allowed CSP to bring results-driven career fairs, multiple apprenticeship offerings, and other work-based learning opportunities. We will soon fully integrate this team into our Career Resource Centers to provide direct and immediate support to our team and customers. A strength that we will continue to focus on is cross-training frontline staff so that eligible jobseekers gain needed access to the full array of employment-related programs and funding under Wagner-Peyser, including referrals and core services.

Regarding opportunities and challenges:

The Chief Financial Officer, Chief Information Officer, Chief Operating Officer, Directors, HR Director, and Executive Assistant report directly to the CEO.

- We have made forward strides working with the CFO to provide leadership for allocating approximately \$9 million in revenue, delivering monthly detailed reports to track and manage budget vs. expenditures by grant, in turn creating greater transparency. As we move forward, it is important to build a Finance Team focused on assuring the development of adequate controls, developing sound financial practices, and ensuring overall financial performance remains within Board approved parameters. Currently, the HR Director is working with the CFO to determine the best staffing mix to ensure growth and a focus on strategic development including, ensuring contracts and procurement meet federal/state guidelines, a thorough review of program/contract details prior to processing payments, and robust, comprehensive, and user-friendly reports for the Executive Leadership Team to make informed decisions about programs, staffing, and other organizational decisions.
- We have made incredible progress working with the CIO to implement the technology objectives focused on these principles: Cybersecurity, Technology Architecture, Financial Responsibility, and Operational Responsibility. The CIO strategically managed the organization's infrastructure, including: migrated email to Microsoft Office 365; implemented multifactor authentication; transitioned applications to the Cloud;

deployed 75 new laptops; upgraded employee workstations; upgraded two upgraded SonicWall Firewalls; implemented upgraded high-speed network switches in two locations; re-wired and cleaned-up the network closets; migrated active directory to Microsoft Azure; migrated network directories to Microsoft SharePoint; migrated employee home drives to Microsoft OneDrive; migrated network directors to Microsoft Sharepoint; renegotiated the Abacode contract to reduce cost by \$24,000 over a 3-year period; transition the IT vendor from CTS to Link Tech to manage email, software, network, and hardware upgrades; transitioned the website from CTS to a new website vendor to re-build the website framework and update content; contracted with an outside organization to perform Security Awareness Training for all staff, and is currently coordinating the transition of from CTS's Atlas system to the state-sponsored Employ Florida system for WIOA case management.

- During the last program year, the CEO worked with the Board of Directors to facilitate 32 Board, Committee, and board-related meetings to fulfill governance functions and manage the Board's due diligence process and assure timely attention to core issues. The Board of Directors reviewed/took action on 124 Items, including 65 action items and 59 information items. Communication with the Pinellas Board of County Commissioners (BCC) has been improved by providing regular performance, program, and detailed budget updates.

The Executive Leadership team is also supported by three Directors (HR, Programs/Business, and Strategic Initiatives) and contracted vendors providing website/marketing/outreach support, internal monitoring, 24/7/365 cybersecurity monitoring, information technology management services, a one-stop operator, and a finance contractor providing semi-annual internal monitoring activities, including administration, finance, customer-related expenditures, work-based learning, and subrecipient monitoring.

The results of the efforts of the entire CSP team are evidenced in the results of programmatic/financial monitoring, the achievement of primary indicators, and the results of the annual financial audit.

From a performance standard, it is important to note there were no Workforce Innovation and Opportunity Act (WIOA) Findings in the DEO Programmatic Monitoring (April 2021).

Overall, Findings were reduced from five in PY'19-20 to three in PY'20-21. Other Noncompliance Issues (ONIs) were further reduced from eight in PY'19-20 to six in PY'20-21. **There were no Findings identified in the DEO Financial Monitoring.** There was one Observation noted, and three instances of technical assistance.

The audit firm of Thomas Howell Ferguson P.A. completed the annual financial audit of WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2021. **The results disclosed no instance of noncompliance or other matters that are required to be reported under Government Auditing**

Standards. The full report was presented to the Audit Committee on December 15, 2021, and will be presented to the Board of Directors on January 19, 2022.

Q: What are your strategies to address any weaknesses in your service delivery model, if any?

The service delivery model has primarily been effective in its implementation and quality of services to individuals and businesses. Areas that we are continuing to address include enhancing programmatic and financial strategies for growth and development and enhancing our internal workplace environment.

In addition, on an annual basis, CSP completes the Internal Control Questionnaire (ICQ) developed by the Department of Economic Opportunity (DEO) and Bureau of Financial Monitoring and Accountability. It also includes a self-assessment tool to help evaluate whether a system of sound internal control exists, identifies weaknesses, and helps ensure effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations.

The Chief Executive Officer (CEO), Chief Financial Officer (CFO), and the Executive Leadership Team set the tone and have ultimate responsibility for a strong system of internal controls. The Internal Control Questionnaire (ICQ) was completed by Jennifer Brackney, CEO, and certified by Barclay Harless, Board Chair, and submitted to DEO after review and approval by the Board of Directors on November 17, 2021.

Q: Is the overarching intent of your recommendation to the CSP board regarding “exploring available, alternative options for managing day-to-day operations of multiple Career Resource Centers in Pinellas, County Florida” to determine the feasibility of your one-stop operator and/or workforce service?

The overarching intent of the recommendation to the CSP Board of Directors was to initiate the process for exploring available, alternative options for managing day-to-day operations of multiple Career Resource Centers in Pinellas County, and delivering a broad range of federally-mandated workforce services to employers and job-seeking customers in the region in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) and other governing laws and rules.

Q: If outsourcing workforce services is the intent, what is the timeline, and what are your interim staffing strategies regarding continuously providing much-needed services to Pinellas County Residents?

Currently, there are no specific plans to outsource workforce services. However, it is important to present information to the Board of Directors that allows them to make informed decisions regarding options for managing day-to-day operations, including outsourcing and other strategic alternatives.

Q: Since a large amount of the Workforce Innovation Opportunity Act (WIOA) cases exited, what strategies are being implemented to optimize caseload to career manager ratios?

As presented at the July 14, 2021, meeting of the Board of Directors, the Florida Department of Economic Opportunity (DEO) began reviewing the case duration of participants across multiple workforce programs being administered through Florida's 24 Local Workforce Development Boards (LWDBs). In some instances, participants reviewed by DEO had remained active in programs for up to seven (7) years. Most egregious case durations appeared to occur in an effort to continue serving the participant until a positive outcome was reached. Federal guidance, however, stipulates what activities and services may extend a participant's case. The issue surrounding case duration was also addressed in the U.S. Department of Labor's (DOL's) most recent compliance review of Florida based on the actions of the former CEO of CareerSource Tampa Bay and CareerSource Pinellas.

In 2021, DEO engaged a workgroup consisting of ten (10) Local Workforce Development Boards (LWDB) to develop the framework for a Common Exit Administrative Policy designed to standardize participant case closures and refocus Florida's efforts on actively engaged jobseekers. The State Workforce Development Board approved the Common Exit Administrative Policy on June 9, 2021. The policy communicated established federal guidance and clarified the necessary operational requirements for participant case duration and service provision.

In anticipation of the policy's release, in March of 2021, DEO coordinated with all 24 LWDBs, including CSP, to establish a timeline to close and exit participants who did not meet the policy's requirements for maintaining active participation. DEO provided technical assistance instructing LWDBs to close and exit all participants who were no longer actively engaged in workforce activities.

As program performance measured through DOL's Primary Indicators of Performance are primarily exit-based, measures were taken to ensure that the impact was mitigated to the extent possible. Despite these mitigating efforts, CareerSource Pinellas' performance numbers will be diminished. In Program Year 2020-2021, CSP closed and exited participants to comply with this policy. As a result, CSP met/exceeded 15 primary indicators and did not meet three primary indicators. Since primary indicators are lagging indicators, the effects of this directive will also be evident in the current year's performance. However, the actions taken by the DEO and the LWDBs should enhance our state's ability to respond to those citizens most in need as we assist with their return to meaningful, sustained employment.

Since this policy was implemented, CSP has focused on providing follow-up services to those individuals who were exited and to ensure they have the tools necessary to obtain or retain employment. This action does not extend participation. For the individuals actively participating in training, the current case manager to caseload ratio is approximately 50 to 1. The typical caseload ratio is between 50-125 per case manager, depending on the population served and type/length of training.

The current strategies being reviewed for implementation to optimize caseload to career manager ratios include hiring new career counselors to expand capacity, streamlining the case management process, and transitioning case management activities to Employ Florida. The

current case management process is often disjointed and has several “hand-off” points for the participants. To promote accountability and continuity for the participants, the new case management process allows the participant to remain with the same case manager from the point of eligibility determination, enrollment, training, placement in employment through follow-up. There will be four new career counselors onboarded in early February. The transition to Employ Florida is in process and should be completed by the end of January.

CSP also leverages technology to provide enhanced services to local job seekers and enrolled participants. Online access for training, virtual visits, and access to CareerSource tools and activities are available to job seekers, enrolled participants, and staff. One technical application, for example, provides customers with added interaction and assists counselors with an Artificial Intelligence (AI) follow-up approach to activity assignment and ongoing communication. Further, CSP has aligned with the directions of the DEO in transitioning from Atlas, a local management information system, to the state-sponsored Employ Florida system that supports case management.

2. **Staffing Levels:**

The complaint alleges the following staffing turnover/hiring.

- Turnover = 18 (PY 20-21)
- Hired = 9 (PY 20-21)
- Turnover = 4 (PY 21-22)
- Hired = 3 (PY 21-22)

Q: Are these allegations accurate? If yes, what challenges have you faced regarding staff retention and how are you addressing the issue(s).

As of December 31, 2021, of Program Year 2021-2022, CSP had 42 active employees. There were ten employees that exited the organization in that timeframe, with three leaving after the formal complaint in December which was unsubstantiated by the Board of Director’s investigation. Of the 10 departures, nine were resignations, and sadly one member of the CSP team passed away. Of the nine resignations, three had active corrective action and/or coaching, one resignation was due to relocation out of state, and the remaining five were due to finding a new employment opportunity, family circumstances, or other personal reasons (as reported in the HR system). The employees who left the organization this program year held the following positions: marketing coordinator (1), director (1), specialist (1), career counselor (2), administrative assistance (1), coordinator (2), and technicians (2). Additionally, there were a total of five new hires.

As of June 30, 2021, of Program Year 2020-2021, CSP had 48 active employees. There were 18 employees that exited the organization. Of those, two were retirements, three layoffs due to operational changes during COVID, two terminations due to performance, and eleven resignations. Of the eleven resignations, three had active corrective action and/or coaching, one was due to relocation, and the remaining seven were due to finding a new employment opportunity, family circumstances, or other personal reasons (as reported in the HR system). Additionally, there were a total of ten new hires.

CSP has employees from the Department of Economic Opportunity (DEO) who work under our supervision and are employees of record for DEO. As of December 31, 2021, we have 14 DEO employees under our supervision. Information on these employees is not included in the provided information as CSP does not maintain that information.

CSP has been in a state of transition and change since 2018 to address concerns from the actions of the former CEO. This focus on accountability, outcomes, and best practices has been challenging internally at times. We have worked diligently to maintain our focus on providing quality, responsive services to employers and employees when they need us the most.

During the three-year timeframe from January 1, 2018 to December 31, 2021, it is important to note that our active employee numbers were reduced from 66 in 2019 to 42 in 2021. That is a direct result of budget decreases as our budget was \$10.4 million in 2019-2020, \$9.7 million in 2020-2021, and \$9.1 million in 2021-2022. Full staffing at this point would be approximately 50 employees.

Items that contribute to our overall turnover rate for the last few years include the separation of services between CareerSource Tampa Bay and CareerSource Pinellas in November 2018, the closing of the Science Center of Pinellas (the One-Stop Career and Training Center) in 2019, resulting in layoffs of seven employees, reductions in our budget, the impact of the COVID-19 pandemic and normal attrition, resignations, relocations, etc.

Part of my work with CSP's Executive Leadership Team is to create a more stable team, a lower turnover rate, and a workplace environment that contributes to providing outstanding services. At the Board's direction, we will be working with the Compensation Committee towards those outcomes.

3. **Staff Development:**

Q: What ongoing training and development courses are offered to staff?

Extensive professional training is provided to maintain services levels and program operations. In addition, the Executive Leadership Team along with the Compensation Committee is working on additional training to enhance the workplace environment in 2022.

As outlined in the ICQ, the Executive Leadership Team evaluates training opportunities and continuing education periodically to develop and retain competent personnel. The DEO offers various training programs, and staff training records are tracked in an access database that is monitored on an ongoing basis.

CSP met or exceeded the DEO requirements of 15 hours of training per employee in PY 2020-2021. Leadership continues to focus on training and creating professional development opportunities for staff.

In addition, key finance staff members attend the Financial Officers Group (FOG) meetings and applicable webinars throughout the year. Finance personnel at a director level or above attend training on annual basis and complete the appropriate CPE credits to maintain their CPA license. The Operations Director monitors staff activities and recently oversaw TAA Training that was

disseminated to the rest of the staff. The HR Director attends monthly networking meetings to maintain SPHR and SHRM-SCP certifications.

During the past three months, more than 300 hours of training have been logged by CSP staff. The result of these actions ensured that all staff have received DEO-sponsored Tier 1 certification.

Q: What staff development strategies are being considered moving forward?

We take staff development seriously and we are committed to working with the Board of Directors and the entire CareerSource Pinellas Team to tackle any concerns in the coming year to ensure we have a workplace where each person feels valued and respected while effectively delivering quality services. We believe our work is vitally important and that the community deserves accountability from each of us. CSP has been in transition and change following 2018 actions by the former CEO. While we continue to focus on ensuring adherence to best practices and delivering solid and accurate results, we know these changes can be difficult and challenging.

CSP is working closely with the Executive Leadership Team to develop strategies to address our workplace environment. Once the strategies are shared with the Compensation Committee in February, they will be shared with CSP Team, and we will listen to their feedback. From training to collaboration to teamwork, we believe we have the opportunity to truly focus on creating the best workforce board in the state with a dedicated team that enjoys coming to work and finds fulfillment in what they do.

As CSP transitions away from ATLAS, the proprietary system owned by Complete Technology Solutions (CTS) to the state-sponsored data management system Employ Florida, CSP has been working closely with Geographic Solutions to customize and provide training. In January 2022 about 50 percent of CSP staff will participate in Employ Florida training offered by Geographic Solutions focused on detailed case management. We expect to log over 200 manhours of training in January. Once all employees are fully functional in the Employ Florida system, CSP will have eliminated enough redundancy to repurpose no less than two full-time positions that can be re-directed adding tangible case management and/or frontline support.

4. Grievance Procedures:

Q: What are your procedures regarding complaints filed by employees, participants, subcontractors, or other interested parties? Have you identified any areas needing adjustments?

Procedures regarding complaints filed by employees are clearly outlined in the Employee Handbook and followed by leadership. Procedures regarding complaints from participants are delineated in the Grievance Process Acknowledgement Form. Procedures regarding complaints filed by subcontracts are delineated in the vendor contract.

Q: Have you identified any areas needing adjustments?

As identified above, extensive professional training is provided to maintain services levels and program operations. Additionally, the Executive Leadership Team along with the Compensation Committee is working on additional training to enhance the workplace environment in 2022.

As the organization continues to move forward, there are opportunities to review current processes and make any necessary adjustments. The organization has always maintained an open-door policy. As we move forward, it will be imperative to ensure every employee is aware of this open-door policy and is aware of the many avenues to make CSP aware of a concern. The problem resolutions of any concern begin with speaking directly with their supervisor and, if they do not feel comfortable speaking with the supervisor, they can speak with any of the following: director, HR, CEO, EEO officer, board counsel, and/or board chair/member.

Once a concern is brought to the attention of any one of these individuals in a leadership role, including the board chair/member, it is important that they clearly understand their responsibility to take the appropriate actions to address the concern. It is critical to the success of this organization that all employees feel they can express their concerns and understand that actions will be taken to address concerns, as appropriate.

Q: How are CSP staff made aware of the procedures and acknowledgement requirements?

The procedures for problem resolutions are clearly outlined in the Employee Handbook. All employees sign an Employee Handbook Acknowledgement Form verifying they received a copy of the Employee Handbook and that they understand the policies contained within the Employee Handbook. Additionally, HR provided staff training to explain and highlight the policies contained in the board-approved Employee Handbook.

Q: Did the CSP Board receive a copy of the current complaint? If so, what action has the Board taken to investigate and resolve any of the stated concerns.

Yes, the CSP Board of Directors received a copy of the current complaint on December 15, 2021, at the special meeting of the CSP Board of Directors.

Barclay Harless, Chair, received a whistle-blower complaint on October 29, 2021 ("Complaint"). The Whistle-Blower Policy contained in the Employee Handbook and adopted by the Board ("Policy") provides for the Chair to conduct investigations he deems appropriate, including requesting the assistance of an outside investigator, in circumstances where the CEO is the complaining party's direct supervisor or the complaining party is the CEO, with the final decision to be made by the Board.

In accordance with this Policy, Chair Harless asked for the assistance of an outside investigator to investigate the Complaint. Specifically, David Harvey in the Tampa office of Lewis Brisbois, who is a board-certified labor and employment lawyer and has provided legal representation to CareerSource Pinellas in the past, was engaged. The Board approved the hiring of Mr. Harvey and ratified all actions he took to date on behalf of CareerSource Pinellas as an outside

investigator, up to an amount of \$20,000, at a regular meeting of the Board on November 17, 2021.

Mr. Harvey investigated the Complaint and issued an investigative report making findings and conclusions with respect to the allegations in the Complaint. The investigative findings and conclusions were before the Board for a final decision at the special meeting, in accordance with the Policy.

Chair Harless called the special meeting of the Board pursuant to Article VII, Section 1.F. of the CareerSource Pinellas By-Laws and in order for the Board to make a final decision within the deadline provided by Policy. A quorum was present for the special meeting, which occurred at 13805 58th Street N., Clearwater, FL 33760.

The Board unanimously approved the findings and conclusions in Sections I through III of the investigative report, as well as the Conclusion/Summary of the investigative report, as the Board's final decision on the Complaint.

Accordingly, the final decision of the Board is as follows:

- **Complainant made a Complaint under CareerSource's Whistle-Blower policy on October 29, 2021.**
- **Within 20 days of the receipt of this Complaint, an interview of Complainant was scheduled and conducted.**
- **We are unable to substantiate any violation of the law, rule, regulation.**
- **We are unable to substantiate that the CEO engaged in "improper or unethical conduct" under CareerSource's Whistle-Blower policy.**
- **We are unable to substantiate that the Complainant was retaliated against due to her Complaint. Therefore, we affirm the disciplinary and other actions taken toward the Complainant.**

The Board also unanimously approved to refer Section IV of the Investigative Report related to organizational culture and employee morale, as well as recommendations by Commissioner Flowers to address these topics, to the Compensation Committee for further review and recommended action, if any. Any recommended action of the Compensation Committee shall be submitted to the Board for review and any action the Board deems appropriate. The Compensation Committee meeting is scheduled for February 3, 2022, and is open to the public including the Board of Directors.

5. Participant Engagement

The current CSP WIOA caseload is 473 participants. What is your outreach strategy to increase engagement? What is your target caseload size?

The current CSP WIOA caseload is 473 participants. The strategies being reviewed for implementation to increase engagement, include the outreach to partners/general community and **targeted outreach to the faith-based community to promote awareness and engagement**, hiring new career counselors to expand capacity, streamlining the case management process, and implementing the use of a more effective case management platform.

Based on available funding, the target caseload will be 525 for this program year. Additionally, it is important to track expenditures related to training obligations and enrollments. CSP will also create finance reports that provide information related to training costs and obligations to provide necessary information to the Executive Leadership Team to make informed decisions.

Thank you again for the opportunity to respond to these questions. I appreciate the partnership with DEO in providing quality services to individuals in Pinellas County. If you need additional information or clarification, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Brackney". The signature is written in black ink and is positioned above the printed name.

Jennifer Brackney, CEO
CareerSource Pinellas





INFORMATION ITEM 2

By-Laws Revisions

The draft revised By-laws as prepared by Stephanie Marchman, Gray-Robinson are enclosed.

These By-Laws may be amended or replaced by vote of the CareerSource Pinellas Board, subject to approval by the Pinellas County Board of County Commissioners. Action by the CareerSource Pinellas Board shall be by an affirmative vote of two-thirds of the membership of the CareerSource Pinellas Board, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than seven (7) business days prior to the meeting at which such amendment or repeal is acted upon.

BY-LAWS

The provisions of this document constitute the By-Laws of WorkNet Pinellas, Inc., a Florida not-for-profit corporation, which shall be utilized to govern the management and operation of WorkNet Pinellas, Inc. for all purposes.

ARTICLE I – NAME, SERVICE AREA, AND OFFICE LOCATION

SECTION 1 – Name

The name of the organization shall be WorkNet Pinellas, Inc. doing business as and hereinafter referred to as CareerSource Pinellas ~~(or “CSPIN”).~~

SECTION 2 – Service Area

CareerSource Pinellas, serving as the Local ~~Area~~ Workforce Development Board by CareerSource Florida, Inc., the State of Florida Workforce Development Board, shall primarily serve the employers and residents of Pinellas County, Florida.

SECTION 3 – Office Location

The official office location and mailing address shall be as determined by the Board of Directors of CareerSource Pinellas.

ARTICLE II – PURPOSE AND USE OF FUNDS

SECTION 1 – Purpose

The purposes for which CareerSource Pinellas is formed, and its business goals and objectives are as follows:

- A. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of customers, both employers and job seekers alike.
- B. To act as a fiscal agent and administrative entity as defined by the Federal Workforce Innovation and Opportunity Act (WIOA), authorized by the State of Florida, the U.S. Department of Labor, and as approved by the Pinellas County Board of County Commissioners serving as the Chief Elected Official.
- C. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the community.

- D. To place special emphasis on service to welfare recipients, economically disadvantaged adults and youth, dislocated workers, and individuals and employers needing workforce development services as identified in the CareerSource Pinellas strategic plan.

SECTION 2 – Use of Funds

CareerSource Pinellas shall direct the receipt and expenditure of funds in accordance with the approved local plans and budget, and all applicable ~~Federal~~[federal](#), [State-state](#) or ~~Local~~[local Laws](#)[laws](#). This shall be done in ways that will most effectively satisfy the labor demand needs of the residents and business community to enhance the economic well-being of the area.

ARTICLE III - BOARD MEMBERSHIP

SECTION 1 – Governing Body

CareerSource Pinellas shall be governed by a Board of Directors, to be appointed as provided herein.

SECTION 2 – Authority and Responsibilities of the Board

All corporate powers shall be exercised by or under the authority of the Board of Directors [\(the “Board” or “Board of Directors” and individual members are “Directors”\)](#), and the business and affairs of Career-Source Pinellas will be managed under the Board’s direction.

The ~~Directors~~[general functions of the Board](#) shall include:

- A. Establishing policies for the governance, administration and operation of CareerSource Pinellas;
- B. Exercising and fulfilling the specific powers and responsibilities as required under applicable law; [and](#)
- C. Discharging their duties in good faith, with the care an ordinary prudent person in a like position would exercise in similar circumstances; ~~;~~

The specific authorities and responsibilities of the Board shall include all authorities and responsibilities delegated to it by applicable federal, state and local laws, regulations, policies and mandates, and shall include:

- A. Adopting, amending or repealing the Articles [and these By-Laws](#);
- B. Electing and removing officers of CareerSource Pinellas;
- C. Ensuring accountable management of real and personal property of CareerSource Pinellas, including approval of the acquisition, conveyance, mortgaging, or encumbering property, and approval of material contracts on behalf of Career Source Pinellas;

- D. Establishing policies, including monetary or other limits, within which administration and staff of CareerSource Pinellas may function independently;
- E. Approving rules and regulations for the administration of CareerSource Pinellas personnel, including approval of pay/compensation plans and employee benefits;
- F. Developing, ratifying and submitting or amending the local workforce plan pursuant to Public Law No. 113-128 WIOA and the provisions of Florida Statute 445.007, subject to the approval of the Pinellas County Board of County Commissioners;
- G. Coordinating agreements with the Pinellas County Board of County Commissioners that are necessary to designate the fiscal agent and administrative entity;
- H. Oversight of programs;
- I. Oversight of administrative costs;
- J. Oversight of performance outcomes;
- K. Identifying and selecting providers of training services, intensive services, youth providers and One-Stop Operators as necessary and applicable;
- L. Developing a budget, subject to the approval of the Pinellas County Board of County Commissioners, for purposes of carrying out the duties of the Board under applicable state and federal law;
- M. Oversight of the budget;
- N. Negotiating and reaching agreement on local performance measures;
- O. Coordinating the workforce investment activities with economic development strategies and developing other employer linkages with such activities; and
- P. Developing the Regional Targeted Occupations List.
- Q. Selecting, hiring and terminating, subject to the approval of the Pinellas County Board of County Commissioners, the Chief Executive Official who shall report directly to the [CSPIN-CareerSource Pinellas](#) Board; and
- R. Selecting and hiring or contracting for, or terminating, the provision of legal services to be provided to, and for, [WorkNet Pinellas, Inc-CareerSource Pinellas](#) subject to the approval of the Pinellas County Board of County Commissioners. The selected provider of legal services shall report directly to the [CSPIN](#) Board of Directors. The performance of legal services shall be reviewed not less than every calendar year, and any legal services agreement shall be terminable at will and may not have a term beyond twenty-four (24) months. Nothing herein shall prevent legal services contract renewals beyond such twenty-four (24) month term, provided that the Board of Directors shall be required to affirmatively vote to renew such agreement not less than every two years, and only after a review by the Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee as provided in Article VI, Section [42 11](#) of these [Bby-L](#)aws.

Nothing herein shall be construed to prevent the Pinellas County Board of County Commissioners from removing the ~~CSPIN-CareerSource Pinellas~~ Executive Director or legal services provider. Removal of the ~~CSPIN-CareerSource Pinellas~~ Executive Director or legal services provider is a power reserved to the Pinellas County Board of County Commissioners as the Chief Elected Official.

SECTION 3 – Authority of Individual Board Members

Board members have authority over the affairs of CareerSource Pinellas only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is taken when carrying out specific instructions by the Board of Directors of CareerSource Pinellas.

SECTION 4 - Categories of Board Membership

All the members of the Board of Directors of CareerSource Pinellas shall be appointed by the Pinellas County Board of County Commissioners in accordance with ~~f~~Federal and ~~s~~State legislation, regulations and policies, and consistent with such policies and/or procedures as may be established by the Board of County Commissioners. Such appointments shall include:

- A. The Chairman of the Pinellas County Board of County Commissioners or his/her designee from the Board of County Commissioners, shall fill one of the mandatory seats on the Board as appropriate and as established by ~~f~~Federal and ~~s~~State legislation, regulations and/or policies.
- B. A local elected official which must be either a municipal officer, School Board Member, or an additional County Commissioner, appointed by the Board of County Commissioners shall fill a seat on the Board.

SECTION 5 – Appointment of Board Members

- A. Members of the ~~CareerSource Pinellas~~ Board of Directors shall be appointed by the Pinellas County Board of County Commissioners subject to the provisions of WIOA and its regulations, and pursuant to the Florida Workforce Innovation Act and policies established by the Governor for the State of Florida. The ~~maximum~~ number of Board members and the categories of membership shall conform to ~~f~~Federal and ~~s~~State legislation, regulations and policies ~~(but no more than 33 Directors shall be appointed to serve on the Board)~~.
- B. The ~~CareerSource Pinellas~~ Board may make recommendations regarding nominations to the Pinellas County Board of County Commissioners. Such nominations shall be in accordance with the nomination process set forth in the governing statutes and the policies established by the Pinellas County Board of County Commissioners. Appointments to the Board shall

be at the discretion of the Pinellas County Board of County Commissioners.

- C. Members of the Board shall serve at the pleasure of the Pinellas County Board of County Commissioners. The Pinellas County Board of County Commissioners shall have the authority to remove a Director from the Board when it determines that the best interests of the workforce program will be served.

ARTICLE IV – BOARD OF DIRECTORS

SECTION 1 – Terms of Membership

- A. ~~Directors shall serve staggered terms and may not serve for more than 8 consecutive years, unless such member is a representative of a governmental entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation. Members of the Board shall serve for fixed and staggered terms of two years with the exceptions described within these By-Laws.~~
- ~~B. In accordance with the federal law and Florida State law, whenever a mandatory seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, their term of office shall not expire except and unless the federal or state statute is amended to exclude the position.~~
- ~~B.~~ If a member resigns prior to the expiration date of his/her term in office, nominations for filling the vacancy shall be made to the Pinellas County Board of County Commissioners in the same manner as is described within these By-Laws. Upon appointment, the new member shall serve the unexpired term of the member whose vacancy he/she is filling.
- ~~D.C.~~ The Chairman of the Pinellas County Board of County Commissioners, or his or her designee, and the local elected official are not subject to the Board membership term limitations specified herein.

Commented [GR1]: New Sec. 445.007(2)(a), Fla. Stat.

SECTION 2 – Resignation

A member may resign his or her membership on the CareerSource Pinellas Board at any time by submitting a resignation in writing to the Chair or Chief Executive Official/Executive Director. In the case of the resignation of the Chair, a resignation shall be submitted in writing to the Chair Elect or Chief Executive Official/Executive Director. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation by the Chair.

After two consecutive absences, or three (3) absences in a fiscal year from regularly scheduled meetings of the CareerSource Pinellas Board without an excuse approved by the Chair the Chief Executive Official shall notify the offending ~~director-Director~~ to determine whether that individual wishes to resign their seat on the Board and to notify them that any further unexcused absence in the fiscal year shall constitute grounds for

~~the Board to recommend removal of the Board memberDirector under Section 3D. The Chief Executive Official shall also notify the Board of County Commissioners of such occurrence.~~

For members of committees that are not defined persons identified to be members of such a committee by title or position, three (3) consecutive absences from regularly scheduled committee meetings of CareerSource Pinellas, without an excuse approved by the committee chair, shall constitute a de facto resignation of the committee member from that committee. De facto resignation from a committee will not impact the individuals' membership on the Board or membership on other committees.

SECTION 3 – Revocation of Membership

The Board of Directors may, by a two-thirds affirmative vote at a meeting where a quorum has been established, recommend revocation of membership-a Director to the Pinellas County Board of County Commissioners for the following reasons:

- A. Should a Board memberDirector cease to represent the category to which they were appointed to fill on the Board through change in status;
- B. Disability, illness or inability to perform their duties on the Board;
- C. Unethical or illegal practices or actions, or
- D. Failure to carry out duties, responsibilities, and functions of a Board member as defined in federal and state law, regulations, and these By-laws.

SECTION 4 – Notification of Vacancies

The Chair of the Board will notify the Board of County Commissioners when vacancies occur through written correspondence with the Commissioner assigned to serve on the board of directors, the Board of County Commissioners, and any other party designated in writing by the County, and will annually submit written notification of all vacancies at the beginning of each fiscal year.

ARTICLE V - BOARD OFFICERS

The Officers of CareerSource Pinellas shall consist of a Chair, a Chair Elect, a Vice Chair, a Secretary and a Treasurer. The Chairman of the Pinellas County Board of County Commissioners, or his/her designee from the Board of County Commissioners, shall occupy the Vice Chair position.

SECTION 1- Election of Officers

The Chair, Chair Elect, Treasurer, and Secretary of the CareerSource Pinellas Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the [CareerSource Pinellas](#) Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.
- C. The CareerSource Pinellas Chair and Chair Elect shall be selected from among the [business](#) representatives ~~of the private sector Board members~~.

SECTION 2 – Duties of Officers

- A. Duties of the Chair shall include:
 - Presiding at all meetings of the CareerSource Pinellas Board of Directors;
 - Serving as chair of the Executive Committee;
 - Making all committee chair appointments;
 - Calling special meetings of the Board;
 - Establishing Ad-Hoc Committees as deemed necessary to conduct the business of the Board and make appointments thereto;
 - Serving as a member of the Audit Committee; and
 - Performing all duties incident to the office of Chair.
- B. Duties of the Chair Elect shall include:
 - Presiding over meetings in the absence of the Chair;
 - Serving as a member of the Executive Committee; and
 - Performing all duties incident to the office of Chair in the absence of the Chair.
- C. Duties of the Treasurer shall include:
 - Serving as a member of the Executive Committee;
 - Serving as a member of the Audit Committee;
 - Serving as Chair of the Finance Committee; and
 - Making a report on the financial status at each regular meeting of the Board.
- D. Duties of the Secretary shall include:
 - Serving as a member of the Executive Committee;
 - Signing all bank resolutions; and
 - Reviewing all Board minutes prior to official adoption by the Board of Directors.
- E. Duties of the Vice Chair shall include:
 - Presiding over meetings in the absence of the Chair and the Chair Elect;

- Serving on the Audit Committee; and
- Serving on the Executive Committee.

SECTION 3 – Terms of Office

The term of office for the Chair, Chair Elect, Secretary and Treasurer of CareerSource Pinellas shall be for one (1) year, from July 1 through June 30.

CareerSource Pinellas Officers may serve two consecutive terms of one year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two consecutive terms, the Officer shall then step down from their position for a minimum of one year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

The Vice Chair is not subject to the Officer term limits specified herein.

SECTION 4 – Vacancy in One of the Officer Positions

If a vacancy in any office but the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled Board meeting. If the office of Chair becomes vacant, the Chair Elect will assume the office of Chair.

ARTICLE VI – COMMITTEES

SECTION 1 – Standing Committees

The Standing Committees of CareerSource Pinellas shall be the Executive Committee, the One Stop Committee, the Workforce Solutions Committee, the Finance Committee, and the Audit Committee. In addition, there may be such ad hoc committees as determined necessary by the Chair or as specified in these By-Laws.

Other than those committees required by law, CareerSource Pinellas may vote to expand or combine Committees as appropriate for the efficient operation of the business of CareerSource Pinellas. [A committee must be chaired by a Director.](#)

Commented [GR2]: 20 CFR § 679.360

SECTION 2 – Terms of the Executive Committee members and Committee Chairs

CareerSource Pinellas Executive Committee Members and Committee Chairs may serve in those positions for two consecutive terms of one year each, if re-elected or re-appointed and shall then step down from their position for a minimum of a year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

SECTION 3 – General Committee Membership

- A. A committee member, with the exception of an Executive Committee member, may designate an alternate in writing who shall have the powers, including voting, of the committee member when that alternate attends committee meetings in lieu of the committee member. No other proxy voting is allowed.
- B. CareerSource Board members shall comprise a majority of each committee except as otherwise provided in these By-Laws.
- C. The Chair of any standing committee with the exception of the Executive Committee, at his/ her discretion, may appoint board and non-board members to serve on the committee except as otherwise provided in these By-Laws.
- D. Non-board committee members shall serve for a two-year term from their appointment date. Terms are renewable for additional two-year periods at the discretion of the committee chairperson or appointing authority. [Employees of CareerSource Pinellas may not serve as members of a committee.](#)

Commented [GR3]: Sec. 14.c. DEO Agreement

SECTION 4 – Executive Committee Membership, Duties and Responsibilities

CareerSource Pinellas shall have an Executive Committee consisting of the Officers, the Chairs of the Standing Committees, Past Chair, and up to five at-large members appointed by the Chairperson.

The Executive Committee may meet; (i) only in months when the full Board of Directors does not meet and time is of the essence in taking any action; (ii) in emergency situations where the failure to act would result in irreparable harm to persons or workforce program continuity, and the full Board of Directors cannot be convened. The Executive Committee shall have and exercise the authority of the Board of Directors in the governance of the affairs of CareerSource Pinellas with the exception of (i) adopting, repealing, or amending the Articles, the Interlocal Agreement or these By-Laws; (ii) approval or modification of the annual budget; (iii) approval or amendment of the 4 year or other plans required by the WIOA; (iv) acquisition or conveyance of real estate; (v) pledging, mortgaging, or encumbering real property, or pledging or encumbering personal property other than in the ordinary course of business for expenditures included in the line item budget and/or pre-approved by the Board of Directors; (vi) staff pay or compensation plans; (vii) approval or amendment of the [GSPIN-CareerSource Pinellas](#) administrative code/governing policies, including purchasing and financial policies; (viii) approval of the annual financial audit and responses thereto, as well as the early termination of the audit firm; (ix) hiring, disciplining, and discharging the Chief Executive Official/executive director and legal counsel.

Any items approved by the Executive Committee will appear as consent agenda items at the next meeting of the full Board of Directors. Such consent agenda items will be distributed to board members at least 72 hours prior to the Board meeting date and time.

Delegation of authority to the Executive Committee shall not relieve the Board of Directors or any individual Director of any responsibility imposed on it, or him or her, by the By-Laws or by any applicable law.

The Executive Committee shall also be responsible for planning, conducting and/or recommending Board Member development or in-service activities.

SECTION 5 – One Stop Committee Membership, Duties and Responsibilities

The One Stop Committee shall be chaired by a Board Member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the committee by the One Stop Committee Chair. The One Stop Committee shall be responsible for advising the Board of Directors on matters related to the following committee areas of oversight:

- Providing assistance with planning, operational and other issues relating to the one-stop delivery system;
- Providing assistance with planning, operational, and other issues relating to the provision of services to youth;
- Providing assistance with planning, operational and other issues relating to the provision of services to individuals with disabilities;
- Reviewing the plans and services of other agencies and one-stop partners with the intent to improve coordination of services;
- Reviewing customer survey feedback to ensure customer input is made part of the plan of service;
- Reviewing the enrollment and training of individuals under the Workforce Investment Act;
- Reviewing the services delivered to welfare transition customers;
- Reviewing services and programs delivered to recognized target groups;
- Reviewing the operation and performance of any grants or other funding received;
- Reviewing periodic reports on performance in accordance with the committee's annual strategic plan; and
- Planning for future changes and improvements to the one-stop system.

SECTION 6 – Workforce Solutions Committee Membership, Duties and Responsibilities

The Workforce Solutions Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Workforce Solutions Committee Chair. The Workforce Solutions Committee shall be responsible for assisting Board members in actively participating in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities, by engaging in the following activities:

Commented [GR4]: 20 CFR 679.310(6) require the bylaws to address: The process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

- Reviewing and recommending approval of the services and programs delivered to employers;
- Reviewing and recommending approval of training vendor applications and other actions pertaining to training vendors;
- Reviewing periodic training vendor performance reports;
- Reviewing the region's activities related to targeted industries;
- Creating and maintaining the regional targeted occupations list; and
- Reviewing and recommending approval of the Board's partnerships with economic development organizations and other business associations in accordance with the committee's annual strategic plan.

SECTION 7 – Finance Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Treasurer, and shall consist of those members deemed appropriate and appointed to the Committee by the Treasurer. The Finance Committee shall be the Committee of the Board charged with oversight responsibilities regarding the fiscal affairs of the Agency. The Committee's responsibilities shall include, but are not limited to:

- Reviewing a draft of the annual budget and submitting the tentative annual budget, along with a recommendation, to the Board of Directors for action;
- Reviewing and recommending approval of all subsequent modifications to the budget;
- Reviewing the annual audit and accompanying management letters with agency responses and forwarding any recommendations to the Board of Directors;
- Providing financial oversight through review of financial monitoring reports and forwarding any recommendations to the Board of Directors;
- Reviewing the agency's periodic financial statements and report on the organizations financial status at each meeting of the of the Board of Directors and of the Executive Committee; and
- Serving on procurement review panels at the request of the Chief Executive Official/executive director and/or CFO/finance director.

SECTION 8 – Audit Committee Membership, Duties and Responsibilities

The Audit Committee shall consist of the County Commissioner serving as the Vice-Chair on the [CareerSource Pinellas](#) Board of Directors, two members appointed by the Board of County Commissioners, the Chair of the CareerSource Pinellas Board of Directors, and the CareerSource Pinellas Treasurer. No staff member of either the County or [GSPIN-CareerSource Pinellas](#) shall serve on the Audit Committee, but may serve as staff to the Committee. [GSPIN's-CareerSource Pinellas'](#) Finance Director shall serve as primary staff to the Audit Committee. The Audit Committee shall be responsible for:

- Making recommendations to the Board of Directors on the selection of an independent auditor, including terms of engagement and compensation;
- Overseeing the annual audit of any and all programs operated by CareerSource Pinellas in compliance with OMB Circular A-133, including approving annual audit plans;
- Reviewing the annual ~~Financial~~financial audit and recommending responses to any adverse findings thereto to the Board of Directors;
- Authorizing and procuring Performance audits ~~or Compliance audits~~ as defined by Sec 11.45, Florida Statutes, to be performed by independent firms or the Division of Inspector General, Clerk of the Circuit Court and Controller, subject to ratification by the Board of Directors;
- Reviewing audits and reports on the monitoring of activities, operations and expenditures under the programs operated by CareerSource Pinellas and reporting findings and making recommendations on corrective actions to the Board of Directors;
- Reviewing such other interim or annual reviews and reports, whether conducted by an audit firm, entities expert in evaluation and/or monitoring of CareerSource Pinellas programs or county staff as determined by the Audit Committee and reporting findings and making recommendations on corrective actions to the Board of Directors.

SECTION 9 – Ad-Hoc Nominating Committee Duties and Responsibilities

The Chair of CareerSource Pinellas shall appoint the Chair and members of the ad-hoc Nominating Committee from among the membership of the Board. The Vice Chair and Chair Elect shall serve as members of the Committee. The responsibilities of The Nominating Committee shall include:

- Meeting prior to the fourth quarterly or annual board meeting to select a slate of Officers to be presented to the CareerSource Pinellas Board at the annual meeting; and
- May advise the Chair Elect on appropriate candidates for Executive Committee membership and Committee chairs.

SECTION 10 – Ad Hoc Compensation Committee Membership, Duties and Responsibilities

The Compensation Committee shall be chaired by a Board member appointed by the Board Chair and shall consist of those members deemed appropriate and appointed to the Committee by the Compensation Committee Chair. The Compensation Committee shall, ~~except as provided for by Section 12 below,~~ be responsible for:

- Reviewing and evaluating employee performance review process;
- Reviewing, evaluating and making recommendations to the Board of Directors relating to the approval of employee pay and compensation plans;

- Reviewing and evaluating employee benefits programs and making recommendations to the Board of Directors relating to the approval of these programs;
- Evaluating and approving training policies to ensure that employees meet the necessary requirements under the Workforce Investment and Opportunity Act;
- Providing assistance with planning, operational and other issues relating to the provision of fair labor practices in the workplace; and
- Meeting at least annually and reporting findings and recommendations to the Board of Directors at the annual meeting.

SECTION 11 - Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee Membership, Duties and Responsibilities

The Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee shall be constituted, beginning in 2019 and not less than every calendar year, or whenever there is a vacancy for the CareerSource Pinellas executive director or legal counsel positions. The Committee shall consist of five members, including the Board of County Commissioner’s member serving as the Vice-Chair, the CareerSource Pinellas Chair, Pinellas County Economic Development Department Board Member, the local elected official member, and one member appointed by the Chair. The Chair shall designate the chair of the Committee. ~~CSPIN~~CareerSource Pinellas and County staff may serve as staff to this Committee.

The Committee shall, subject to the final approval of the Board of Directors, be responsible for:

- Not less than once every calendar year, reviewing the performance and compensation of the executive director and the legal counsel;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising the executive director qualifications and job description;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising and the legal counsel qualifications and terms of engagement or employment;
- Establishing the recruitment process for the Chief Executive Official/Executive Director or legal counsel positions; and
- Screening and ranking applications for the executive director position and proposals or applications for legal counsel for submittal to the Board of Directors for ~~final~~ approval and hiring, subject to the approval of the Pinellas County Board of County Commissioners.

ARTICLE VII - MEETINGS

SECTION 1 – Notice, Minutes, etc.

- A. Regular meetings of [CareerSource Pinellas](#) the Board and Committees of the Board shall be held at a place to be determined by the members, at such times and as often as they may deem necessary.
- B. The Chief Executive Official/executive director or his/her designee shall send written notice of each Board and Committee meeting to the members at such times and as often as they may deem necessary.
- C. The public shall be informed of Board and Committee meetings through notice(s), which shall state the purpose of the meeting, the time and the place. Special meeting notices shall state the purpose of the meeting and whether it has been called by the Chair or by petition.
- D. All Board and Committee meetings shall be subject to the Sunshine and Open Meeting Laws of the State of Florida.
- E. The Board and committees may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of the telecommunications meeting and reasonable access to observe and, when appropriate, participate. ~~The CareerSource Board may allow one or more members to participate in Board and Committee meetings by telephone or other types of communications technology in accordance with state law and provided that access be given to the public at such meetings through the use of such devices as a speaker telephone that would allow the absent member or members to participate in discussions to be heard by other board members and the public to hear discussions taking place during the meeting.~~
- D. Special meetings of members may be called at any time by the CareerSource Pinellas Chair or by a petition signed by not less than twenty-five percent (25%) of the membership of the CareerSource Pinellas Board, setting forth the reason for calling such a meeting.
- E. CareerSource Pinellas committees shall meet at the call of the Committee Chair, the Committee Vice Chair or the CareerSource Pinellas Board Chair.
- F. Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee regular meeting as appropriate. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

SECTION 2 – Limitation on Participation

Participation in Board meetings and Executive Committee meetings shall be limited to members of the Board, Committees and staff with the following exceptions:

- A. Regularly scheduled agenda items that call for reports or participation by non- members.

- B. A time shall be set on the agenda for the receipt of public comment.

SECTION 3 – Parliamentary Procedures

When parliamentary procedures are not covered by these ~~By-Laws~~ laws, Robert's Rules of Order, Revised, shall prevail.

ARTICLE VIII – QUORUM AND VOTING

SECTION 1 – Quorum

- A. A quorum of the Board shall consist of forty percent (40%) plus one of the Board membership.
- B. A quorum of the Executive Committee, the Finance Committee, and the Ad Hoc Executive Director and Legal Counsel Selection Committee shall consist of forty percent (40%) plus one of the Committee members.
- C. Except for the above Committees, the number of Committee Members present for a committee meeting shall constitute a quorum for the purpose of conducting the business of the Committee.
- D. Board members participating by telephone or other types of communications technology will be included as part of the quorum as a quorum does not have to be physically present to conduct business.

SECTION 2 – Voting and Related Party Contracts

- A. Any action that may be taken by the ~~CareerSource Pinellas~~ Board of Directors or a committee of the Board shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the members in attendance at a meeting where a quorum has been established.
- B. Each member of the CareerSource Pinellas Board of Directors shall have one (1) vote when present at a meeting of the Board, whether in person or by phone or other type of communication technology. Members may not vote by proxy.
- C. Voting privileges of non-board members selected to serve on a committee are limited to that committee.
- ~~D. A member of the Board who is present, either in person or by other communication means, at a meeting of the Board or a committee of the Board at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent is declared and entered in the minutes of the meeting~~
- E. When an issue presents a possible conflict of interest to a member, said member shall disclose the conflict of interest and shall abstain from voting on said issue. ~~A conflict of interest is any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents, or any matter which would~~

~~financially benefit such member or any organization such member represents.~~

- F. Contracts awarded to members of the ~~CareerSource Pinellas~~ Board of Directors shall require a 2/3 affirmative vote of the quorum in attendance at the Board meeting.
- G. A Board member acting as presiding Officer at a meeting of the Board or a Committee of the Board held pursuant to these By-Laws shall be entitled to vote on the same basis as if not acting as the presiding Officer.
- H. Any item considered, voted on and approved by a committee of the ~~CareerSource Pinellas~~ Board of Directors, excluding approval of meeting minutes and adjournment of meeting, shall be brought forth to the Board of Directors for consideration at its next meeting.

SECTION 3 – Consent Agenda

As soon as practicable following a meeting of the Executive Committee, minutes of the meeting shall be transmitted to Members of the Board of Directors. All actions of the Executive Committee are to be brought before the full board as a consent agenda at their next scheduled meeting. Consent agenda items are to be distributed to the full board at least 72 hours prior to the board meeting date and time.

ARTICLE IX - AMENDMENTS

These By-Laws may be amended or replaced by vote of the CareerSource Pinellas Board, subject to approval by the Pinellas County Board of County Commissioners. Action by the CareerSource Pinellas board shall be by an affirmative vote of two-thirds of the membership of the CareerSource Pinellas Board, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than seven (7) business days prior to the meeting at which such amendment or repeal is acted upon.

ARTICLE X - GENERAL PROVISIONS

Nothing in these By-Laws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations or the units of the local elected officials or governments party to the consortium agreement.

ARTICLE XI - INDEMNIFICATION

SECTION 1 – Indemnification of Board Members

CareerSource Pinellas, Inc. may indemnify any CareerSource Pinellas Board Director, Officer, or former CareerSource Pinellas Board Director or Officer in accordance with and as limited by Chapters 607 and 617 Florida Statutes.

SECTION 2 – Indemnification Insurance

CareerSource Pinellas and the Pinellas County Board of County Commissioners shall have the power to purchase and maintain insurance sufficient to meet this Article's indemnification provisions.

ARTICLE XII - ENACTMENT PROVISION

Pursuant to 20 C.F.R. 679.310(g), these ~~By-L~~aws shall become effective after approval by the Pinellas County Board of County Commissioners acting as the Chief Elected Official.

These amended By-Laws were adopted as of this July 23, 2019.

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X. Open Discussion



XI. Adjournment