



February 23, 2021 - 10:00 a.m.

Virtual Zoom Meeting

*Join via Zoom – Meeting ID: 338 034 9468

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Finance Committee Agenda

- I. **Welcome and Introductions**.....Dr. Rebecca Sarlo, Chair
- II. **Public Comments**
- III. **Action/Discussion Items**
 - 1. Approval of Minutes – October 27, 2021.....Page 1
 - 2. RFP Issuance for Office Imaging and Copiers.....Page 8
 - 3. Contract Amendment for vCIO.....Page 9
 - 4. WorkNet 401(k) Plan Trustee.....Page 10
- IV. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)
- V. **Information Items**
 - 1. December 31, 2021, Financial Statements.....Page 11
 - a. Statement of Activities: Current Year vs. Prior Year.....Page 15
 - b. Statement of Activities: Current Year vs. Budget.....Page 18
 - c. Cost Allocation/Expenditure Report for PE 12/31/2021.....Page 21
 - d. Pooled Cost Expenditure Report for PE 12/31/2021.....Page 22
 - e. Grant Status Report.....Page 23
- VI. **Open Discussion**
- VI. **Adjournment**

Next Finance Committee Meeting – April 27, 2022

**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.*





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 October 27, 2021, meeting of the Finance Committee have been prepared and are enclosed.

RECOMMENDATION

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

**CareerSource Pinellas
Finance Committee Minutes**

Date: October 27, 2021 – 10:00 A.M.
Location: Virtual Zoom Meeting

Call to Order

Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 10:01 am. There was a quorum present with the following members participating.

Committee Members in attendance

Barclay Harless, David Fetkenher, Dr. Rebecca Sarlo, Jack Geller

Committee Members Absent

Amy Van Ness

Staff Present

Jennifer Brackney, Steven Meier, Leah Geis

Public Comments – None

Action Items

Action Item 1 – Approval of Minutes

The minutes of June 30, 2021, Finance Committee Meeting were presented for approval.

Motion: David Fetkenher
Second: Barclay Harless

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

Action Item 2 – Contract Award for IT Services

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

Results of review:

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

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

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

Recommendation

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

Discussion: None

Motion: Barclay Harless
Second: Jack Geller

The Finance Committee made a motion for approval to enter into contract negotiations and award a contract for the provision of IT Services with Link Tech Computer Services, LLC, for a one-year term commencing January 1, 2022, with up to three one-year renewals. The annual contract amount in the first year will not exceed \$225,000, with 5% maximum annual cost-of-living adjustments, plus \$18,000 for one-time onboarding fees. The motion carried unanimously. There was no further discussion.

Action Item 3 – Contract Amendment for vCIO

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

2020 IT Accomplishments

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

2021 IT Strategic Goals

- Install new and improved firewalls
- Procure and install new network switches
- Continue cloud migration by moving file services
- Proactively work with CSP business leaders to provide IT solutions
- Issue RFP for IT services and manage transition to new manage service provider

Recommendation

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

Discussion: None

Motion: David Fetkenher

Second: Jack Geller

The Finance Committee made a motion for approval to amend contract for Securance LLC, for an additional amount of \$45,000, with total not to exceed \$106,600 through June 30, 2022. The motion carried unanimously. There was no further discussion.

Action Item 4 – Fiscal Year 2021-2022: Budget Modification No. 1

REVENUE:

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

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

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

Welfare Transition:

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

Employment Services

- Recovery Navigator - \$102,000 – to spend this year
 - New grant awarded from DEO

YouthBuild – Department of Labor

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

EXPENSES:

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

Personnel Expenses

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

Program Expenses

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

Professional Fees

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

Occupancy

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

License, Dues and Other Fees

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

Recommendation

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

Discussion: None

Motion: Barclay Harless
Second: Jack Geller

The Finance Committee made a motion for approval to amendment revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously. There was no further discussion.

Action Item 5 – Contract Amendment with Gray|Robinson – Governmental Relations Service

BACKGROUND

There has been a considerable amount of legislative activity regarding workforce-related programs and services. Representation during upcoming legislative sessions continues to be a priority with a partner taking a laser-focused approach on behalf of CareerSource Pinellas and our region's unique position.

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

By continuing to work with Mr. Carmody, we will have a voice in the discussions; one that is both focused on CareerSource Pinellas and the region while partnering on behalf of the workforce system in Florida.

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose. The current contract was for a flat fee of \$25,000 broken out into five monthly payments through August 31, 2021. Through the end of August 2021, the organization expended \$20,225 for government relations services.

Recommendation

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

Discussion: Barclay Harless recommended acquiring a formal RFP in the future for due diligence considering everything currently up in the air in Tallahassee in regards to CareerSource.

Motion: Barclay Harless
Second: Jack Geller

The Finance Committee made a motion for approval to amend the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 and re-engage and expand the scope of services to include Governmental Relations for CareerSource Pinellas through June 30, 2022. The motion carried unanimously. There was no further discussion.

Other Administrative Matters: There were no other administrative matters.

Information Item 1- August 31, 2021, Financial Statements

Actual Year-To-Date Results compared to Prior Year

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

Actual YTD Results compared to Year-to-Date Budget

- Surplus for the month-ended of \$2,226 compared to a budgeted surplus of \$7,467.
- Federal grant revenue higher than budget due to Welfare Transition Summer Youth Program.
- Personnel costs behind budget due to change in the mix of positions.
- Service Provider Contract (with Pinellas Education Foundation) spending behind budget.
- On-the-Job Training expenses of almost \$156,000 higher than budget; represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of almost \$63,000 represents wages paid related to COVID dislocated worker grant; higher than budget by almost \$43,000.
- Training behind budget by about \$46,000.
- Contract Labor over budget due to teachers' wages associated with summer youth program, administrative assistant position on a contract-to-hire basis, and more time required by vCIO to manage IT strategic initiatives.
- Contract IT Services slightly higher than budget due to timing of SharePoint and One-Drive migration.
- Repairs and maintenance unfavorable spending; represents painting of St. Petersburg career center.

Discussion: Barclay Harless asked if we thought we will be able to fully utilize the new grants we have acquired within the allotted time frame. Jennifer Brackney stated yes, she does believe so. CareerSource Pinellas just hired a Recovery Navigator to oversee this process.

Information Item 2 – Migration of Career Center Kiosk System to Employ Florida – Procurement of VOSGreeter Module PY’2021-2022

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

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

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

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

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

Open Discussion – None

Adjournment

Dr. Rebecca Sarlo entertained a motion to adjourn the meeting. Jack Geller made a motion, and Barclay Harless seconded the motion. The meeting was adjourned at approximately 10:36 am.



Action Item 2

RFP Issuance – Office Imaging and Copiers

INFORMATION

CareerSource Pinellas currently contracts with DEX Imaging for its office copier and imaging needs. The current agreement was signed on September 20, 2017, and expires on October 1, 2022. CareerSource Pinellas currently leases 15 Kyocera copiers for all the company's locations. The current monthly lease charge is \$2,933.56 and average monthly usage charges for 2021 were \$931. The total cost for 2021 for copiers was \$42,516.

RECOMMENDATION

Approval of the issuance of a Request for Proposal for the provision of Office Imaging and Copiers.



Action Item 3

Contract Amendment

Virtual Chief Information Officer

The Board approved the hiring of a virtual Chief Information Officer (CIO) to act as the central point of contact for information technology services at the July 15, 2020. Board meeting. Securance, LLC, was hired effective July 30, 2020, for a period of one year unless terminated, or extended, by mutual written agreement by both parties. The contract was extended through June 30, 2022, for a total amount of \$161,200 and extended again in November for \$45,000 for a total amount not to exceed \$206,200. Through January 31, 2022, CareerSource Pinellas has expended \$176,400 to-date. The migration of shared drives and home drives to SharePoint and One Drive, the transition of ATLAS to Employ Florida and the transition to a new IT provider has resulted in more time than expected to manage these projects. As a result, funds will be extinguished over the next couple of months.

2020 IT Accomplishments

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

2021 Accomplishments

- Install new and improved firewalls
- Procure and install new network switches
- Continued cloud migration by moving file services
- Proactively worked with CSP business leaders to provide IT solutions
- Issued RFP for IT services

2022 Accomplishments

- Managed transition to new IT service provider
- Manage transition of ATLAS to Employ Florida

Recommendation:

Approval to amend contract for Securance LLC, through June 30, 2022, for an additional amount of \$40,000, with total not to exceed \$246,200 for two-year period.



Action Item 4

401K Trustee

The former Chief Executive Officer of CareerSource Pinellas was the Trustee of the WorkNet Pinellas, Inc. 401(k) Plan. With her resignation effective February 11, 2022, it is appropriate to name a new Trustee for the Plan. Trustees of retirement plans are fiduciaries. A fiduciary is a person who owes a duty of care and trust to another and must act primarily for the benefit of the other in a particular activity. For retirement plans, the law defines the actions that result in fiduciary duties and the extent of those duties.

Fiduciaries are in a position of trust with respect to the participants and beneficiaries in the plan. A fiduciary's responsibilities include:

- acting solely in the interest of the participants and their beneficiaries;
- acting for the exclusive purpose of providing benefits to workers participating in the plan and their beneficiaries, and defraying reasonable expenses of the plan;
- carrying out duties with the care, skill, prudence and diligence of a prudent person familiar with the matters;
- following the plan documents; and
- diversifying plan investments.

Our 401(k) broker, HUB International, handles some of the fiduciary functions for the plan.

Recommendation:

Approve Steven Meier, Interim CEO, as Trustee of the WorkNet Pinellas, Inc. 401(k) Plan.



INFORMATION ITEM 1

December 31, 2021 Financial Statements

- a) Statement of Activities: Current Year vs. Prior Year**
- b) Statement of Activities: Current Year vs. Budget Mod 2**
- c) Cost Allocation/Expenditure Report for PE 12.31.21**
- d) Pooled Cost Expenditure Report for PE 12.31.21**
- e) Grant Status Report**



**CareerSource Pinellas
Financial Summary
For the Six Months Ended December 31, 2021**

Actual Year-To-Date Results compared to Prior Year

- **Deficit for the six-months ended of \$<2,413> compared to surplus of \$82,510 last year.** Decrease resulted from lower Ticket-to-Work revenue this year (\$44,000), increased lobbying expenses (\$15,000), payment of annual Florida Workforce Development Association dues (\$4,250) which are all unrestricted items and temporarily recording \$16,484 of SNAP expenses from December to unrestricted due to delay in funding from DEO.
- Grant revenue:
 - Federal Grant Revenue was \$119,000 higher this year; driven by Welfare Transition Summer Youth Program (increase of \$311,000) and Training and Work-based initiatives for COVID Dislocated Worker grant (\$232,000) offset by lower WIOA Dislocated Worker training (\$321,000) and lower SNAP funding from DEO (\$104,000).
 - Local Grant Revenue is \$228,000 lower; last year Pinellas County CARES grant
- Personnel expenses were lower (3%) than prior year due to continued staffing issues within the organization.

Program Expenses

- On-the-Job Training expenses of \$170,000; \$166,000 represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of \$172,000 represents wages and fees paid related to COVID dislocated worker grant; \$78,000 higher than last year (\$94,000 represented CARES funding???)
- Youth Stipends this year comprise milestone and attendance payments to YouthBuild students (\$10,300) and summer youth participants (\$2,800)
- Customer training is about \$445,000 lower this year as enrollments are down with more people back to work.
- Internal monitoring is \$34,000 higher this year representing Taylor Hall's second compliance review that occurred in August.
- Service Provider expenses are \$33,000 lower this year due to timing.



**CareerSource Pinellas
Financial Summary
For the Six Months Ended December 31, 2021**

Actual Year-To-Date Results compared to Prior Year (continued)

Professional Fees

- Accounting/Audit Fees are \$25,000 higher this year due to timing and billing of the annual audit.
- Legal Fees are \$33,000 higher this year due to attorney fees associated with whistle-blower complaints, attorney's involvement in special board meeting and more HR issues this year.
- Lobbying/Government Relations is higher this year (\$15,000) due to contracting with GrayRobinson for services.
- Contract Labor is almost \$63,000 higher this year; teachers' wages associated with summer youth program (\$18,000), virtual CIO expenses (\$35,000) and administrative assistant (\$25,000) in contract-to-hire position are all higher this year. Offset by lower HR Consulting expenses (\$10,000)
- Increase in Contract IT services attributable to SharePoint and One-Drive data migration.

Other

- Repairs and maintenance this year represents painting of the St. Petersburg career center.
- Equipment under \$5,000 is significantly down from prior year as prior year included upgrade of fifty workstations.
- Out-of-Town Travel higher this year (\$13,235) due to attendance at Florida Workforce Summit and other out-of-town training and meetings as there were none in 2020 due to pandemic.



**CareerSource Pinellas
Financial Summary
For the Six Months Ended December 31, 2021**

Actual YTD Results compared to Year-to-Date Budget Modification #2

- Deficit for the month ended of \$<2,400> compared to a budgeted surplus of \$38,800; a variance of \$41,300.
 - Ticket to Work Revenue lower by \$16,500
 - Tobacco Free Florida referrals and Sponsorship revenue lower than budgeted (\$3,250)
 - In December, temporarily “transferred” \$16,500 of expenditures from SNAP to unrestricted due to delay in funding from DEO. \$22,000 of funding awarded in January to cover this amount which was “transferred” back to SNAP in January. Still awaiting full award of funds for 2021-2022.
- Federal grant revenue lower than budget predominantly due to lower training expenses (\$419,000) Training Related material (\$31,000), other Program Expenses and Personnel expenses (\$61,000). Kept training budget flat in budget modification to ensure dollars available if training tracks higher the remainder of the fiscal year.
- Contract IT Services higher than budget due expenses associated with migration of data from ATLAS to Employ Florida.
- Legal Fees higher than budget due to additional expenses associated with two whistle blower investigations and HR issues resulting in additional outside counsel resources.

Will prepare budget modification and present at April Finance Committee meeting.

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 12/31/2021
(In Whole Numbers)

		<u>Actual 2021-2022</u>	<u>Actual 2020-2021</u>	<u>Variance</u>
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	4,123,077	4,003,914	119,163
Grant Revenue - Local	3002	0	228,494	(228,494)
Total Grant Revenue		<u>4,123,077</u>	<u>4,232,408</u>	<u>(109,331)</u>
Contributions				
Corporate Revenue	3100	1,725	4,125	(2,400)
Sponsorship Revenue	3101	1,000	0	1,000
Donations	3102	1,000	0	1,000
Total Contributions		<u>3,725</u>	<u>4,125</u>	<u>(400)</u>
Program Revenue				
Ticket to Work Revenue	3103	32,928	77,029	(44,101)
Total Program Revenue		<u>32,928</u>	<u>77,029</u>	<u>(44,101)</u>
Investment Income				
Interest/Dividends	3200	4,665	8,215	(3,550)
Total Investment Income		<u>4,665</u>	<u>8,215</u>	<u>(3,550)</u>
Other Income				
Other Revenues	3300	0	162	(162)
Total Other Income		<u>0</u>	<u>162</u>	<u>(162)</u>
Total Operating Revenue		<u>4,164,395</u>	<u>4,321,938</u>	<u>(157,544)</u>
Total Revenue		<u>4,164,395</u>	<u>4,321,938</u>	<u>(157,544)</u>
Expenditures				
Personnel Expenses				
Salary Expense	5000	1,353,619	1,384,099	30,480
Salary Expense - Benefit Stipend	5005	280,534	304,731	24,196
Payroll Taxes	5050	117,558	112,929	(4,629)
Fringe Benefits (ER Paid)	5060	13,094	16,931	3,837
Retirement	5090	74,535	76,132	1,597
Total Personnel Expenses		<u>1,839,341</u>	<u>1,894,823</u>	<u>55,482</u>
Program Expenses				
Operating Supplies	5303	0	32	32
Food and Beverages	5310	1,035	529	(507)
Communications	5500	46,130	48,842	2,712
Outreach/Marketing	5520	16,560	1,408	(15,152)
Service Provider Contract	8000	201,995	235,347	33,352
One-Stop Operator	8100	16,612	14,904	(1,708)
Internal Monitoring	8200	34,115	0	(34,115)
OJT	8300	170,211	0	(170,211)
Paid Work Experience	8320	4,740	4,523	(217)
DWG Work Experience	8325	171,789	93,834	(77,955)
Workforce Services	8335	25,200	20,800	(4,400)
Youth Stipends	8340	13,105	0	(13,105)
Other Customer Support Services	8341	17,415	11,074	(6,340)
Customer Training	8342	674,321	1,122,152	447,832
Customer Supportive Services	8343	0	3,300	3,300
Licensures	8344	0	(220)	(220)
Training Related Material	8345	24,472	29,991	5,519
Fees/exams/certifications	8346	15,835	17,678	1,842
Total Program Expenses		<u>1,433,536</u>	<u>1,604,194</u>	<u>170,658</u>
Professional Fees				
Accounting/Audit Fees	5100	30,645	5,700	(24,945)

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 12/31/2021
(In Whole Numbers)

		Actual 2021-2022	Actual 2020-2021	Variance
Legal Fees	5101	58,660	25,777	(32,883)
Professional Service	5104	29,339	22,262	(7,078)
Legal (Lobbying)	5105	15,000	0	(15,000)
Contract Labor	5170	111,939	49,368	(62,570)
Contract IT Services	5171	217,718	165,500	(52,218)
Cybersecurity - IT	5172	20,394	27,195	6,801
Total Professional Fees		483,694	295,801	(187,893)
Supplies				
Office Supplies	5302	4,819	13,063	8,244
Postage/Shipping	5307	1,475	(267)	(1,742)
Document Shredding	5308	400	450	50
Total Supplies		6,694	13,247	6,552
Insurance				
Insurance - Commercial Property	5400	3,526	2,437	(1,089)
Insurance - General Liability	5401	40,136	27,737	(12,399)
Insurance - Workers Comp	5403	14,427	12,962	(1,465)
Insurance - Auto	5404	3,804	3,387	(417)
Total Insurance		61,892	46,522	(15,370)
Occupancy				
Office Rent/Lease	5200	127,207	133,434	6,227
Other Leases	5201	1,850	3,970	2,120
Utilities	5202	15,018	16,125	1,107
Repairs & Maintenan	5203	17,895	5,785	(12,110)
Security	5204	234	234	0
Janitorial Expense	5205	20,815	23,488	2,674
Pest Control	5206	1,176	1,151	(25)
Total Occupancy		184,194	184,187	(7)
Office Equipment				
Equipment Rent/Lease	5300	19,114	20,156	1,042
Copy Machine Usage/Maintenance	5301	4,804	3,941	(863)
Comp	5304	60,631	55,370	(5,262)
Software/License/Maintenance				
Equipment < \$5,000	5305	2,389	78,316	75,927
Total Office Equipment		86,939	157,783	70,844
Travel and Meetings				
Travel - Mileage	5540	2,031	718	(1,313)
Travel - Out of Town	5541	13,235	0	(13,235)
Meetings/Conferences	5560	5,187	3,641	(1,546)
Total Travel and Meetings		20,453	4,359	(16,094)
Licenses, Dues and Other Fees				
Staff Training/Education	5052	20,725	9,085	(11,640)
Other Employee expenses	5055	0	155	155
Recruitment	5095	734	794	60
Payroll Processing Fees	5103	3,708	3,788	79
License/Dues & Other Fees	5581	21,767	17,479	(4,288)
401k Administrative Fees	5583	0	4,075	4,075
HRIS Administrative Fees	5584	2,582	2,627	45
Total Licenses, Dues and Other Fees		49,516	38,003	(11,513)
Miscellaneous				
Bank Fees	5102	318	144	(174)
Other Expense	5700	0	9	9
Vehicle Expenses	5701	230	358	127
Total Miscellaneous		548	510	(38)

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 12/31/2021
(In Whole Numbers)

	<u>Actual 2021-2022</u>	<u>Actual 2020-2021</u>	<u>Variance</u>
Total Expenditures	<u>4,166,807</u>	<u>4,239,428</u>	<u>72,620</u>
Net Revenue over (under) Expenditures	<u>(2,413)</u>	<u>82,510</u>	<u>(84,923)</u>

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 12/31/2021
(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
Revenue						
Operating Revenue						
Grant Revenue						
Grant Revenue - Federal	3000	4,123,077	4,734,133	(611,056)	9,630,448	(5,507,371)
Total Grant Revenue		4,123,077	4,734,133	(611,056)	9,630,448	(5,507,371)
Contributions						
Corporate Revenue	3100	1,725	4,225	(2,500)	11,500	(9,775)
Sponsorship Revenue	3101	1,000	1,750	(750)	3,000	(2,000)
Donations	3102	1,000	1,000	0	1,000	0
Total Contributions		3,725	6,975	(3,250)	15,500	(11,775)
Program Revenue						
Ticket to Work Revenue	3103	32,928	49,464	(16,536)	108,000	(75,072)
Total Program Revenue		32,928	49,464	(16,536)	108,000	(75,072)
Investment Income						
Interest/Dividends	3200	4,665	5,472	(807)	12,000	(7,335)
Total Investment Income		4,665	5,472	(807)	12,000	(7,335)
Total Operating Revenue		4,164,395	4,796,044	(631,649)	9,765,948	(5,601,553)
Total Revenue		4,164,395	4,796,044	(631,649)	9,765,948	(5,601,553)
Expenditures						
Personnel Expenses						
Salary Expense	5000	1,353,619	1,392,443	38,824	2,782,169	1,428,550
Salary Expense - Benefit Stipend	5005	280,534	288,034	7,500	610,098	329,564
Payroll Taxes	5050	117,558	125,513	7,955	277,103	159,545
Fringe Benefits (ER Paid)	5060	13,094	20,214	7,120	40,428	27,334
Retirement	5090	74,535	73,970	(565)	146,147	71,612
Total Personnel Expenses		1,839,341	1,900,174	60,833	3,855,945	2,016,604
Program Expenses						
Operating Supplies	5303	0	900	900	1,750	1,750
Food and Beverages	5310	1,035	1,034	(1)	2,200	1,165
Communications	5500	46,130	48,972	2,842	97,944	51,814
Outreach/Marketing	5520	16,560	18,200	1,640	55,650	39,090
Service Provider Contract	8000	201,995	233,046	31,051	475,000	273,005
One-Stop Operator	8100	16,612	21,000	4,388	42,000	25,388
Internal Monitoring	8200	34,115	32,500	(1,615)	65,000	30,885
OJT	8300	170,211	181,312	11,101	511,312	341,101
Paid Work Experience	8320	4,740	12,857	8,117	90,000	85,260
DWG Work Experience	8325	171,789	130,897	(40,892)	130,897	(40,892)

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 12/31/2021
(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
Apprenticeships	8330	0	20,000	20,000	50,000	50,000
Workforce Services	8335	25,200	28,800	3,600	67,200	42,000
Youth Stipends	8340	13,105	20,561	7,456	38,061	24,956
Other Customer Support Services	8341	17,415	12,060	(5,355)	24,120	6,705
Customer Training	8342	674,321	1,093,290	418,969	2,166,305	1,491,985
Customer Supportive Services	8343	0	14,675	14,675	55,175	55,175
Training Related Material	8345	24,472	55,920	31,448	111,840	87,368
Fees/exams/certifications	8346	15,835	20,270	4,435	40,540	24,705
Total Program Expenses		1,433,536	1,946,294	512,758	4,024,995	2,591,459
Professional Fees						
Accounting/Audit Fees	5100	30,645	33,645	3,000	36,145	5,500
Legal Fees	5101	58,660	44,750	(13,910)	74,750	16,091
Professional Service	5104	29,339	31,836	2,497	71,942	42,603
Legal (Lobbying)	5105	15,000	15,000	0	35,000	20,000
Contract Labor	5170	111,939	118,543	6,604	254,443	142,504
Contract IT Services	5171	217,718	186,650	(31,068)	320,600	102,882
Cybersecurity - IT	5172	20,394	20,394	0	41,643	21,249
Total Professional Fees		483,694	450,818	(32,876)	834,523	350,829
Supplies						
Office Supplies	5302	4,819	9,594	4,775	19,840	15,021
Postage/Shipping	5307	1,475	3,120	1,645	6,240	4,765
Document Shredding	5308	400	475	75	950	550
Total Supplies		6,694	13,189	6,495	27,030	20,336
Insurance						
Insurance - Commercial Property	5400	3,526	2,646	(880)	5,300	1,774
Insurance - General Liability	5401	40,136	34,529	(5,607)	69,087	28,951
Insurance - Workers Comp	5403	14,427	27,431	13,004	54,211	39,784
Insurance - Auto	5404	3,804	3,798	(6)	7,600	3,796
Total Insurance		61,892	68,404	6,512	136,198	74,306
Occupancy						
Office Rent/Lease	5200	127,207	137,547	10,340	257,397	130,190
Other Leases	5201	1,850	4,500	2,650	9,000	7,150
Utilities	5202	15,018	17,400	2,382	33,100	18,082
Repairs & Maintenan	5203	17,895	18,660	765	20,310	2,415
Security	5204	234	234	0	88,468	88,234
Janitorial Expense	5205	20,815	23,580	2,765	44,310	23,495
Pest Control	5206	1,176	1,158	(18)	2,316	1,140
Total Occupancy		184,194	203,079	18,885	454,901	270,707

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 12/31/2021
(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
Office Equipment						
Equipment Rent/Lease	5300	19,114	18,198	(916)	36,396	17,282
Copy Machine Usage/Maintenance	5301	4,804	4,830	26	9,660	4,856
Comp Software/License/Maintenance	5304	60,631	58,760	(1,871)	98,327	37,696
Equipment < \$5,000	5305	<u>2,389</u>	<u>11,000</u>	<u>8,611</u>	<u>22,000</u>	<u>19,611</u>
Total Office Equipment		86,939	92,788	5,849	166,383	79,444
Travel and Meetings						
Travel - Mileage	5540	2,031	7,564	5,533	17,180	15,149
Travel - Out of Town	5541	13,235	13,600	365	34,200	20,965
Meetings/Conferences	5560	<u>5,187</u>	<u>4,650</u>	<u>(537)</u>	<u>13,600</u>	<u>8,413</u>
Total Travel and Meetings		20,453	25,814	5,361	64,980	44,527
Licenses, Dues and Other Fees						
Staff Training/Education	5052	20,725	24,475	3,750	28,375	7,650
Recruitment	5095	734	1,500	766	3,000	2,266
Payroll Processing Fees	5103	3,708	4,590	882	9,530	5,822
License/Dues & Other Fees	5581	21,767	21,522	(245)	48,584	26,817
FSA Administrative Expenses	5582	0	300	300	600	600
401k Administrative Fees	5583	0	0	0	5,400	5,400
HRIS Administrative Fees	5584	<u>2,582</u>	<u>2,700</u>	<u>118</u>	<u>5,400</u>	<u>2,818</u>
Total Licenses, Dues and Other Fees		49,516	55,087	5,571	100,889	51,373
Amortization and Depreciation						
Depreciation Expense	5901	<u>0</u>	<u>0</u>	<u>0</u>	<u>22,769</u>	<u>22,769</u>
Total Amortization and Depreciation		0	0	0	22,769	22,769
Miscellaneous						
Bank Fees	5102	318	240	(78)	480	162
Vehicle Expenses	5701	<u>230</u>	<u>1,280</u>	<u>1,050</u>	<u>2,330</u>	<u>2,100</u>
Total Miscellaneous		548	1,520	972	2,810	2,262
Total Expenditures		<u>4,166,807</u>	<u>4,757,167</u>	<u>590,360</u>	<u>9,691,423</u>	<u>5,524,616</u>
Net Revenue over (under) Expenditures		<u>(2,413)</u>	<u>38,877</u>	<u>(41,290)</u>	<u>74,525</u>	<u>(76,938)</u>



**CareerSource Pinellas
Cost Allocation/Expenditure Report
For the Six Months Ended December 31, 2021**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Original 2021-2022 Planning Budget	4,978,096	1,138,000	2,153,714	280,000	186,000	384,975	9,120,785
Approved Budget Modification #1	(63,936)	102,000	531,574	-	-	(124,000)	445,638
Approved Budget Modification #2	100,000	-	-	-	-	25,000	125,000
Approved 2021-2022 Planning Budget	5,014,160	1,240,000	2,685,288	280,000	186,000	285,975	9,691,423
Expenditures to Date:							
Pooled Costs							
Administrative	213,213	73,358	159,066	16,060	2,024	25,200	488,921
MIS\Technology	5,622	69,803	25,522	-	2,960	-	103,907
Outreach and Marketing	3,593	33,610	16,058	-	1,602	-	54,863
Staff Training and Development	1,662	9,960	5,391	-	537	-	17,550
One-Stop Cost Pool	10,157	95,428	44,490	-	2,884	-	152,959
Program Management	114,764	66,888	183,057	17,788	2	-	382,499
Business Services	190,735	19,221	139,714	-	-	-	349,670
Indirect Program	22,299	7,285	16,115	1,611	169	2,228	49,707
Total Pooled Costs	562,045	375,553	589,413	35,459	10,178	27,428	1,600,076
	28%	65%	47%	29%	46%	14%	38%
Direct Costs							
Personnel Expenses	274,175	73,094	386,960	82,073	28	102,922	919,252
Service Provider Contracts	199,433	-	2,562	-	-	-	201,995
Workbased Learning Initiatives	180,328	-	166,312	-	-	100	346,740
Training and Support Services	701,597	17,255	21,019	1,366	9,043	11,668	761,948
Other Direct Operating Costs	68,521	115,197	98,200	4,790	2,799	47,289	336,796
Total Direct Costs	1,424,054	205,546	675,053	88,229	11,870	161,979	2,566,731
	72%	35%	53%	71%	54%	86%	62%
Total Costs	1,986,099	581,099	1,264,466	123,688	22,048	189,407	4,166,807
Unexpended Budget Balance	3,028,061	658,901	1,420,822	156,312	163,952	96,568	5,524,616
Percentage of Budget Expended	39.6%	46.9%	47.1%	44.2%	11.9%	66.2%	43.0%



CareerSource Pinellas
Pooled Cost Expenditure Report
For the Six Months Ended December 31, 2021

Expenditure	Admin	MIS/Tech Cost Pool	Outreach & Marketing Cost Pool	Staff Training Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Program Indirect	Total
Salary Expense	246,174	-	-	-	-	204,415	220,320	33,603	704,512
Salary Expense - Benefit Stipend	23,441	-	-	-	-	45,589	48,166	2,375	119,571
Payroll Taxes	16,406	-	-	-	-	16,272	20,776	1,196	54,650
Fringe Benefits (ER Paid)	2,194	-	-	-	-	2,604	2,781	-	7,579
Retirement	10,333	-	-	-	-	11,589	10,176	1,680	33,778
Total Salary and Benefits	298,548	-	-	-	-	280,469	302,219	38,854	920,090
Office Rent/Lease	16,644	-	-	-	67,813	18,892	16,035	2,220	121,604
Contract Labor	21,523	69,650	-	-	-	-	-	3,124	94,297
Legal Fees	58,660	-	-	-	-	-	-	-	58,660
Contract IT Services	6,314	3,166	-	-	-	35,888	6,032	951	52,351
Internal Monitoring	16,758	-	-	-	-	17,358	-	-	34,116
Accounting/Audit Fees	30,645	-	-	-	-	-	-	-	30,645
Professional Service	-	-	29,281	-	-	-	-	-	29,281
Insurance - General Liability	12,136	107	-	-	-	6,769	6,555	1,765	27,332
Communications	3,834	247	-	-	9,314	4,016	3,492	540	21,443
Janitorial Expense	-	-	-	-	20,815	-	-	-	20,815
Staff Training/Education	3,175	-	-	17,550	-	-	-	-	20,725
Cybersecurity - IT	-	20,394	-	-	-	-	-	-	20,394
License/Dues & Other Fees	1,008	-	9,784	-	-	295	6,026	160	17,273
One-Stop Operator	-	-	-	-	16,612	-	-	-	16,612
Outreach/Marketing	-	312	15,798	-	-	-	450	-	16,560
Comp Software/License/Maintenance	3,700	9,540	-	-	-	1,406	300	563	15,509
Utilities	-	-	-	-	15,018	-	-	-	15,018
Equipment Rent/Lease	785	-	-	-	12,350	847	724	111	14,817
Workforce Services	-	-	-	-	-	8,400	-	-	8,400
Insurance - Workers Comp	2,189	-	-	-	-	2,135	2,827	223	7,374
Travel - Out of Town	3,469	-	-	-	-	2,123	1,326	-	6,918
Copy Machine Usage/Maintenance	638	-	-	-	2,236	736	603	92	4,305
Payroll Processing Fees	3,255	-	-	-	-	-	-	453	3,708
Meetings/Conferences	350	-	-	-	-	2,025	1,262	-	3,637
Office Supplies	535	-	-	-	1,993	505	496	85	3,614
Insurance - Commercial Property	65	-	-	-	2,860	69	75	10	3,079
HRIS Administrative Fees	2,262	-	-	-	-	-	-	320	2,582
Equipment < \$5,000	1,664	490	-	-	-	-	-	235	2,389
Postage/Shipping	71	-	-	-	1,245	63	58	-	1,437
Repairs & Maintenananc	-	-	-	-	945	424	-	-	1,369
Travel - Mileage	-	-	-	-	-	66	1,113	-	1,179
Pest Control	-	-	-	-	1,176	-	-	-	1,176
Recruitment	561	-	-	-	-	-	61	-	622
Document Shredding	16	-	-	-	350	15	16	-	397
Security	-	-	-	-	234	-	-	-	234
Bank Fees	118	-	-	-	-	-	-	-	118
Rounding	(2)	1	-	-	(2)	(2)	-	1	(4)
	488,921	103,907	54,863	17,550	152,959	382,499	349,670	49,707	1,600,076

