



April 27, 2022 - 10:00 AM
Hybrid Meeting
13805 58th St. N. 2-316
Clearwater, FL 33760

Zoom Info:

*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

*Dial In via Phone – Meeting ID: 338 034 9468

Phone: +1 646-558-8656

Finance Committee Meeting

Agenda

- I. **Welcome and Introductions** Dr. Rebecca Sarlo, Chair
- II. **Public Comments**
- III. **Roll Call**
- IV. **Action/Discussion Items**
 - 1. Approval of Minutes - February 23, 2022, Finance Meeting.....Page 1
 - 2. Approval of Updates to Procurement Policy.....Page 4
 - 3. Contract Renewal for Securance, LLC.....Page 20
 - 4. Budget Modification III.....Page 21
 - 5. Planning Budget for 2022-2023.....Page 27
- V. **Information Items**
 - 1. February 28, 2022 Financial Statements.....Page 40
 - 2. 401K Trustee Information.....Page 50
 - 3. Unrestricted Cash.....Page 51
- VI. **Other Administrative Matters**
- VII. **Open Discussion**
- VIII. **Adjournment**

Finance Committee – June 29, 2022 (10:00 am - 11:00 am)
 Audit Committee – April 27, 2022 (11:00 am - 12:00 pm)
 Compensation Committee – TBD, 2022 (11:00 am - 12:00 pm)
 Workforce Solutions Committee – June 23, 2022 (2:30 pm - 3:00 pm)
 One-Stop Committee – June 23, 2022 (9:00 am - 10:00 am)
 Next Board of Directors Meeting – May 26, 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.*

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ACTION ITEM 1

Approval of Minutes

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

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

The draft minutes from the February 23, 2022, 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: February 23, 2022 – 10:00 A.M.
Location: Virtual Zoom Meeting

Call to Order

Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 10:31 am. There was a quorum present with the following members participating.

Committee Members in attendance

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

Staff Present

Steven Meier, Amy Leuschke

Public Comments – None

Action Items

Action Item 1 – Approval of Minutes

The minutes of October 27, 2021, Finance Committee Meeting were presented for approval.

Motion: Jack Geller

Second: David Fetkenher

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

Action Item 2 – RFP Issuance for Office Imaging and Copiers

RECOMMENDATION

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

Discussion: Mr. Fetkenher mentioned to investigate different solutions whereas organization would not be committed to a fixed number of machines over the life of the contract.

Motion: Jack Geller

Second: Barclay Harless

The Finance Committee made a motion to approve issuance of a Request for Proposal for the provision of Office Imaging and Copiers. The motion carried unanimously.

Action Item 3 – Contract Amendment for vCIO

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.

Discussion: None

Motion: Barclay Harless

Second: Jack Geller

The Finance Committee made a motion to approve an amendment to the 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. The motion carried unanimously.

Action Item 4 – 401K Trustee

RECOMMENDATION

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

Discussion: There was a discussion relating to the fiduciary responsibilities of the Trustees of the Plan and Broker of the Plan.

Motion: Jack Geller
Second: David Fetkenher

The Finance Committee made a motion to approve Steven Meier, Interim CEO, as Trustee of the WorkNet Pinellas, Inc. 401(k) Plan. The motion carried unanimously.

Information Item 1 - December 31, 2021, Financial Statements

Steve Meier, Interim CEO and CFO, gave an overview of December 31, 2021, Financial Statements consisting of:

- Current Year Actual vs. Prior Year actual Statement of Activities
- Current Year Actual vs. Year-to-date Budget
- December 31, 2021, Cost Allocation/Expenditure Report
- December 31, 2021, Pooled Cost Report
- December 31, 2021, Grant Status Report

The Committee discussed specific grants, grant spending, remaining funds, challenges, obstacles, and opportunities.

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 11:20 am.



ACTION ITEM 2

Procurement Policy

Information

Our internal monitors, Taylor Hall Miller Parker P.A., reviewed our Purchasing Policy and recommended changes in light of updates to 2 CFR 200. Accordingly, in alignment with best practices, federal regulations, and Taylor Hall Miller Parker and DEO recommendations, CareerSource Pinellas is updating the organization's Procurement Policy.

Highlighted changes include:

- **Preference for Goods produced in the United States:** Per 2 CFR 200.321(a), should as appropriate and to greatest extent possible provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.
- **Micro-Purchase Methods:** Clarifies language to be consistent with 2 CFR 200.320 (a).
- **Purchases made with State administered vendors Contracts:** Purchases made based upon prices established by a state contract will not require further procurement actions.
- **Scopes of Work must include Clear Objectives:** 2 CFR 200 states that the program outlined in the scope must be designed with clear goals and objectives that facilitate the delivery of meaningful results.
- **Risk Assessments:** The organization will select a vendor most likely to be successful in delivering results by performing a risk evaluation.
- **Verification Required for Contracts Greater than \$35,000 and all sub-recipient awards:** Awards will not be made to a debarred or suspended party.
- **Subrecipient or Vendor/Contractor Determinations:** A checklist will be completed to distinguish between subrecipient and vendor/contractor relationships.
- **Related Party Contracts:** All related party contracts under \$10,000 are required to be submitted to the Department of Economic Opportunity. Contracts valued at \$10,000 or more must be reported to the DEO and, in addition, DEO must approve the contract prior to its execution.

RECOMMENDATION

Approval of the presented Procurement Policies.



Policy

SECTION: Administrative	POLICY: Procurement	PAGE 1 OF 8
TITLE: Procurement Policy	EFFECTIVE DATE: March 2020	
APPROVED BY: Board of Directors	REVISED: May 2022	

PURPOSE

Procurement policies and procedures outlined in this document are applicable to WorkNet Pinellas, Inc. dba CareerSource Pinellas (the "Organization") and are utilized to guide the procurement and subsequent purchase of goods and services that support the needs of the Organization and its contracted service providers in carrying out its/their responsibilities associated with the objectives, and goals of the state and federal programs operated by the Organization. As a recipient of Federal pass-thru funds, the Organization is required to adhere to Uniform Guidance Procurement Standards at 2 CFR 200.318-[329327](#).

GENERAL STANDARDS ON PROCUREMENT (2 CFR 200.318)

- a. The Organization must use its own documented procurement procedures which reflect applicable State and local laws and regulations.
- b. The Organization must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- c. The Organization must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
- d. The Organization's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of a lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- e. The Organization is encouraged to enter into state and local inter-governmental agreements where appropriate for procurement or use of common or shared goods and services.
- f. The Organization must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- g. The Organization must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- h. The Organization alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out procurements.

COMPETITION (2 CFR 200.319)

- a. All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.
- b. The Organization must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed geographical preferences in the evaluation of bids or proposals.
- c. The Organization must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - 1) Incorporate a clear and accurate description of the requirements for the material, product, or services to be procured.
 - 2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- d. The Organization must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the Organization must not preclude potential bidders from qualifying during the solicitation period.

In addition, [the Organization:](#)

~~Per 2 CFR 200.321(a), the Organization~~ must take all necessary affirmative steps to assure that minority businesses, and women's business enterprises are used when possible.

[Per 2 CFR 200.322 \(a\), should as appropriate and to the extent consistent with law, to the greatest extent practical under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.](#)

PROCUREMENT THRESHOLDS

The Organization has established the following procurement process thresholds based on the price of the goods or services being leased or purchased:

\$0 to \$10,000	Micro-Purchases	May be awarded without soliciting competitive quotes if the Organization considers the price to be reasonable.
\$10,001 to \$150,000	Small Purchases	Good faith efforts to obtain a minimum of three (3) bids via telephone, electronic mail, facsimile, or other credible and documented means.
Over \$150,000	Sealed Bids / Competitive Purchases	Good faith efforts to obtain a minimum of three (3) advertised sealed bids, competitive proposals, or invitations to negotiate.

PROCUREMENT METHODS

The Organization must use one of the following methods of procurement:

- a. Procurement by Micro-Purchases
- b. Procurement by Small Purchases
- c. Sealed Bids
- d. Competitive Proposals, e.g., Request for Proposals (RFP) and Invitation to Negotiate (ITN)
- e. Noncompetitive Proposals

The Board of Directors approves all purchases in excess of \$50,000. All other purchases are reasonably and competitively procured. Cost justifications, reasonable and appropriate cost/price analysis, sole source documentation or other documentation showing the need and/or benefit to the Board's programs will be retained on all purchases and a description of the cost/price analysis will be included in the procurement files.

a. Micro-Purchases (\$10,000 and under)

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 (2 CFR 200.320(a)). Micro-purchases may be awarded without soliciting competitive price or rate quotations if the Organization considers the price to be reasonable ~~(e.g., based on recent~~ research, experience, ~~or purchases~~ purchase history or other information and is documented accordingly). To the maximum extent practicable, the Organization ~~must~~ should distribute micro-purchases equitably among qualified suppliers.

If micro-purchases are made, the following procedures apply:

1. The Organization determines the item and quantity to be purchased
2. The Organization identifies and contacts the vendor/supplier to complete the purchase. Quotes are not required for micro-purchases.
3. A purchase order is prepared and appropriate approvals are obtained. All purchase orders require the approval the Chief Financial Officer and Chief Executive Officer.
4. Personnel in the Finance department will ensure that items have been budgeted or funds are available.
5. Once reviewed and proper approvals obtained, the items are purchased.

b. Small Purchases (\$150,000 and under)

Small purchases are those relatively simple and informal procurement methods for securing services, supplies, or other property that ~~are less than~~ do not exceed \$150,000 (the Simplified Acquisition Threshold set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 increased to \$250,000 in 2018). Price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the Organization.

If small purchases are made, the following procedures apply:

1. The Organization determines the item and quantity to be purchased.
2. The requirement for competition may be fulfilled by soliciting a minimum number of three (3) potential bidders known to supply the good or service. The Organization must determine that the price paid is reasonable. Price reasonableness normally will be based on a comparison of historical prices paid for the item, commercial catalog prices, or other offers. Personnel is required to justify selection of quote that is not the lowest apparent cost.
3. A purchase order is prepared and appropriate approvals are obtained. All purchase orders require the approval the Chief Financial Officer and Chief Executive Officer.
4. The Organization identifies and contacts the vendor/supplier to complete the purchase.
5. Personnel in the Finance department will ensure that items have been budgeted or funds are available.
6. Once reviewed and proper approvals obtained, the items are purchased.

Purchases made based upon prices established by a state contract administered by the State of Florida, Department of Management Services, will not require further procurement actions. When making a purchase based upon a price established by a state contract, the contract number, year and title will be noted on the documents maintained for the Organization's procurement file.

c. **Sealed Bids (formal advertising)**

Bids are a publicly solicited procurement for which a firm fixed-price contract (lump sum or unit price) is awarded to the most responsive bidder whose bid conforms, with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction. Good faith efforts shall be made to obtain a minimum of three (3) sealed bids.

In order for sealed bidding to be feasible, the following conditions should be present:

1. A complete, adequate, and realistic specification or purchase description is available;

2. Two or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

1. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
2. All formal purchases will be advertised on the Organization's website and, if deemed appropriate, in major local area newspapers for at least two days prior to closing date. Bid invitations will also be sent to all firms that have identified themselves to the Organization as having an interest in providing that type of product or service.
3. The invitation for bids will include:
 - a) A detailed description of the professional services sought, including any time frame requirements, special reporting requirements, or other explicit instructions or requirements.
 - b) A statement of what specific professional qualifications are required by the Organization. These may be experience-based or other special qualification requirements of importance to the Organization.
 - c) A format for the quote of rates, fees or charges associated with the services.
 - d) Any specific areas that the respondent is required to address that will be the basis for the selection decision.
 - e) The rating criteria that will be used and the date and time response is due.
4. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
5. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder;
6. Any or all bids may be rejected if there is a sound documented reason;
7. Contract Files will be maintained by the Organization and will, at a minimum, contain the following: Original Signed Contract, Copy of Signed Proposal, Copy of all correspondence concerning the contract to include monitoring reports, copy of all contract modifications, copy of all cost/price analyses, and reference to location of copy of proposal and any supporting documentation.

d. Competitive Proposals or Responses, e.g., Request for Proposals (RFP)

A competitive proposal process is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. The Board will procure contracted services by competitive proposal through procurement documents such as a Request for Proposal (RFP) or other document defining the procurement process. Board approval is required on all competitively procured purchases. The procurement documents will contain all information necessary for the responder to submit a complete and material response. If this method is used, the following requirements apply:

1. When developing the scope of work for the RFP, Organization will take into consideration the updates to 2 CFR 200 that focus on improving the selection process and shifting the focus to the balance between performance and compliance. Specifically, 2 CFR 200 states that the program outlined in a scope of work must be designed with clear goals and objectives that facilitate the delivery of meaningful results. Program performance should be measured based on the goals and objectives developed during program planning. The program must align with the strategic goals and objectives within the Federal awarding agency's performance plan and should support that awarding agency's performance measurement, management, and reporting.

~~4.2.~~ The RFP will include:

- a) A detailed description of the professional services sought, including any time frame requirements, special reporting requirements, or other explicit instructions or requirements.
- b) A statement of what specific professional qualifications are required by the Organization.

These may be experience-based or other special qualification requirements of importance to

the Organization.

- c) A format for the quote of rates, fees or charges associated with the services.

- d) Any specific areas that the respondent is required to address that will be the basis for the selection decision.
- e) The rating criteria that will be used and the date and time response is due.

2-3. All formal RFPs will be advertised on the Organization's website and, if deemed appropriate, in major local area newspapers for at least two days prior to closing date. RFPs will also be sent to all firms that have identified themselves to the Organization as having an interest in providing that type of product or service.

3-4. The RFP must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFPs must be considered to the maximum extent practical;

4-5. Proposals or Responses must be solicited from an adequate number of qualified sources. Normally, a minimum of three bid responses are required for an award to be made. In cases where less than three responses are received, the Organization will contact a sampling of the vendors not responding and document the reason(s) for their non-response. This information will be made available and the Organization may either request that the bid be re-solicited or may, if the timing or other matters dictate the award be approved to one of the current respondents.

5-6. The Organization will conduct evaluations of the proposals received and for selecting recipients as follows:

- a) All proposals that are received on or before that closing date and time specified will be evaluated using the criteria contained in the proposal. All proposals received after that date and time will be not be considered and returned to the responding party.
- b) Staff will be assigned to evaluate the proposals in accordance with criteria established. Those individual ratings will be averaged and combined into a report which will be made available to the appropriate Committee for their approval. In addition, each evaluator is required to sign a conflict of interest form.

7. The Organization will conduct written technical evaluations of the Proposals or Responses received and for selecting recipients;

8. Additionally, when reviewing RFPs, the Organization will select the recipients most likely to be successful in delivering results based on program objectives by performing a risk evaluation. A risk evaluation may consider factors such as:

- Financial stability
- Quality of management systems
- History of performance
- Audit reports and findings, and
- Ability to effectively implement requirements

6-

7-9. Contracts must be awarded to the responsible firm whose proposal or responses is most advantageous to the program, with price and other specified factors considered.

8-10. Contract Files will be maintained by the Organization and will, at a minimum, contain the following: Original Signed Contract, Copy of Signed Proposal, Copy of all correspondence concerning the contract to include monitoring reports, copy of all contract modifications, copy of all cost/price analyses, and reference to location of copy of proposal and any supporting documentation.

9-11. Formal Procurement Files will be maintained by the Organization, and as a minimum, will contain the following: Original proposal; Bidder's List; copy proposal distribution letters; copy of Cost/Price Analysis; copy of request for Legal Notice, and copies of actual Legal Notices when received; original of each Proposal received; copies of all correspondence transmitted or received regarding the proposal; and reference to all applicable files filed elsewhere.

e. Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

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1. The goods' or services' aggregate cost does not exceed the micro-purchase threshold;

~~1.2.~~ The item is available only from a single source;

~~2.3.~~ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

~~3.4.~~ The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the Organization;

~~4.5.~~ After solicitation of a number of sources, competition is determined inadequate;

- 5-6. Purchases made from another governmental unit in accordance policies of the Florida Department of Economic Opportunity and CareerSource Florida, Inc., which provides for the purchase of goods or services without the necessity of procurement.

OTHER STANDARDS

1. Failure to Negotiate

- a. If staff determine that negotiations are at an impasse, they will advise the contractor and schedule an appeal before the appropriate Board Committee. The staff will notify the contractor, in writing of the impasse and the date of their appeal hearing. Staff will prepare a written report outlining the area(s) where they feel an impasse exists and the reason for the staff position. The contractor will have an opportunity to discuss its position during the appeal hearing.
- b. The hearing will be scheduled within ten work days of the declaration of an impasse. The decision of the Board Committee is final.
- c. **Appeal /Protest Procedures: Appeals/Protests may be submitted for Formal Procurements Only:**
 - 1) (Goods and Services) - At the time of Formal Sealed Bid Opening (as advertised in the formal procurement) a tentative determination of the Apparent Low Bidder will be made and tentative selection of the Goods & Services provider(s) will be made. From that date/time of tentative selection of the apparent low bidder (bid opening), any bidder has 72 hours (3 business days) (unless otherwise specified in writing to all vendors at the time of Sealed bid opening) in which to file a written appeal/protest with the Chief Executive Officer. At the Board Committee meeting scheduled to review and approve the Staff Recommendations (date, time and location of meeting is included in the RFP Package), any Appeal(s)/Protest(s) will be heard. The decision of the Board Committee is Final.
 - 2) (The Organization's Training Services) - The Board Committee meeting, at which Staff Recommendations are presented, (date, time and location of meeting is included in the proposal Package) Appeals/Protests may be submitted for Formal Procurements Only will result in the tentative selection of the Organization's Training Services Provider(s). That meeting date/time will be considered the date/time of official bid opening. From that date/time, any bidder has 72 hours (3 business days) in which to file a written appeal/protest with the Chief Executive Officer. At the scheduled meeting of the Organization in which final selection of Service Provider(s) is/are to be made (date, time and location of meeting is included in the RFP Package), the board will hear any Appeal(s)/Protest(s). The decision made by the Organization is Final.

2. Third Party Contracts/Sub-Contracts

No third-party contracts or sub-contracts will be allowed, unless specifically approved in writing by the Organization.

3. Cost/Price Analysis Cost Reasonableness Standards for Procurement

A cost or price analysis will be performed in connection with those procurement actions, as required. Cost and price estimating is the process of determining, in advance, what the reasonable and fair asking price for goods and services should be. All costs will be reviewed for reasonableness.

- a) The method and degree of analysis depends upon the facts surrounding the particular procurement and pricing situation, but at a minimum, the Organization will perform an independent cost or price estimate, as required.
- b) The Organization will do whatever analysis is appropriate to the particular procurement action. A price analysis alone is allowed under limited circumstances (such as when the reasonableness of price

can be established based upon a comparison of catalogue prices or a comparison of prices from an adequate number of suppliers of a commercially available off-the-shelf product.) A price analysis is required whenever a cost analysis is done.

- c) Cost and price estimates must be documented, in writing, and must be performed by someone who has no financial interest in the outcome of the procurement.

PRICE ANALYSIS Refers to the Total Price without regard to the individual specifics involved in assembling total price.

COST ANALYSIS Refers to the Individual Elements that come together to make up the Total Price

4. Awards will not be made to a debarred or suspended party. This is required to be verified for all sub-recipient contracts and for vendor contracts greater than or equal to \$35,000, or procurements of Federally-required audit services in any amount.

4.5. DEO PRIOR APPROVAL

Approval will be obtained for items requiring prior approval per 2 CFR 200 in accordance with CareerSource Florida Administrative Policy Number 87 (Prior Approval Administrative Policy for Local Workforce Development Boards). All purchases of equipment costing \$5,000 or more shall be submitted to the Florida Department of Economic Opportunity for prior approval.

SUBRECIPIENT OR VENDOR/CONTRACTOR DETERMINATIONS

Organization staff will evaluate the substance of each relationship to determine whether features represent a subrecipient or vendor/contractor relationship. A Subrecipient and Vendor/Contractor Determination Checklist will be completed by Organization staff in distinguishing between subrecipient and vendor/contractor relationships. Characteristics that are indicative of a subrecipient or contractor relationship are outlined in 2 CFR 200.331.

CODE OF CONDUCT

1. The Organization's Officers, Members, Employees or Agents shall neither solicit nor accept gratuities, favors or anything of monetary value in excess of \$25 from each other or from vendors/contractors or potential vendors/contractors. Violations of this standard will result in disciplinary actions being taken. Appropriate disciplinary actions will be determined by a specially constituted committee of the Organization whose members will be devoid of any conflict of interest related to the party or parties involved.
2. No Organization Officer, Member, Employee or Agent shall participate in the selection, award, or administration of a contract where, to his knowledge, he or his immediate family, partners or organizations in which he or his immediate family has a financial interest, or with whom he is negotiating or has any arrangement concerning prospective employment.
3. No Organization Officer or Member shall discuss or vote on a proposal(s) which is in competition with a proposal submitted by any party with whom the member, or his immediate family, has business, organizational or family ties.
4. Arm's length relationships will be maintained between contractors and the Organization's Officers, Members, Employees or Agents in the award and administration of contracts.
5. Meetings of the Organization, its committees, and between members, will comply with the Florida Government in the Sunshine Act, Florida Statutes, Section 286.011.
6. The Organization's Officers, Members and Employees shall maintain on file at the Organization's premises, at all

times, a current Conflict of Interest Disclosure Form on which they will certify abidance with the standards of this Code, with a signed copy.

7. The Organization's Officers, Members, Employees or Agents who serve on a Review and Rating Committee for Proposals shall sign a Conflict of Interest Disclosure Form declaring that they have no conflict of interest related to the particular solicitation. This form will be filed with all documents related to the proposal. If it is disclosed that they have a conflict of interest, they will be removed from the Committee.
8. Upon discovery of an actual or potential conflict of interest, the Organization's Officer, Member, Employee or Agent shall promptly file a written statement of disqualification and shall withdraw from further participation in

the transaction involved. The Officer, Member, Employee or Agent may, at the same time, apply to the Organization's Legal Counsel for an advisory opinion as to what further participation, if any, the Officer, Member, Employee or Agent may have in the transaction.

9. No Employee shall:

- a) Accept any direct or indirect financial benefit from any source other than the Organization as a result of the performance of official duties.
- b) Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- c) Accept any position or engage in any business which will require disclosure of information that could provide a competitive advantage to one party over another in procurement matters.
- d) Improperly disclose information acquired in the performance of official duties that could result in personal gain or provide a party a competitive advantage over another party in procurement matters.
- e) Use or attempt to use official position to secure unwarranted privileges or exemptions personally or on behalf of others or give the appearance of such action.
- f) By conduct, give reasonable basis for the impression that any person or organization can improperly influence the performance of official duties.
- g) Pursue a course of conduct which will raise suspicion among citizens that acts engaged in are in violation of public trust.
- h) Pursue a course of conduct which will give rise to a violation of conflict of interest standards.
- i) Take part in any prohibited political activities.
- j) Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- k) Promote or oppose unionization in the discharge of official duties.
- l) Participate in any effort to violate any other applicable Federal, State and Local Laws and Regulations.

Violations of any provision of this Code may be cause for immediate dismissal or other disciplinary actions provided for under the Organization's personnel policies.

RELATED PARTY

See attachment for CareerSource Florida's "State and Local Workforce Development Board Contracting Conflict of Interest Policy". This policy incorporates the provisions and requirements of that policy.

[All related party contracts under \\$1025,000 are required to be submitted to the Department of Economic Opportunity. Contracts valued at \\$1025,000 or more must be reported to DEO and, in addition, DEO must approve the contract prior to its execution.](#)



2012.05.24.A.2

Strategic Policy

Title:	State and Local Workforce Development Board Contracting Conflict of Interest Policy
Adopted:	05/24/2012
Effective:	05/24/2012

I. PURPOSE AND SCOPE

To increase transparency for board actions where a conflict of interest may exist between a board, its board members and/or board employees, CareerSource Florida, Inc. (CSF) adopted procedures for approving contracts in which a conflict of interest may exist. This policy establishes criteria and procedures used to address potential conflicts of interest and when appropriate “cure” such conflicts and ensure compliance with Public Law 113-128, Workforce Innovation and Opportunity Act (2014), section 445.007(1) and (11), Florida Statutes, and section 112.3143, Florida Statutes.

CSF and the 24 local workforce development boards (local boards) within the CareerSource Florida network will “cure” conflicts of interest in the execution of contracts by conforming to this conflict of interest policy. No workforce board including CSF and all 24 local boards shall enter into a contract with its own board member(s), with an organization represented by its own board member(s), with board employee(s), member or employees’ relative(s) or with any entity in which board member(s), board employee(s) or relative(s) of either has any relationship with the contracting vendor unless the contract is exempt under this conflict of interest policy.

Before a vote is taken, full disclosure of the conflict must be made to all board members. If the conflict of interest involves a board member or a relative of a board member, that board member must abstain from the vote. After a quorum is established, two-thirds of all board members present must approve the action.

STATE AND LOCAL WORKFORCE DEVELOPMENT BOARD

CONTRACTING CONFLICT OF INTEREST POLICY

2012.05.24.A.2

05/17/2017

Page 2 of 3

At a board's discretion, the following may be exempt from the policy described above:

- 1) Contracts with an "agency" as defined in section 112.312(2), Florida Statutes;
- 2) Contracts relating to a board member's appointment to the board under section 101(a)(2), Public Law 113-128, Workforce Innovation and Opportunity Act(2014);
- 3) Contracts with a board member receiving a grant for workforce services; or
- 4) Contracts not exempt but in which the board documents exceptional circumstances – all of which is stated in greater detail in the State and Local Workforce Development Board Contracting Conflict of Interest policy.

The scope of this policy applies to CSF, all 24 local boards and all board member related or employee related contracts.

II. BACKGROUND

The CSF Board of Directors adopted the Regional Workforce Development Board Accountability Act: Contract Policy (RWBAA: Contract Policy) by proviso language for Specific Appropriation 2214 of the 2010 General Appropriations Act and the 2010 Appropriations Implementation Bill. The RWBAA: Contract Policy required the Department of Economic Opportunity (DEO) to review and CSF to approve contracts of \$25,000 or more to assure the statutory mandate established in s. 445.007(1), Florida Statutes, and the RWBAA: Contract Policy was met. This change prompted adding the definition of "employees" to emphasize those with fiduciary duties pertaining to contracts. This provision required that, after a quorum was established, local board approval by a two-thirds vote of all board members present, abstention from the approval vote by board members with a potential conflict of interest, and disclosure of a board member's conflict of interest in a manner consistent with definitions and procedures outlined in section 112.3143, Florida Statutes.

Subsequently, CSF voluntarily approved strategic policy applying the contract approval requirements of section 445.007(1), Florida Statutes, including the two-thirds vote approval, to any CSF board member related contract, even though the legislature intended the policy to apply only to local boards. The policy was extended to include board employees and their relatives.

CSF is not required to apply the approval procedures of the CSF contracting policy, sections II-V, to CSF contracts.

III. AUTHORITY

2010-11 Appropriations Implementing Bill

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)

[Section 112.3143, Florida Statutes](#)

[Sections 445.007\(1\) and 445.007\(11\), Florida Statutes](#)

IV. HISTORY

Date	Description
05/13/2010	Original COI Contracting policy adopted. Expired July 1, 2011
08/18/2011	Policy # 2011.08.18.A.1 is adopted
05/04/2012	Conflict of interest disclosure and supermajority approval applied to CSF conflict of interest contracts.
05/24/2012	Policy # 2011.08.18.A.1 is superseded by Policy # 2012.05.04.A.2
05/23/2017	Strategic Policy 2010.08.12.A.1 is superseded by 2012.05.24.A.2 amended policy requires the Board Chair or Vice-Chair to sign the form; amended policy combines Conflict of Interest in the Contract form and Contractor Disclosure and Certification into a single form. This will prevent board chairs, vice-chairs or their designees from signing for the individuals which will prevent potential audit issues.
05/17/2017	Revised copy in plain language; changed Workforce Florida, Inc. (WFI) to CareerSource Florida, Inc. (CSF); changed regions to local workforce development boards (local boards); changed references to Workforce Innovation Act (WIA) to Public Law 113-128, Workforce Innovation and Opportunity Act (2014); consolidated sections to align more closely with DEO administrative policies.

V. ATTACHMENTS

[2010 General Appropriations Act \(Chapter Law 2010-152\)](#)

[2010-11 Appropriations Implementing Bill \(Chapter Law 2010-153\)](#)

State and Local Workforce Development Board Contracting Conflict of Interest Policy



ACTION ITEM 3

Contract Extension

Fractional Virtual Chief Information Officer

The Board approved the hiring of a virtual Chief Information Officer (CIO), Paul Ashe, 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 original contract amount was \$81,200. CareerSource Pinellas has extended the contract through June 30, 2022 for a total amount of \$246,200 for two years.

Securance, LLC has been instrumental in developing a strategic technology infrastructure plan, migrating software platforms, upgrading workstations, migrating applications to the Cloud, installation of new network switches, migration from ATLAS to Employ Florida and transition to a new Managed Service Provider.

Although most of the strategic initiatives have been implemented, staff would like to continue to work with Paul Ashe (Securance, LLC) to oversee and manage all IT projects and vendors for 2022 - 2023. Securance, LLC's minimum requirements are 8 hours per week.

RECOMMENDATION

Approval to renew contract for Securance LLC, for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$75,000.



ACTION ITEM 4

Fiscal Year 2021 – 2022: Budget Modification No. 3

REVENUE

Total budgeted revenues estimated to decrease from \$9,765,948 to \$9,558,760, for an overall decrease of \$207,188; or 2.0%.

DEO Revenue

- Get There Faster Low-Income Returning Adult Learners Grant - \$100,000
 - New grant awarded from DEO
- COVID Dislocated Worker Grant - \$10,000
 - Additional funds awarded
- Rapid Response - \$<30,000>
 - Grant extended until June 30, 2023; funds reserved for 2022-2023
- Performance Incentives - \$<31,688>
 - Final adjustment by DEO
- One-Stop Security - \$<75,000>
 - Lack of spending; de-obligated funds back to DEO
- Recovery Navigator - \$<35,000>
 - Funds reserved for 2022-2023
- Trade Adjustment Assistance - \$<115,000>
 - Fewer petitioners resulting in less requests for training

Other Revenue

- Ticket to Work Revenue down \$<20,000>
- Tobacco Free Referrals down \$<7,500>
- Interest down \$<3,000>

EXPENSES

Total budgeted expenses estimated to increase from \$9,691,422 to \$11,462,734, for an overall increase of \$1,771,312.

DOL Disallowed Expenses

- Final determination from U.S. Department of Labor related to Compliance Review. Disallowed expenses determined to be \$1,863,000.



ACTION ITEM 4

Fiscal Year 2021 – 2022: Budget Modification No. 3

Program Expenses

- Dislocated Work Experience associated with COVID grant increased \$85,000
- Training lower than expected - \$<161,688)
- Internal monitoring decreasing \$<15,000>
- Customer Supportive Services decreasing \$<35,000>
 - Nothing spent through March

Professional Fees

- Legal Fees increasing \$90,000
 - Higher legal fees associated with two whistle blower investigations
 - DOL Compliance Review and subsequent insurance coverage counsel
 - CEO resignation
- Lobbying Fees increased \$10,000
 - Unrestricted funds will reduce surplus

Occupancy

- Decreased Security costs due to lack of spending

Travel and Meetings

- Decreased expenses due to decision not to travel to Washington D.C for National Association of Workforce Board annual Forum.

Recruitment

- Budgeting 50% of Retained Search firm fees for CEO search this fiscal year.

RECOMMENDATION

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



CareerSource Pinellas
2021-2022 Planning Budget
Budgeted Revenues - Budget Modification #3

Funding Streams	Approved Budget Modification #1 2021-2022	Approved Modifications	Approved Budget Modification #2 2021-2022	Proposed Modifications	Proposed Budget Modification #3 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
Get There Faster Low Inc. Ret. Adult Learners	-	-	-	100,000	100,000
SFY 19-20 Performance Incentives	254,596	-	254,596	(31,688)	222,908
COVID Dislocated Worker Grant	289,251	-	289,251	10,000	299,251
Rapid Response	115,710	-	115,710	(30,000)	85,710
Apprenticeship Expansion	87,016	-	87,016	-	87,016
Apprenticeship Navigator	53,143	-	53,143	-	53,143
Soft Skills	14,444	-	14,444	-	14,444
Total WIOA	4,914,160	-	4,914,160	48,312	4,962,472
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	(75,000)	25,000
Recovery Navigator	102,000	-	102,000	(35,000)	67,000
Total Employment Services	1,240,000	100,000	1,340,000	(110,000)	1,230,000
Welfare Transition	2,685,288	-	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	(75,000)	45,000
TAA Case Management and Administration	66,000	-	66,000	(40,000)	26,000
Total TAA	186,000	-	186,000	(115,000)	71,000
TOTAL DEO	9,305,448	100,000	9,405,448	(176,688)	9,228,760
Youthbuild - Department of Labor	225,000	-	225,000	-	225,000
Other Revenue					
Ticket to Work	108,000	-	108,000	(20,000)	88,000
Tobacco Free Florida	11,500	-	11,500	(7,500)	4,000
Career Fair Sponsorships	3,000	-	3,000	-	3,000
Donations	1,000	-	1,000	-	1,000
Interest	12,000	-	12,000	(3,000)	9,000
TOTAL NON-DEO	360,500	-	360,500	(30,500)	330,000
TOTAL 2021-2022 BUDGETED REVENUE	9,665,948	100,000	9,765,948	(207,188)	9,558,760



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

		Approved 2021-2022 Budget Modification I	Approved Changes	Approved 2021-2022 Budget Modification 2	Proposed Changes	Proposed 2021-2022 Budget Modification 3
	G/L					
Revenue						
Operating Revenue						
Grant Revenue						
Grant Revenue - Federal	3000	9,530,448	100,000	9,630,448	(176,688)	9,453,760
Grant Revenue - State	3001	-		-		-
Grant Revenue - Local	3002	-		-		-
Total Grant Revenue		9,530,448	100,000	9,630,448	(176,688)	9,453,760
Contributions						
Corporate Revenue	3100	11,500		11,500	(7,500)	4,000
Sponsorship Revenue	3101	3,000		3,000		3,000
Donations	3102	1,000		1,000		1,000
Total Contributions		15,500	-	15,500	(7,500)	8,000
Program Revenue						
Ticket to Work Revenue	3103	108,000		108,000	(20,000)	88,000
Total Program Revenue		108,000	-	108,000	(20,000)	88,000
Investment Income						
Interest/Dividends	3200	12,000		12,000	(3,000)	9,000
Total Investment Income		12,000	-	12,000	(3,000)	9,000
Other Income						
Other Revenues	3300	-		-		-
Gain <Loss> on Sale/Disposal	5703	-		-		-
Total Other Income		-	-	-	-	-
Total Operating Revenue		9,665,948	100,000	9,765,948	(207,188)	9,558,760
Total Revenue		9,665,948	100,000	9,765,948	(207,188)	9,558,760
Expenditures						
Personnel Expenses						
Salary Expense	5000	2,782,169		2,782,169		2,782,169
Salary Expense - Benefit Stipend	5005	610,098		610,098		610,098
Payroll Taxes	5050	277,103		277,103		277,103
Fringe Benefits (ER Paid)	5060	40,428		40,428		40,428
Retirement	5090	146,147		146,147		146,147
Total Personnel Expenses		3,855,945	-	3,855,945	-	3,855,945
Program Expenses						
Operating Supplies	5303	1,750		1,750		1,750
Food and Beverages	5310	2,200		2,200		2,200
Communications	5500	97,944		97,944		97,944
Outreach/Marketing	5520	55,650		55,650		55,650
Service Provider Contract	8000	500,000	(25,000)	475,000	-	475,000
One-Stop Operator	8100	42,000		42,000		42,000
Internal Monitoring	8200	65,000		65,000	(15,000)	50,000
OJT	8300	511,312		511,312		511,312
EWT	8310	-		-		-
Paid-Work Experience	8320	90,000		90,000		90,000
DW Work Experience	8325	130,897		130,897	85,000	215,897
Apprenticeships	8330	50,000		50,000		50,000
Contracted Workforce Services	8335	67,200		67,200		67,200
Youth Stipends	8340	38,061		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**

		Approved 2021-2022 Budget Modification I	Approved Changes	Approved 2021-2022 Budget Modification 2	Proposed Changes	Proposed 2021-2022 Budget Modification 3
	G/L					
Customer Training	8342	2,166,305		2,166,305	(161,688)	2,004,617
Customer Supportive Services	8343	81,000	(25,825)	55,175	(35,000)	20,175
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		4,075,819	(50,825)	4,024,994	(126,688)	3,898,306
Professional Fees						
Accounting/Audit Fees	5100	42,500	(6,355)	36,145	-	36,145
Legal Fees	5101	60,000	14,750	74,750	90,000	164,750
Legal Fees (Lobbying)	5105	10,000	25,000	35,000	10,000	45,000
Professional Service	5104	71,942		71,942	-	71,942
Contract Labor	5170	213,043	41,400	254,443	-	254,443
Contract IT Services	5171	331,400	(10,800)	320,600	-	320,600
Cybersecurity - IT	5172	41,643		41,643		41,643
Total Professional Fees		770,528	63,995	834,523	100,000	934,523
Supplies						
Office Supplies	5302	19,840		19,840		19,840
Postage/Shipping	5307	6,240		6,240		6,240
Document Shredding	5308	950		950		950
Total Supplies		27,030	-	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	20,310		20,310		20,310
Security	5204	468	88,000	88,468	(66,000)	22,468
Janitorial Expense	5205	44,310		44,310		44,310
Pest Control	5206	2,316		2,316		2,316
Total Occupancy		366,901	88,000	454,901	(66,000)	388,901
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	11,350	98,327	-	98,327
Equipment < \$5,000	5305	22,000		22,000		22,000
Other	5207	-		-		-
Total Office Equipment		155,033	11,350	166,383	-	166,383
Travel and Meetings						
Travel - Mileage	5540	17,180		17,180		17,180
Travel - Out of Town	5541	34,200		34,200	(15,000)	19,200
Meetings/Conferences	5560	13,600		13,600	(7,000)	6,600
Total Travel and Meetings		64,980	-	64,980	(22,000)	42,980
Licenses, Dues and Other Fees						
Staff Training/Education	5052	28,375		28,375		28,375



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

	Approved 2021-2022 Budget	Approved 2021-2022 Budget	Approved 2021-2022 Budget	Proposed 2021-2022 Budget	Proposed 2021-2022 Budget
G/L	Modification I	Approved Changes	Modification 2	Proposed Changes	Modification 3
Other Employee expenses	5055	-	-	-	-
Recruitment	5095	3,000	3,000	23,000	26,000
Payroll Processing Fees	5103	9,530	9,530	-	9,530
License/Dues & Other Fees	5581	36,104	12,480	48,584	-
FSA Administrative Expenses	5582	600	600	5,400	600
401k Administrative Fees	5583	5,400	5,400	5,400	5,400
HRIS Administrative Fees	5584	5,400	5,400	5,400	5,400
Total Licenses, Dues and Other Fees	88,409	12,480	100,889	23,000	123,889
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	-	-	1,863,000	1,863,000
Interest Expense	5900	-	-	-	-
Total Miscellaneous	2,810	-	2,810	1,863,000	1,865,810
Total Expenditures	9,566,422	125,000	9,691,422	1,771,312	11,462,734
Net Revenue over (under) Expenditures	99,525	(25,000)	74,525	(1,978,500)	(1,903,975)



ACTION ITEM 5

Program Year 2022-2023 Planning Budget

Per the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity, each Local Workforce Development Board (LWDB) is required to submit an annual detailed budget of revenues and expenditures by funding source by October 1.

CareerSource Pinellas is budgeting a surplus of \$53,960 for the year. This is comprised of \$91,000 of unrestricted revenues and \$37,040 of unrestricted expenses.

REVENUE

- **Total Revenues** are budgeted to decrease <6.4>% from \$9,766,000 to \$9,145,000. DEO Revenue will see a decrease of \$352,000, or <3.7>%.
- **WIOA Revenues** are projected to increase slightly year-over-year. The main driver is full-year of the Get There Faster Low-Income Returning Adult Learners grant that is budgeted to contribute \$650,000. The purpose of the award is to provide adults and youth seeking education and training the opportunity to earn industry recognized cloud computing or other information technology (IT) related credentials of value identified by the Florida Department of Education (DOE). Through partnerships enabled among Florida's technical colleges, state colleges, and/or local workforce development boards, low-income returning adult learners and youth who reside in high poverty Florida zip codes are to be prioritized for support to participate in an available post-secondary degree or non-degree training program or a registered apprentice program.

2022-2023 will see either no funding or reduced funding in a number of WIOA grants as these grants ended during 2021-2022 or will end early this coming fiscal year. These grants are: Rapid Response, Apprenticeship Expansion, Apprenticeship Navigator, Soft Skills, COVID Dislocated Worker Grant and SFY 19-20 Performance Incentives.

- **Employment Services Revenue** is budgeted to be flat year-over-year.
- **Welfare Transition Revenue** is budgeted to decrease in our initial budget. During 2021-2022, CareerSource Pinellas requested additional funds to support our summer youth program. Since there were funds available at the state-level, we were awarded additional funds. There may be an opportunity to request additional funds this year but there is no certainty funds will be available at this time.



ACTION ITEM 5

Program Year 2022-2023 Planning Budget

- **Supplemental Nutrition Assistance Program (SNAP) Revenue** is budgeted to increase to return to historical levels.
- **Trade Adjustment Assistance (TAA) Revenue** is budgeted to decrease. TAA is a federal program of the United States government to act as a way to reduce the damaging impact of certain sectors of the U.S. economy. The number of TAA “petitions” has reduced over the last couple of years. This program is unique in that if we see an increase in the number of petitions, we are able to request additional funds at any time.
- **Youthbuild Revenue** will decrease as this grant ended in May 2022.

EXPENSES

Total expenses are budgeted to be approximately \$9,100,000.

Personnel Expenses

- Personnel expenses are budgeted to increase from prior year to about \$4,054,000, as the organization has made a conscientious effort to identify and fill critical positions within the organization.
- Salaries comprise 32% and Personnel expenses comprise 45% of the organization’s 2022-2023 budget.
- The budget consists of about 50 FTEs with many of the positions upgraded from prior year: Chief Operating Officer, Finance Director, Director of Policy and Compliance.
 - This does not include the 10-15 State employees

Program Expenses

- Budgeting Program expenses to be almost \$3.6 Million this coming fiscal year which represents 39% of the organization’s budget.
- Included in budget is \$525,000 for Pinellas Education Foundation as **Service Provider** of Youth Services. This will be the final year before the organization will be required to put Youth Services out for competitive bid.
- **On-the-Job (OJT) Training** is comprised of summer youth program for Welfare Transition (\$325,000) and traditional on-the-job training opportunities for Dislocated Workers.
- Organizations are required to spend 20% of their youth dollars on **Paid-Work-Experience**. We are budgeting \$144,000 for this coming fiscal year.



ACTION ITEM 5

Program Year 2022-2023 Planning Budget

- **Apprenticeships** are a big focus from the State and in 2021-2022, the organization set a good foundation. We are budgeting \$90,000.
- **Contracted Services** of \$72,000 represent the cost of online workshops outsourced to St. Petersburg College.
- **Customer Training** is broken down as follows:

Program	Amount
WIOA Adult/Dislocated Worker	1,260,000
Get there Faster Grant Training	450,000
WIOA Youth	144,000
Welfare Transition Vocational Training	24,000
Trade Adjustment Assistance	67,800
	\$ 1,945,800

- During the coming fiscal year, we will have flexibility to adjust funds between training and work-based learning if needed.

Professional Fees

- **Accounting/Audit Fees** of \$35,000 represent the cost of the annual 401k Audit and annual financial statement audit.
- **Legal Fees** of \$90,000 represent estimate of GrayRobinson’s legal expenses. We anticipate that legal fees will be lower than 2021-2022 as we do not expect same type of issues to arise.
- **Professional Services** represents those provided by external marketing/PR firm, Tucker Hall.
- **Contract Labor** represents contract with Securance, LLC, for services provided by Paul Ashe as Chief Information Officer. Costs are budgeted to decrease from current year as most of the strategic projects have been completed and less management will be required.
- **Contract IT Services** represents annual cost of managed service provider. Costs are budgeted to decrease from current year as contracted services are lower with new managed service provider and fewer expected special projects.
- **Cybersecurity IT** is our 24/7 monitoring performed by Abacode.



ACTION ITEM 5

Program Year 2022-2023 Planning Budget

Insurance

- Budgeting increases year-over-year.
- Workers Comp increasing due to higher estimated payroll and not budgeting for annual dividend since not able to be determined.

Occupancy

- **Office rent** represents lease costs for EPI Center Administrative offices, Gulf-to-Bay and St. Petersburg career centers and Tarpon Springs satellite center.

Office Equipment

- **Computer Software/License/Maintenance** consists of:
 - Microsoft Office 365 Subscription - \$9,000
 - ERISS/SARA – case management system - \$55,000
 - Kiosk System - \$25,000
 - Barracuda Email Archiver - \$5,000
 - MIP Abila Financial Software - \$7,000

Attachments:

1. 2022-2023 Budgeted Revenues
2. 2022-2023 Revenue Variances from Prior Year
3. 2022-2023 CareerSource Pinellas Planning Budget
4. 2022-2023 Expenditure Report

RECOMMENDATION

Approval of the 2022-2023 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity.



CareerSource Pinellas 2022-2023 Planning Budget Budgeted Revenues

Funding Streams	Estimated			Revenue Budgeted for 2022-2023
	Allocations 2022-2023	Carry Forward from 2021-2022	Carry Forward to 2023-2024	
Workforce Innovation & Opportunity Act				
Adult	1,155,000	900,000	(505,206)	1,549,794
Dislocated Worker	1,340,000	1,412,136	(1,140,000)	1,612,136
Youth	900,000	1,187,924	(900,000)	1,187,924
Rapid Response	-	30,000	-	30,000
Get There Faster Low Income Returning Ad.	-	650,000	-	650,000
Total WIOA	3,395,000	4,180,060	(2,545,206)	5,029,854
Employment Services				
Wagner-Peyser	650,000	200,000	(200,000)	650,000
Local Veterans	30,000	-	-	30,000
Disabled Veterans	120,000	-	-	120,000
Recovery Navigator	-	185,870	-	185,870
RESEA	364,000	120,000	(124,000)	360,000
Total Employment Services	1,164,000	505,870	(324,000)	1,345,870
Welfare Transition	2,237,000	-	-	2,237,000
Supplemental Nutrition Assistance Program	360,000	75,000	(90,000)	345,000
Trade Adjustment Assistance				
TAA Training	72,000	-	-	72,000
TAA Case Management and Administration	24,000	-	-	24,000
Total TAA	96,000	-	-	96,000
TOTAL DEO	7,252,000	4,760,930	(2,959,206)	9,053,724
Other Revenue				
Ticket to Work	78,000	-	-	78,000
Tobacco Free Florida	4,000	-	-	4,000
Career Fair Sponsorships	3,000	-	-	3,000
Interest	6,000	-	-	6,000
TOTAL NON-DEO	91,000	-	-	91,000
TOTAL 2021-2022 BUDGETED REVENUE	7,343,000	4,760,930	(2,959,206)	9,144,724



**CareerSource Pinellas
2022 - 2023 Planning Budget
Revenue Variances**

Funding Streams	Proposed Budget for 2022-2023	Approved Budget Mod 2 2021-2022	\$ Variance	% Variance	Comments
Workforce Innovation & Opportunity Act					
Adult	1,549,794	1,350,000	199,794	14.8%	
Dislocated Worker	1,612,136	1,700,000	(87,864)	(5.2%)	2022-2023 Budget represents 2021-2023 award plus \$200,000 of 2022-2023 award
Total Adult/Dislocated Worker	3,161,930	3,050,000	111,930	3.7%	
Youth	1,187,924	1,050,000	137,924	13.1%	2022-2023 Budget represents 2021-2023 award
Get There Faster Low Income Returning Adults	650,000	-	650,000	-	Grant awarded in 2021-2022 for \$750,000
Rapid Response	30,000	115,710	(85,710)	(74.1%)	Grant ends in 2023; 2022-2023 budget represents remaining grant funds
Apprenticeship Expansion	-	87,016	(87,016)	(100.0%)	Grant ended in 2021-2022
Apprenticeship Navigator	-	53,143	(53,143)	(100.0%)	Grant ended in 2021-2022
Soft Skills	-	14,444	(14,444)	(100.0%)	Grant ended in 2021-2022
COVID Dislocated Worker Grant	-	289,251	(289,251)	(100.0%)	Grant ended in 2021-2022
SFY 19-20 Performance Incentives	-	254,596	(254,596)	(100.0%)	Grant ended in 2021-2023
Total WIOA	5,029,854	4,914,160	115,694	2.4%	
Employment Services					
Wagner-Peyser	650,000	650,000	-	0.0%	DEO funding flat with prior year.
Veterans Services	150,000	153,000	(3,000)	(2.0%)	Based upon 2021-2022 spending and anticipated allocations.
RESEA	360,000	335,000	25,000	7.5%	Based upon 2021-2022 spending and anticipated allocations.
One-Stop Security	-	100,000	(100,000)	(100.0%)	Grant ended in 2021-2022
Recovery Navigator	185,870	102,000	83,870	82.2%	Grant ends in 2023; 2022-2023 budget represents remaining grant funds
Total Employment Services	1,345,870	1,340,000	5,870	0.4%	
Welfare Transition	2,237,000	2,685,288	(448,288)	(16.7%)	No anticipated carryover into 2022-2023 from prior year
Supplemental Nutrition Assistance Program	345,000	280,000	65,000	23.2%	Estimated based upon 2020-2021 spending and anticipated decrease in SNAP funding
Trade Adjustment Assistance	96,000	186,000	(90,000)	(48.4%)	Based upon 2021-2022 spending; can request additional funding.
TOTAL DEO	9,053,724	9,405,448	(351,724)	(3.7%)	
Youthbuild - Department of Labor	-	225,000	(225,000)	(100.0%)	Grant ended in 2021-2022
Other Revenue					
Ticket to Work	78,000	108,000	(30,000)	(27.8%)	
Tobacco Free Florida	4,000	11,500	(7,500)	(65.2%)	
Career Fair Sponsorships	3,000	3,000	-	-	
Donations	-	1,000	(1,000)	-	
Interest	6,000	12,000	(6,000)	(50.0%)	Bank balances decreased due to payout of disallowed expenses from DOL Compliance Review
TOTAL NON-DEO	91,000	360,500	(269,500)	(74.8%)	
BUDGETED REVENUE	9,144,724	9,765,948	(621,224)	(6.4%)	



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Revenue					
Operating Revenue					
Grant Revenue					
Grant Revenue - Federal	3000	9,441,414	8,075,590	5,282,189	9,053,724
Grant Revenue - State	3001	-	227,372	-	-
Grant Revenue - Local	3002	(1,662)	-	-	-
Total Grant Revenue		9,439,752	8,302,962	5,282,189	9,053,724
Contributions					
Corporate Revenue	3100	17,175	7,538	1,725	4,000
Sponsorship Revenue	3101	3,750	-	1,000	3,000
Donations	3102	716	-	1,000	-
Total Contributions		21,641	7,538	3,725	7,000
Program Revenue					
Ticket to Work Revenue	3103	99,153	109,259	43,384	78,000
Usage Fee Revenue	3104	-	-	-	-
STEM - Field Trips	3400	-	-	-	-
Camp Fees	3421	-	-	-	-
Before/After Care	3422	-	-	-	-
Cyber Security	3470	-	-	-	-
Program Revenue	3502	-	1,290	-	-
Total Program Revenue		99,153	110,549	43,384	78,000
Investment Income					
Interest/Dividends	3200	19,106	14,090	5,869	6,000
Unrealized Gain/Loss	3201	723	-	-	-
Total Investment Income		19,829	14,090	5,869	6,000
Other Income					
Other Revenues	3300	288	691	102	-
Gain <Loss> on Sale/Disposal	5703	610,040	-	-	-
Total Other Income		610,328	691	102	-
Total Revenue		10,190,703	8,435,830	5,335,269	9,144,724
Expenditures					
Personnel Expenses					
Salary Expense	5000	3,194,070	2,740,401	1,722,924	2,923,315
Salary Expense - Benefit Stipend	5005	803,506	598,815	362,618	629,000
Payroll Taxes	5050	283,359	246,689	164,503	286,730
Fringe Benefits (ER Paid)	5060	19,810	36,905	22,367	37,200
Health Ins	5070	-	-	-	-
Retirement	5090	177,539	146,695	99,389	177,621
Total Personnel Expenses		4,478,284	3,769,505	2,371,801	4,053,866
Program Expenses					
Operating Supplies	5303	10,064	873	-	1,200



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Food and Beverages	5310	1,743	787	1,671	2,400
Communications	5500	112,706	95,528	61,486	83,856
Outreach/Marketing	5520	24,706	16,745	17,107	36,400
Service Provider Contract	8000	496,297	498,623	278,740	525,000
One-Stop Operator	8100	42,100	17,531	22,477	45,000
Internal Monitoring	8200	-	34,133	34,115	65,000
OJT	8300	(11,420)	59,396	172,064	385,000
EWT	8310	(30,788)	-	-	-
Paid-Work Experience	8320	3,971	20,125	4,740	144,000
DW Work Experience	8325	-	155,498	216,401	-
Apprenticeships	8330	-	-	-	90,000
Contracted Workforce Services	8335	-	54,400	34,400	72,000
Youth Stipends	8340	-	31,611	14,005	12,000
Other Customer Support Services	8341	25,946	34,414	20,384	33,600
Customer Training	8342	2,668,075	1,876,719	850,401	1,945,800
Customer Supportive Services	8343	117,149	3,575	-	39,000
Licensures	8344	930	(220)	-	-
Training Related Material	8345	119,331	92,446	44,370	72,600
Fees/exams/certifications	8346	111,553	34,861	20,646	33,000
Non Reportable ITA	8347	4,095	-	-	-
Total Program Expenses		3,696,460	3,027,045	1,793,007	3,585,856
Professional Fees					
Accounting/Audit Fees	5100	39,813	31,188	30,645	35,000
Legal Fees	5101	109,898	49,898	91,117	90,000
Legal (Lobbying)	5105	-	15,270	30,245	25,000
Professional Service	5104	64,460	37,874	45,870	73,680
Contract Labor	5170	14,988	130,885	143,104	76,800
Contract IT Services	5171	281,885	331,373	255,748	230,628
Cybersecurity - IT	5172	67,260	40,791	27,192	43,200
Total Professional Fees		578,302	637,279	623,921	574,308
Supplies					
Office Supplies	5302	24,666	41,358	11,172	17,940
Postage/Shipping	5307	4,812	2,158	1,797	4,500
Document Shredding	5308	1,186	875	712	950
Total Supplies		30,663	44,391	13,681	23,390
Insurance					
Insurance - Commercial Property	5400	11,773	5,370	4,701	23,900
Insurance - General Liability	5401	72,914	55,619	54,258	73,784
Insurance - Workers Comp	5403	11,328	30,618	22,010	57,543
Insurance - Auto	5404	7,186	6,673	5,071	8,400
Insurance - Claims	5405	2,500	-	-	-
Total Insurance		105,701	98,280	86,040	163,627
Occupancy					
Office Rent/Lease	5200	231,886	260,597	174,343	253,679



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Other Leases	5201	18,814	7,880	2,220	4,440
Utilities	5202	52,790	35,414	20,705	34,300
Repairs & Maintenance	5203	14,232	24,941	18,155	3,480
Security	5204	1,400	467	4,318	468
Janitorial Expense	5205	43,618	43,878	27,185	44,130
Pest Control	5206	2,837	2,321	1,568	2,352
Total Occupancy		365,577	375,498	248,494	342,849
Office Equipment					
Equipment Rent/Lease	5300	33,572	38,543	25,174	31,636
Copy Machine Usage/Maintenance	5301	21,818	8,492	6,407	9,120
Comp Software/License/Maintenance	5304	72,456	105,145	77,772	113,573
Equipment < \$5,000	5305	53,805	157,958	2,389	17,500
Other	5207	-	-	-	-
Total Office Equipment		181,651	310,138	111,742	171,829
Travel and Meetings					
Travel - Mileage	5540	11,849	3,499	3,035	9,000
Travel - Out of Town	5541	7,971	-	13,235	24,700
Meetings/Conferences	5560	10,661	4,651	6,662	16,750
Total Travel and Meetings		30,431	8,150	22,932	50,450
Licences, Dues and Other Fees					
Staff Training/Education	5052	1,398	11,435	20,725	24,950
Other Employee expenses	5055	42	3,455	-	-
Recruitment	5095	1,617	1,851	856	18,700
Payroll Processing Fees	5103	9,422	8,066	5,319	8,950
License/Dues & Other Fees	5581	25,491	30,407	24,936	40,384
FSA Administrative Expenses	5582	450	-	-	600
401k Administrative Fees	5583	9,292	6,123	500	12,000
HRIS Administrative Fees	5584	6,053	5,109	3,521	5,400
Total Licences, Dues and Other Fees		53,765	66,446	55,857	110,984
Amortization and Depreciation					
Depreciation Expense	5901	29,929	25,677	-	8,900
Amortization Expense	5902	1,247	-	-	-
Total Amortization and Depreciation		31,176	25,677	-	8,900
Miscellaneous					
Bank Fees	5102	1,990	1,122	694	-
Other Expense	5700	24,393	4,422	-	-
Vehicle Expenses	5701	2,056	941	230	4,705
Penalties\Disallowed Expenses	5710	8,700	341	-	-
Interest Expense	5900	16,015	-	-	-
Total Miscellaneous		53,153	6,826	924	4,705
Total Expenditures		9,605,164	8,369,235	5,328,399	9,090,764
Net Revenue over (under) Expenditures		585,539	66,595	6,870	53,960



CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023

	G/L	Federal Grants	Unrestricted	Total
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	9,053,724	-	9,053,724
Grant Revenue - State	3001	-	-	-
Grant Revenue - Local	3002	-	-	-
Total Grant Revenue		9,053,724	-	9,053,724
Contributions				
Corporate Revenue	3100	-	4,000	4,000
Sponsorship Revenue	3101	-	3,000	3,000
Donations	3102	-	-	-
Total Contributions		-	7,000	7,000
Program Revenue				
Ticket to Work Revenue	3103	-	78,000	78,000
Usage Fee Revenue	3104	-	-	-
STEM - Field Trips	3400	-	-	-
Camp Fees	3421	-	-	-
Before/After Care	3422	-	-	-
Cyber Security	3470	-	-	-
Program Revenue	3502	-	-	-
Total Program Revenue		-	78,000	78,000
Investment Income				
Interest/Dividends	3200	-	6,000	6,000
Unrealized Gain/Loss	3201	-	-	-
Total Investment Income		-	6,000	6,000
Other Income				
Other Revenues	3300	-	-	-
Gain <Loss> on Sale/Disposal	5703	-	-	-
Total Other Income		-	-	-
Total Operating Revenue		9,053,724	91,000	9,144,724
Total Revenue		9,053,724	91,000	9,144,724
Expenditures				
Personnel Expenses				
Salary Expense	5000	2,923,315	-	2,923,315
Salary Expense - Benefit Stipend	5005	629,000	-	629,000
Payroll Taxes	5050	286,730	-	286,730
Fringe Benefits (ER Paid)	5060	37,200	-	37,200
Health Ins	5070	-	-	-
Retirement	5090	177,621	-	177,621
Total Personnel Expenses		4,053,866	-	4,053,866
Program Expenses				
Operating Supplies	5303	1,200	-	1,200
Food and Beverages	5310	-	2,400	2,400



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Federal Grants	Unrestricted	Total
Communications	5500	83,856	-	83,856
Outreach/Marketing	5520	36,400	-	36,400
Service Provider Contract	8000	525,000	-	525,000
One-Stop Operator	8100	45,000	-	45,000
Internal Monitoring	8200	65,000	-	65,000
OJT	8300	385,000	-	385,000
EWT	8310	-	-	-
Paid-Work Experience	8320	144,000	-	144,000
DW Work Experience	8325	-	-	-
Apprenticeships	8330	90,000	-	90,000
Contracted Workforce Services	8335	72,000	-	72,000
Youth Stipends	8340	12,000	-	12,000
Other Customer Support Services	8341	33,600	-	33,600
Customer Training	8342	1,945,800	-	1,945,800
Customer Supportive Services	8343	39,000	-	39,000
Licensures	8344	-	-	-
Training Related Material	8345	72,600	-	72,600
Fees/exams/certifications	8346	33,000	-	33,000
Non Reportable ITA	8347	-	-	-
Total Program Expenses		3,583,456	2,400	3,585,856
Professional Fees				
Accounting/Audit Fees	5100	35,000	-	35,000
Legal Fees	5101	90,000	-	90,000
Legal (Lobbying)	5105	-	25,000	25,000
Professional Service	5104	73,680	-	73,680
Contract Labor	5170	76,800	-	76,800
Contract IT Services	5171	230,628	-	230,628
Cybersecurity - IT	5172	43,200	-	43,200
Total Professional Fees		549,308	25,000	574,308
Supplies				
Office Supplies	5302	17,940	-	17,940
Postage/Shipping	5307	4,500	-	4,500
Document Shredding	5308	950	-	950
Total Supplies		23,390	-	23,390
Insurance				
Insurance - Commercial Property	5400	23,900	-	23,900
Insurance - General Liability	5401	73,784	-	73,784
Insurance - Workers Comp	5403	57,543	-	57,543
Insurance - Auto	5404	8,400	-	8,400
Insurance - Claims	5405	-	-	-
Total Insurance		163,627	-	163,627
Occupancy				
Office Rent/Lease	5200	253,679	-	253,679
Other Leases	5201	-	4,440	4,440
Utilities	5202	34,300	-	34,300
Repairs & Maintenan	5203	3,480	-	3,480



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Federal Grants	Unrestricted	Total
Security	5204	468	-	468
Janitorial Expense	5205	44,130	-	44,130
Pest Control	5206	2,352	-	2,352
Total Occupancy		338,409	4,440	342,849
Office Equipment				
Equipment Rent/Lease	5300	31,636	-	31,636
Copy Machine Usage/Maintenance	5301	9,120	-	9,120
Comp Software/License/Maintenance	5304	113,573	-	113,573
Equipment < \$5,000	5305	17,500	-	17,500
Other	5207	-	-	-
Total Office Equipment		171,829	-	171,829
Travel and Meetings				
Travel - Mileage	5540	9,000	-	9,000
Travel - Out of Town	5541	24,700	-	24,700
Meetings/Conferences	5560	16,750	-	16,750
Total Travel and Meetings		50,450	-	50,450
Licences, Dues and Other Fees				
Staff Training/Education	5052	24,950	-	24,950
Other Employee expenses	5055	-	-	-
Recruitment	5095	18,700	-	18,700
Payroll Processing Fees	5103	8,950	-	8,950
License/Dues & Other Fees	5581	35,884	4,500	40,384
FSA Administrative Expenses	5582	600	-	600
401k Administrative Fees	5583	12,000	-	12,000
HRIS Administrative Fees	5584	5,400	-	5,400
Total Licences, Dues and Other Fees		106,484	4,500	110,984
Amortizatoin and Depreciation				
Depreciation Expense	5901	8,200	700	8,900
Amortization Expense	5902	-	-	-
Total Amortizatoin and Depreciation		8,200	700	8,900
Miscellaneous				
Bank Fees	5102	-	-	-
Other Expense	5700	-	-	-
Vehicle Expenses	5701	4,705	-	4,705
Penalties\Disallowed Expenses	5710	-	-	-
Interest Expense	5900	-	-	-
Total Miscellaneous		4,705	-	4,705
Total Expenditures		9,053,724	37,040	9,090,764
Net Revenue over (under) Expenditures		-	53,960	53,960



**CareerSource Pinellas
Cost Allocation/Expenditure Report
Planning Budget for the Year Ended June 30, 2023**

	WIOA	Employment Services	WTP	SNAP	TAA	Cost Pools/Other	Total
Proposed 2022-2023 Budget	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764
<u>Budgeted Expenditures</u>							
Pooled Costs							
Program Cost Pool	223,827	429,874	244,333	53,761	7,491	-	959,286
Business Services	350,000	50,000	273,229	50,000	-	-	723,229
One-Stop Operating	181,851	88,504	99,905	21,982	-	-	392,242
MIS\Technology	17,948	35,070	19,591	4,311	-	-	76,920
Outreach and Marketing	29,641	52,954	32,357	7,119	4,965	-	127,036
Staff Training and Development	4,387	7,837	4,787	1,054	735	-	18,800
Administrative\Program Indirect	694,636	139,845	367,679	20,354	10,221	-	1,232,735
Total Pooled Costs	1,502,290	804,084	1,041,881	158,581	23,412	-	3,530,248
	30%	60%	47%	46%	24%		39%
Direct Costs							
Personnel Expenses	610,254	311,427	671,967	150,337	-	-	1,743,985
Service Provider Contracts	507,000	-	18,000	-	-	-	525,000
Subsidized Employment (OJT/EWT)	294,000	-	325,000	-	-	-	619,000
Training and Support Services	1,996,800	1,200	48,000	6,000	72,000	-	2,124,000
Other Costs	119,510	229,159	132,152	30,082	588	37,040	548,531
Total Direct Costs	3,527,564	541,786	1,195,119	186,419	72,588	37,040	5,560,516
	70%	40%	53%	54%	76%		61%
Total Costs	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764



INFORMATION ITEM 1

Financial Statements

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CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 2/28/2022
(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	5,282,189	5,365,247	(83,059)
Grant Revenue - Local	3002	0	227,421	(227,421)
Total Grant Revenue		<u>5,282,189</u>	<u>5,592,668</u>	<u>(310,480)</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	43,384	88,083	(44,699)
Total Program Revenue		<u>43,384</u>	<u>88,083</u>	<u>(44,699)</u>
Investment Income				
Interest/Dividends	3200	5,869	10,048	(4,178)
Total Investment Income		<u>5,869</u>	<u>10,048</u>	<u>(4,178)</u>
Other Income				
Other Revenues	3300	102	263	(161)
Total Other Income		<u>102</u>	<u>263</u>	<u>(161)</u>
Total Operating Revenue		<u>5,335,269</u>	<u>5,695,187</u>	<u>(359,918)</u>
Total Revenue		<u>5,335,269</u>	<u>5,695,187</u>	<u>(359,918)</u>
Expenditures				
Personnel Expenses				
Salary Expense	5000	1,722,924	1,817,089	94,165
Salary Expense - Benefit Stipend	5005	362,618	403,927	41,309
Payroll Taxes	5050	164,503	157,973	(6,530)
Fringe Benefits (ER Paid)	5060	22,367	25,173	2,806
Retirement	5090	99,389	102,458	3,069
Total Personnel Expenses		<u>2,371,801</u>	<u>2,506,620</u>	<u>134,819</u>
Program Expenses				
Operating Supplies	5303	0	433	433
Food and Beverages	5310	1,671	635	(1,036)
Communications	5500	61,486	64,385	2,899
Outreach/Marketing	5520	17,107	1,745	(15,362)
Service Provider Contract	8000	278,740	350,867	72,127
One-Stop Operator	8100	22,477	19,847	(2,630)
Internal Monitoring	8200	34,115	34,133	18
OJT	8300	172,064	2,584	(169,480)
Paid Work Experience	8320	4,740	4,523	(217)
DWG Work Experience	8325	216,401	95,794	(120,607)
Workforce Services	8335	34,400	25,600	(8,800)
Youth Stipends	8340	14,005	7,636	(6,369)
Other Customer Support Services	8341	20,384	15,209	(5,175)
Customer Training	8342	850,401	1,407,403	557,002
Customer Supportive Services	8343	0	3,575	3,575
Licensures	8344	0	(220)	(220)
Training Related Material	8345	44,370	71,217	26,847
Fees/exams/certifications	8346	20,646	26,677	6,030
Total Program Expenses		<u>1,793,008</u>	<u>2,132,042</u>	<u>339,034</u>
Professional Fees				
Accounting/Audit Fees	5100	30,645	30,963	318

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 2/28/2022
(In Whole Numbers)

		Actual 2021-2022	Actual 2020-2021	Variance
Legal Fees	5101	91,117	32,799	(58,318)
Professional Service	5104	45,870	28,093	(17,778)
Legal (Lobbying)	5105	30,245	0	(30,245)
Contract Labor	5170	143,104	75,180	(67,924)
Contract IT Services	5171	255,748	206,313	(49,435)
Cybersecurity - IT	5172	<u>27,192</u>	<u>27,195</u>	<u>3</u>
Total Professional Fees		623,920	400,542	(223,378)
Supplies				
Office Supplies	5302	11,172	16,496	5,324
Postage/Shipping	5307	1,797	687	(1,110)
Document Shredding	5308	<u>712</u>	<u>625</u>	<u>(87)</u>
Total Supplies		13,681	17,808	4,127
Insurance				
Insurance - Commercial Property	5400	4,701	3,249	(1,452)
Insurance - General Liability	5401	54,258	36,957	(17,300)
Insurance - Workers Comp	5403	22,010	20,025	(1,985)
Insurance - Auto	5404	<u>5,071</u>	<u>4,482</u>	<u>(589)</u>
Total Insurance		86,040	64,713	(21,327)
Occupancy				
Office Rent/Lease	5200	174,343	182,065	7,721
Other Leases	5201	2,220	5,845	3,625
Utilities	5202	20,705	21,679	974
Repairs & Maintenan	5203	18,155	6,035	(12,120)
Security	5204	4,318	312	(4,007)
Janitorial Expense	5205	27,185	30,179	2,994
Pest Control	5206	<u>1,568</u>	<u>1,534</u>	<u>(34)</u>
Total Occupancy		248,494	247,648	(846)
Office Equipment				
Equipment Rent/Lease	5300	25,174	26,357	1,183
Copy Machine Usage/Maintenance	5301	6,407	5,238	(1,169)
Comp	5304	77,772	69,758	(8,014)
Software/License/Maintenance				
Equipment < \$5,000	5305	2,389	78,585	76,196
Other		<u>0</u>	<u>202</u>	<u>202</u>
Total Office Equipment		111,743	180,140	68,398
Travel and Meetings				
Travel - Mileage	5540	3,035	738	(2,297)
Travel - Out of Town	5541	13,235	0	(13,235)
Meetings/Conferences	5560	<u>6,662</u>	<u>3,641</u>	<u>(3,021)</u>
Total Travel and Meetings		22,932	4,379	(18,553)
Licenses, Dues and Other Fees				
Staff Training/Education	5052	20,725	10,210	(10,515)
Other Employee expenses	5055	0	155	155
Recruitment	5095	856	1,266	410
Payroll Processing Fees	5103	5,319	5,517	198
License/Dues & Other Fees	5581	24,936	23,487	(1,449)
401k Administrative Fees	5583	500	5,440	4,940
HRIS Administrative Fees	5584	<u>3,521</u>	<u>3,497</u>	<u>(24)</u>
Total Licenses, Dues and Other Fees		55,858	49,572	(6,285)
Miscellaneous				
Bank Fees	5102	694	864	170
Other Expense	5700	0	3,404	3,404
Vehicle Expenses	5701	230	358	127

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 2/28/2022
(In Whole Numbers)

	Actual 2021-2022	Actual 2020-2021	Variance
Total Miscellaneous	925	4,625	3,701
Total Expenditures	5,328,401	5,608,089	279,689
Net Revenue over (under) Expenditures	6,868	87,097	(80,229)

CareerSource Pinellas

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 7/1/2021 Through 2/28/2022

(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	5,282,189	6,312,098	(1,029,909)	9,630,448	(4,348,259)
Total Grant Revenue		5,282,189	6,312,098	(1,029,909)	9,630,448	(4,348,259)
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	43,384	68,976	(25,592)	108,000	(64,616)
Total Program Revenue		43,384	68,976	(25,592)	108,000	(64,616)
Investment Income						
Interest/Dividends	3200	5,869	7,648	(1,779)	12,000	(6,131)
Total Investment Income		5,869	7,648	(1,779)	12,000	(6,131)
Other Income						
Other Revenues	3300	102	0	102	0	102
Total Other Income		102	0	102	0	102
Total Operating Revenue		5,335,269	6,395,697	(1,060,428)	9,765,948	(4,430,679)
Total Revenue		5,335,269	6,395,697	(1,060,428)	9,765,948	(4,430,679)
Expenditures						
Personnel Expenses						
Salary Expense	5000	1,722,924	1,855,685	132,761	2,782,169	1,059,246
Salary Expense - Benefit Stipend	5005	362,618	395,388	32,770	610,098	247,480
Payroll Taxes	5050	164,503	176,043	11,540	277,103	112,600
Fringe Benefits (ER Paid)	5060	22,367	26,952	4,585	40,428	18,061
Retirement	5090	99,389	98,028	(1,361)	146,147	46,758
Total Personnel Expenses		2,371,801	2,552,096	180,295	3,855,945	1,484,144
Program Expenses						
Operating Supplies	5303	0	1,200	1,200	1,750	1,750
Food and Beverages	5310	1,671	1,422	(249)	2,200	529
Communications	5500	61,486	65,296	3,810	97,944	36,459
Outreach/Marketing	5520	17,107	31,350	14,243	55,650	38,543
Service Provider Contract	8000	278,740	317,030	38,290	475,000	196,260
One-Stop Operator	8100	22,477	28,000	5,523	42,000	19,523
Internal Monitoring	8200	34,115	65,000	30,885	65,000	30,885

CareerSource Pinellas

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 7/1/2021 Through 2/28/2022

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
OJT	8300	172,064	191,312	19,248	511,312	339,248
Paid Work Experience	8320	4,740	38,571	33,831	90,000	85,260
DWG Work Experience	8325	216,401	130,897	(85,504)	130,897	(85,504)
Apprenticeships	8330	0	40,000	40,000	50,000	50,000
Workforce Services	8335	34,400	41,600	7,200	67,200	32,800
Youth Stipends	8340	14,005	23,561	9,556	38,061	24,056
Other Customer Support Services	8341	20,384	16,080	(4,304)	24,120	3,736
Customer Training	8342	850,401	1,459,320	608,919	2,166,305	1,315,905
Customer Supportive Services	8343	0	28,175	28,175	55,175	55,175
Training Related Material	8345	44,370	74,560	30,190	111,840	67,470
Fees/exams/certifications	8346	20,646	27,026	6,380	40,540	19,894
Total Program Expenses		1,793,008	2,580,400	787,392	4,024,995	2,231,987
Professional Fees						
Accounting/Audit Fees	5100	30,645	33,645	3,000	36,145	5,500
Legal Fees	5101	91,117	54,750	(36,367)	74,750	(16,367)
Professional Service	5104	45,870	45,124	(746)	71,942	26,072
Legal (Lobbying)	5105	30,245	25,000	(5,245)	35,000	4,755
Contract Labor	5170	143,104	171,643	28,539	254,443	111,339
Contract IT Services	5171	255,748	244,600	(11,148)	320,600	64,852
Cybersecurity - IT	5172	27,192	27,363	171	41,643	14,451
Total Professional Fees		623,920	602,125	(21,795)	834,523	210,603
Supplies						
Office Supplies	5302	11,172	13,008	1,836	19,840	8,668
Postage/Shipping	5307	1,797	4,160	2,363	6,240	4,443
Document Shredding	5308	712	650	(62)	950	238
Total Supplies		13,681	17,818	4,137	27,030	13,349
Insurance						
Insurance - Commercial Property	5400	4,701	3,530	(1,171)	5,300	599
Insurance - General Liability	5401	54,258	46,048	(8,210)	69,087	14,829
Insurance - Workers Comp	5403	22,010	36,404	14,394	54,211	32,201
Insurance - Auto	5404	5,071	5,064	(7)	7,600	2,529
Total Insurance		86,040	91,046	5,006	136,198	50,158
Occupancy						
Office Rent/Lease	5200	174,343	178,105	3,762	257,397	83,054
Other Leases	5201	2,220	6,000	3,780	9,000	6,780
Utilities	5202	20,705	22,050	1,345	33,100	12,395
Repairs & Maintenan	5203	18,155	19,210	1,055	20,310	2,155
Security	5204	4,318	17,912	13,594	88,468	84,150

CareerSource Pinellas

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 7/1/2021 Through 2/28/2022

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 2	Variance	Approved Budget Mod 2	Budget Remaining
Janitorial Expense	5205	27,185	30,490	3,305	44,310	17,125
Pest Control	5206	1,568	1,544	(24)	2,316	748
Total Occupancy		248,494	275,311	26,817	454,901	206,407
Office Equipment						
Equipment Rent/Lease	5300	25,174	24,264	(910)	36,396	11,222
Copy Machine Usage/Maintenance	5301	6,407	6,440	33	9,660	3,253
Comp Software/License/Maintenance	5304	77,772	72,639	(5,133)	98,327	20,555
Equipment < \$5,000	5305	2,389	14,666	12,277	22,000	19,611
Total Office Equipment		111,743	118,009	6,266	166,383	54,640
Travel and Meetings						
Travel - Mileage	5540	3,035	10,768	7,733	17,180	14,145
Travel - Out of Town	5541	13,235	20,300	7,065	34,200	20,965
Meetings/Conferences	5560	6,662	5,450	(1,212)	13,600	6,938
Total Travel and Meetings		22,932	36,518	13,586	64,980	42,048
Licenses, Dues and Other Fees						
Staff Training/Education	5052	20,725	25,775	5,050	28,375	7,650
Recruitment	5095	856	2,000	1,144	3,000	2,144
Payroll Processing Fees	5103	5,319	6,560	1,241	9,530	4,211
License/Dues & Other Fees	5581	24,936	32,445	7,509	48,584	23,648
FSA Administrative Expenses	5582	0	400	400	600	600
401k Administrative Fees	5583	500	1,800	1,300	5,400	4,900
HRIS Administrative Fees	5584	3,521	3,600	79	5,400	1,879
Total Licenses, Dues and Other Fees		55,858	72,580	16,722	100,889	45,031
Amortization and Depreciation						
Depreciation Expense	5901	0	0	0	22,769	22,769
Total Amortization and Depreciation		0	0	0	22,769	22,769
Miscellaneous						
Bank Fees	5102	694	320	(374)	480	(214)
Vehicle Expenses	5701	230	1,630	1,400	2,330	2,100
Total Miscellaneous		925	1,950	1,026	2,810	1,886
Total Expenditures		5,328,401	6,347,853	1,019,452	9,691,423	4,363,022
Net Revenue over (under) Expenditures		6,868	47,844	(40,976)	74,525	(67,657)



CareerSource Pinellas
Cost Allocation/Expenditure Report
For the Eight Months Ended February 28, 2022

	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	304,578	99,368	208,706	31,019	2,432	25,700	671,803
MIS\Technology	9,006	86,388	35,676	-	3,708	-	134,778
Outreach and Marketing	5,107	41,033	20,781	-	1,602	-	68,523
Staff Training and Development	1,662	9,960	5,391	-	537	-	17,550
One-Stop Cost Pool	14,074	114,582	56,746	-	2,884	-	188,286
Program Management	144,587	80,586	227,874	26,283	2	-	479,332
Business Services	259,504	26,069	172,844	-	-	-	458,417
Indirect Program	22,680	7,369	16,302	1,665	170	2,235	50,421
Total Pooled Costs	761,198	465,355	744,320	58,967	11,335	27,935	2,069,110
	29%	63%	48%	31%	45%	12%	39%
Direct Costs							
Personnel Expenses	348,239	100,133	494,521	106,104	28	108,621	1,157,646
Service Provider Contracts	275,253	-	3,487	-	-	-	278,740
Workbased Learning Initiatives	226,793	-	166,312	-	-	100	393,205
Training and Support Services	900,694	23,388	22,749	2,578	10,728	12,603	972,740
Other Direct Operating Costs	91,801	144,631	115,813	21,911	3,088	79,716	456,960
Total Direct Costs	1,842,780	268,152	802,882	130,593	13,844	201,040	3,259,291
	71%	37%	52%	69%	55%	88%	61%
Total Costs	2,603,978	733,507	1,547,202	189,560	25,179	228,975	5,328,401
Unexpended Budget Balance	2,410,182	506,493	1,138,086	90,440	160,821	57,000	4,363,022
Percentage of Budget Expended	51.9%	59.2%	57.6%	67.7%	13.5%	80.1%	55.0%



CareerSource Pinellas
Pooled Cost Expenditure Report
For the Eight Months Ended February 28, 2022

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	337,191	-	-	-	-	260,105	282,217	33,918	913,431
Salary Expense - Benefit Stipend	31,779	-	-	-	-	59,923	64,100	2,467	158,269
Payroll Taxes	26,851	-	-	-	-	23,539	28,488	1,236	80,114
Fringe Benefits (ER Paid)	3,656	-	-	-	-	4,547	6,106	-	14,309
Retirement	16,867	-	-	-	-	15,574	13,896	1,696	48,033
Total Salary and Benefits	416,344	-	-	-	-	363,688	394,807	39,317	1,214,156
Office Rent/Lease	22,360	-	-	-	69,767	22,111	22,767	2,260	139,265
Contract Labor	31,104	91,175	-	-	-	-	-	3,183	125,462
Legal Fees	91,117	-	-	-	-	-	-	-	91,117
Contract IT Services	7,201	3,931	-	-	-	37,482	6,829	955	56,398
Professional Service	-	-	40,618	-	5,194	-	-	-	45,812
Insurance - General Liability	17,300	142	-	-	-	9,438	9,153	1,785	37,818
Internal Monitoring	16,758	-	-	-	-	17,358	-	-	34,116
Accounting/Audit Fees	30,645	-	-	-	-	-	-	-	30,645
Communications	5,030	326	-	-	12,411	5,087	4,820	545	28,219
Cybersecurity - IT	-	27,192	-	-	-	-	-	-	27,192
Janitorial Expense	-	-	-	-	27,185	-	-	-	27,185
One-Stop Operator	-	-	-	-	22,477	-	-	-	22,477
Staff Training/Education	3,175	-	-	17,550	-	-	-	-	20,725
Utilities	-	-	-	-	20,705	-	-	-	20,705
License/Dues & Other Fees	1,416	-	10,542	-	-	295	8,026	163	20,442
Comp Software/License/Maintenance	4,884	11,029	1,387	-	-	1,734	300	568	19,902
Equipment Rent/Lease	1,038	-	-	-	16,271	997	1,016	112	19,434
Outreach/Marketing	292	312	15,976	-	-	-	450	-	17,030
Insurance - Workers Comp	3,695	-	-	-	-	3,379	4,163	326	11,563
Workforce Services	-	-	-	-	-	11,467	-	-	11,467
Travel - Out of Town	3,469	-	-	-	-	2,123	1,326	-	6,918
Office Supplies	2,033	180	-	-	2,435	543	642	88	5,921
Copy Machine Usage/Maintenance	882	-	-	-	2,907	873	890	93	5,645
Payroll Processing Fees	4,862	-	-	-	-	-	-	457	5,319
Meetings/Conferences	1,825	-	-	-	-	2,025	1,262	-	5,112
Insurance - Commercial Property	90	-	-	-	3,813	92	100	10	4,105
HRIS Administrative Fees	3,197	-	-	-	-	-	-	324	3,521
Equipment < \$5,000	1,664	490	-	-	-	-	-	235	2,389
Travel - Mileage	98	-	-	-	-	108	1,669	-	1,875
Postage/Shipping	110	-	-	-	1,454	80	93	-	1,737
Repairs & Maintenananc	-	-	-	-	1,205	424	-	-	1,629
Pest Control	-	-	-	-	1,568	-	-	-	1,568
Document Shredding	39	-	-	-	584	28	43	-	694
Recruitment	561	-	-	-	-	-	61	-	622
401k Administrative Fees	500	-	-	-	-	-	-	-	500
Security	-	-	-	-	312	-	-	-	312
Bank Fees	118	-	-	-	-	-	-	-	118
Other/Rounding	(4)	1	-	-	(2)	-	-	-	(5)
	671,803	134,778	68,523	17,550	188,286	479,332	458,417	50,421	2,069,110

CareerSource Pinellas														2021-2022 Fiscal Year					
Grant Status Report														67% through the Fiscal year as of 2/28/2022					
3/21/2022														Total Grant					
MIP Fund #	Year	NFA ID	Program Name	Start Date	End Date	NFA Award	Cash Drawn 3/18/2022	Funds Available	LTD Expenditures 2/28/2021	Unexpended Funds	% Funds Spent	Time % of Grant	2021/2022 Budget Mod 2	2021/2022 Spending	Unexpended Funds	Percentage Spent FY			
Workforce Innovation & Opportunity Act																			
0305/0405	2020	39068	WIOA Youth 2020	4/1/2020	6/30/2022	901,274	512,750	388,524	508,986	392,288	56%	85%	1,050,000	506,285	543,715	48%			
0306/0406	2021	40063	WIOA Youth 2021	4/1/2021	6/30/2023	1,187,924	-	1,187,924	-	1,187,924									
0105	2020	39249	WIOA - Adult - 2020-2022	7/1/2020	6/30/2022	1,154,776	1,154,776	-	1,154,776	-	100%	83%	1,350,000	338,707	1,011,293	62%			
0106	2021	40174	WIOA - Adult - 2021-2023	7/1/2021	6/30/2023	1,461,575	902,988	558,587	504,848	956,727				504,848					
0205	2020	39225	WIOA - Dislocated Worker - 2020-2022	7/1/2020	6/30/2022	1,757,157	1,312,500	444,657	1,316,559	440,598	75%	83%	1,700,000	726,188	973,812	43%			
0206	2021	40198	WIOA - Dislocated Worker - 2021-2023	7/1/2021	6/30/2023	1,412,136	-	1,412,136	-	1,412,136									
0523	2019	39725	Apprenticeship Expansion - 2019	4/1/2019	3/31/2022	87,250	28,279	58,971	37,873	49,377	43%	97%	87,016	37,640	49,376	43%			
0525	2019	39572	Apprenticeship Navigator	12/3/2020	12/31/2021	69,649	69,649	-	69,649	-	100%	100%	53,143	53,143	0	100%			
0544	2019	39524	WIOA Soft Skills	4/1/2019	9/30/2021	40,500	37,550	26,250	36,463	4,037	90%	100%	14,444	10,767	3,677	75%			
0250	2019	38893	COVID-19 2019	4/13/2020	3/31/2022	565,385	565,385	-	564,873	512	100%	96%	289,251	298,739	(9,488)	103%			
0550	2021	40354	Rapid Response	7/1/2021	6/30/2023	115,710	72,750	42,960	63,194	52,516	55%	33%	115,710	63,194	52,516	55%			
0555	2020	40919	Get There Faster Low Inc. Returning Adult Learners	10/1/2021	9/30/2023	750,000	-	750,000	-	750,000	0%	21%							
0604	2019	39310	SFY 19-20 Performance Incentives - 2019	7/1/2020	9/30/2021	64,468	64,468	-	64,468	-	100%	100%	64,468	64,468	-	100%			
0605	2019	39334	SFY 19-20 Performance Incentives - 2019	7/1/2020	6/20/2022	158,440	-	158,440	-	158,440	0%	83%	190,128	-	190,128	0%			
						9,726,244	4,721,096	5,028,448	4,321,689	5,404,555			4,914,160	2,603,978	2,815,030	53%			
Employment Services																			
1406	2020	39562	Local Veterans -2020-2021	10/1/2020	2/28/2022	34,495	34,495	-	32,905	1,590	95%	100%	33,000	19,481	13,519	59%			
1407	2021	41075	Local Veterans - 2021-2022	10/1/2021	12/31/2023	2,433	-	2,433	-	2,433	0%	19%							
1306	2020	39542	Disabled Veterans -2020-2021	10/1/2020	2/28/2022	171,618	139,475	32,143	133,527	38,091	78%	100%	120,000	77,244	42,756	64%			
1307	2021	41054	Disabled Veterans -2021-2022	10/1/2021	12/31/2023	10,256	-	10,256	-	10,256	0%	19%							
1105	2020	39201	Wagner Peyser - 2020-2021	7/1/2020	9/30/2021	661,076	661,076	-	661,076	-	100%	100%	650,000	176,593	473,407	62%			
1106	2021	40437	Wagner Peyser - 2021-2022	7/1/2021	9/30/2022	751,210	253,500	497,710	227,619	523,591	30%	53%		227,619					
0530	2020	39915	Recovery Navigator Project 2021-2020	5/6/2021	6/30/2023	260,870	11,000	249,870	14,786	246,084	6%	38%	102,000	14,786	87,214	0%			
0255	2020	40697	One-Stop Security 2020	7/1/2021	6/30/2022	50,000	2,000	48,000	5,163	44,837	10%	67%	100,000	5,163	94,837				
3106	2020	38962	RESEA -2020-2021	1/1/2020	12/31/2021	406,288	406,288	-	406,288	-	100%	100%	335,000	97,902	237,098	63%			
3107	2021	40009	RESEA 2021-2022	1/1/2021	9/30/2022	364,632	120,250	244,382	114,718	249,914	31%	67%		114,718					
						2,712,878	1,628,085	840,412	1,596,084	866,881			1,340,000	733,507	948,830	55%			
Supplemental Nutrition Assistance Program																			
1506	2020	39476	Supplemental Nutrition Assistance Prog - SNAP 2020	10/1/2020	9/30/2021	307,069	307,069	-	307,069	-	100%	100%	-	71,514					
1507	2021	40547	Supplemental Nutrition Assistance Prog - SNAP 2021	10/1/2021	9/30/2022	168,757	128,257	40,500	118,047	50,711	70%	42%	-	118,047					
						475,826	435,326	40,500	425,116	50,711			280,000	189,560	90,440	68%			
Welfare Transition																			
2608	2020	39405	Welfare Transition Prog - Oct - Jun 2021	10/1/2020	8/15/2021	1,899,605	1,899,605	-	1,899,605	-	100%	100%		531,574					
2609	2021	40124	Welfare Transition Prog - July - Sept 2021	7/1/2021	11/30/2021	528,217	528,217	-	528,217	-	100%	100%	-	528,217					
2610	2021	40736	Welfare Transition Prog -Oct - June 2022	10/1/2021	7/30/2022	1,625,497	553,212	1,072,285	487,412	1,138,086	30%	50%		487,412					
						4,053,319	2,981,034	1,072,285	2,915,233	1,138,086			2,685,288	1,547,202	1,138,086	58%			
Trade Adjustment Assistance																			
2005	2020	39496	Trade Adj Assistance - Training 2020	10/1/2020	9/30/2021	209,894	77,621	132,273	74,541	135,353	36%	100%	120,000	958		9%			
2006	2021	40790	Trade Adj Assistance - Training 2021	10/1/2021	9/30/2022	132,273	10,405	121,868	9,650	122,623	7%	42%		9,650					
2105	2020	39359	Trade Adj Assistance - Case Management 2020	10/1/2020	9/30/2021	66,150	37,050	29,100	36,032	30,118	54%	100%	66,000	7,296		22%			
2106	2021	40791	Trade Adj Assistance - Case Management 2021	10/1/2021	9/30/2022	30,118	8,018	22,100	7,275	22,843	24%	42%		7,275					
						438,435	125,076	283,241	120,222	288,094			186,000	25,179	160,821	14%			
Direct Services																			
6102	2019		USDOL Youthbuild 2019	2/1/2019	5/31/2022	1,100,000	824,749	275,251	859,171	240,829	78%	93%	225,000	182,762	42,238	81%			
8000			Corporate\Unrestricted			-	-	-	-	-			35,974	46,212	(10,238)	128%			
						1,100,000	824,749	275,251	859,171	240,828.96			260,974	228,974	32,000	94%			
						18,506,702	10,715,365	7,540,136	10,237,514	7,989,155			9,666,422	5,328,401	5,185,206	55%			
																5,328,400.61		Check total	
MIP Fund #	Year	NFA ID	Program Name	Start Date	End Date	NFA Award	LTD Expend 2/28/2022	LTD Admin	LTD Expend Less Admin	Category	Amount	Percentage	Goal						
0305/0405	2019	38112	WIOA Youth 2019	4/1/2020	6/30/2022	\$ 901,274	\$ 508,986	\$ 36,887	\$ 472,100	PWE	94,224	20.0%	20%						
						\$ 901,274	\$ 508,986	\$ 36,887	\$ 472,100	OSY	442,990	93.8%	75%						
0105	2020	39249	WIOA - Adult - 2020-2022	7/1/2020	6/30/2022	\$ 1,154,776	\$ 1,154,776	\$ 145,027	\$ 1,009,749	ITA State	686,070	67.9%	30%						
0106			WIOA - Adult - 2021-2023	7/1/2021	6/30/2023	\$ 1,461,575	\$ 504,848	\$ 88,838	\$ 416,010	ITA State	259,612	62.4%	30%						
0205	2020	39225	WIOA - Dislocated Worker - 2020-2022	7/1/2020	6/30/2022	1,757,157	1,316,559	\$ 198,061	\$ 1,118,498	ITA State	677,386	60.6%	30%						



INFORMATION ITEM 2

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 was 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.

At the March 16, 2022, Board meeting, the Board approved Steven Meier, Interim CEO and CFO to be trustee. Once the permanent CEO is named, that individual would also be appointed as trustee of the plan. Subsequently, working with Martin, Martin, Randall & Associates, Inc., the Third Party Administrator of the Plan, determined that we can simply use business positions or titles as the Trustees in the Plan Document instead of specific names. As a result, the Plan Document will be restated to list the trustees as:

1. Chief Executive Official/Executive Director/Chief Executive Officer (or highest-ranking officer)
2. Chief Financial Officer (or highest-ranking financial position)

These titles are consistent with the organization's by-laws, handbook and other governing documents.



INFORMATION ITEM 3

Unrestricted Cash

The Board approved the payment of the disallowed costs attributable to the Final Determination from DOL compliance review from unrestricted funds at the Special Board meeting on April 8, 2022. Subsequent to this payment, CareerSource Pinellas had almost \$893,000 of unrestricted funds available deposited in the following accounts:

Valley Bank Account	Balance
Unrestricted Checking	\$ 197,542
Unrestricted Money Market	516,834
Operating Money Market	178,455
	\$ 892,831

Unrestricted Checking: Funds accumulated from unrestricted activities, e.g. Ticket to Work revenue, Tobacco Free Florida referral revenue, lobbying expenses, etc.

Unrestricted Money Market: Funds remaining from proceeds of sale of Science Center after payment of disallowed costs to U.S. Department of Labor.

Operating Money Market: Represent funds remaining from Capital Improvement Fund from the Science Center. The account was designated to track cash value for capital improvements to buildings as they became necessary. At the January 15, 2020, Board meeting, the Board approved the release of the remaining \$176,159.16 in the Capital Improvement Fund to unrestricted.