



May 26, 2022 - 11:45 A.M.
Hybrid Meeting – EpiCenter
13805 58th St. N.
Room 1-451 & 1-453
Clearwater, FL 33760

Zoom

*Join via Zoom – Meeting ID: 752 518 8457
Password: Workforce

[Zoom Link](#)

*Dial In via Phone – Meeting ID: 752 518 8457
Phone: +1 646-558-8656

**Board of Directors
Agenda**

I. Welcome and Introductions Barclay Harless, Chair

II. Public Comment

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

III. Roll Call

IV. Chair’s Report

V. CEO Report

VI. Action/Discussion Items

- 1. Approval of minutes - April 25, 2022 Special BOD Meeting Page 1
Ad Hoc Nominating Committee
- 2. PY’2022-2023 Board of Director Reappointment Recommendations Page 3
- 3. PY’2022-2023 Board Officer Recommendations Page 4
Compensation Committee
- 4. Annual Performance Evaluation Page 5
- 5. Approval of Vendor for 2022 Compensation Review Page 6
One-Stop Committee
- 6. Policy Approval – Youth Services Selection Page 7
- 7. Approval of One-Stop Operator Page 18
- 8. MOU – Vocational Rehab Renewal Page 19
- 9. Schedule of Operations Page 20
Workforce Solutions Committee
- 10. Related Party Contracts – 2022-2023 Page 22
- 11. Training Provider Renewal – (Multiple)..... Page 24

Collaborate.
Innovate.
Lead.

careersourcepinellas.com



Finance Committee

12. Approval of Updates to Procurement Policy Page 26

13. Contract Renewal for Securance, LLC Page 42

14. Approval of Budget Modification III Page 43

15. Planning Budget for 2022-2023 Page 49

16. Abacode, LLC Cybersecurity 24/7 Monitoring Page 62

Audit Committee

17. Approval of Audit for 6.30.2022 Financial Statements..... Page 63

18. Approval of Annual 2021 401K Audit Page 92

VII. General Counsel Update – Gray|Robinson Page 109

VIII. Information Items

1. Board and Committee 2022-2023 Draft Calendar..... Page 110

Ad Hoc Nominating Committee

2. Current Board Roster and Term Dates..... Page 112

3. PY'2021-2022 Committee Assignments..... Page 113

Compensation Committee

4. Employee Engagement..... Page 114

5. Compensation and Turnover Summary..... Page 118

One-Stop Committee

6. 2021-2022 One-Stop Goals Update Page 120

7. Reports

 a. Status of Enrollments Page 123

 b. WIOA Primary Indicators Page 124

 c. Center Traffic Flow Page 125

Workforce Solutions Committee

8. Workforce Solutions Goals Update Page 126

9. WIOA Primary Indicators Report Q1 Page 143

10. Training Provider Spending..... Page 144

11. Work-Based Learning Spending..... Page 145

12. Help Wanted Online Report Page 146

Finance Committee

13. February 28, 2022 Financial Statements..... Page 150

14. 401K Trustee Information..... Page 160

15. Unrestricted Cash..... Page 161

IX. Other Administrative Matters

X. Open Discussion

XI. Adjournment



Finance Committee – June 29, 2022 (10:00 am - 11:00 am)
Audit Committee – August 24, 2022 (1:00 pm – 2:00 pm) (Draft Calendar)
Compensation Committee – August 4, 2022 (10:00 am - 11:00 am) (Draft Calendar)
Workforce Solutions Committee – June 23, 2022 (2:30 pm - 3:30 pm)
One-Stop Committee – June 23, 2022 (9:00 am - 10:00 am)
Next Board of Directors Meeting – July 13, 2022 (11:45 am - 12:45 pm) (Draft Calendar)

**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.*



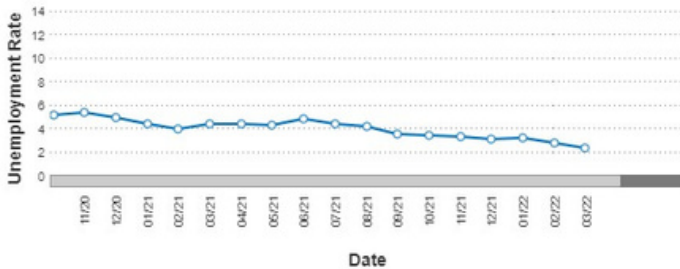
Updates for the Board of CareerSource Pinellas



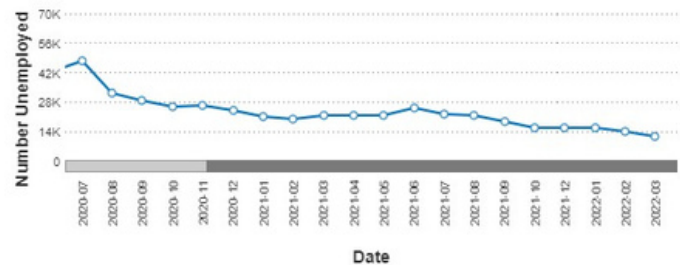
Florida Unemployment: At A Glance

The Pinellas County unemployment rate is 2.4%, which is 0.8% lower than the state unemployment rate of 3.2% and 1.2% lower than the national unemployment rate of 3.6%. In March, there were 11,943 unemployed residents of Pinellas County.

Unemployment Rate
Pinellas County



Unemployed People
Pinellas County



2022 Hiring Events By the Numbers

Career Fairs	18
Recruiting Events	45
Employers Served	227
Job Seekers	525



CAREERSOURCE PINELLAS SUCCESS STORY

Student and business recruitment efforts are underway for the Summer P.A.Y.S. (Preparing Area Youth for Success) program.

Before CareerSource staff even began reaching out to prospective employers, last year's largest employer, YMCA of the Suncoast, reached out proactively to ask if they could return as an employer this summer.

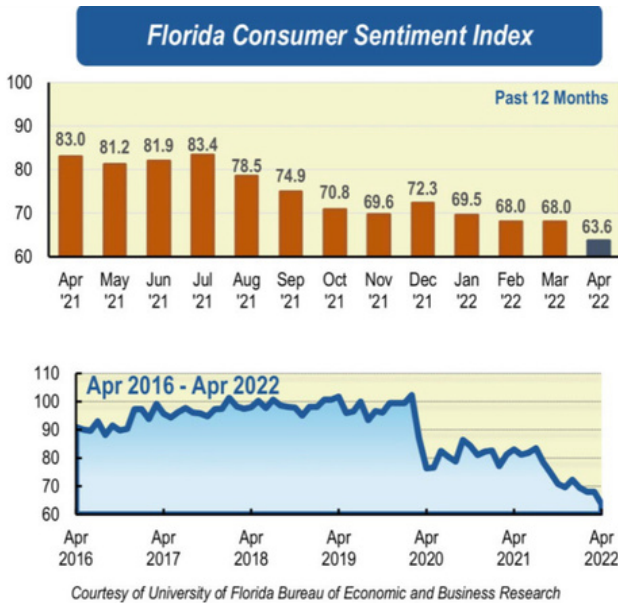
Additionally, the program was featured on Thursday, May 12, on Bay News 9. Kristopher Lucas and a student from last year's program, Raymond Lewis III, spoke with reporter Fallon Silcox. [It is available for viewing on the Bay News 9 website.](#)



Recruitment efforts are still underway. Applications are available online at careersourcepinellas.com/summerpays.

Florida Consumer Sentiment Index

Consumer sentiment among Floridians plummeted 4.4 points in April to 63.6 from a revised figure of 68 in March, reaching its lowest level in the last 10 years.



All five components that make up the index decreased. Likewise, the three components on future economic outlooks declined among Floridians in April.

REACH Act Implementation Update

Per an April 22 letter from CareerSource Florida board chair Stephanie Smith:

- **Phase 1, April-June:** CareerSource Florida has contracted with Ernst & Young LLP to evaluate the alignment of local workforce development boards, consistent with the REACH Act charge to reduce the number of local workforce development boards in the state.
- **Phase 2, July:** This will include a deeper analysis, more robust engagement with stakeholders and customers across the state, and alignment considerations provided to the CareerSource Florida Board by year's end. Additional phases of work will follow based on any action the state board takes later this year.

Partner Highlight



**Pinellas County
Urban League**

*Empowering Communities.
Changing Lives.*

CareerSource Pinellas will host two community resource and second chance career fairs within the next month.

- Thursday, May 26 at CareerSource Pinellas - South County
- Tuesday, June 14 at St. Petersburg College - Midtown.

We look forward to partnering with the Pinellas County Urban League for the June 14 event at SPC Midtown. PCUL's efforts include community revitalization through housing and training programs, increasing the graduation rate of African Americans, training and developing entrepreneurs, growing small and minority-owned businesses, expanding and creating new youth development, education and career training opportunities, and supporting the reduction of crime through collaboration.



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 April 25, 2022, Special meeting of the Board of Directors have been prepared and are enclosed.

RECOMMENDATION

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

**CareerSource Pinellas
Special Board of Directors Minutes**

Date: Monday, April 25, 2022, at 9:00 am.

Location: *Virtual Zoom

Call to Order

Chair Barclay Harless called the meeting to order at 9:01 a.m. There was a quorum with the following board members present.

Board Members in Attendance

Andrea Cianek, Barclay Harless, Commissioner René Flowers, David Fetkenher, Dr. Rebecca Sarlo, Jack Geller, Jody Armstrong, John Howell, Kevin Knutson, Lisa Cane, Mark Hunt, Michael Jalazo, Patricia Sawyer, Elizabeth Siplin, Zachary White

Board Members Not in Attendance

Belinthia Berry, Candida Duff, Celeste Fernandez, Chris Owens, Glenn Willocks, Ivonne Alvarez, Kenneth Williams, Scott Thomas

Staff in Attendance

Steven Meier, Jay Burkey, Kris Lucas, Mary Jo Schmick, Leah Geis

Public Comments

There were no public comments.

Action Item 1 – Approval of the Minutes – 4.8.22 Special Board of Directors Meeting

The minutes of the April 8, 2022, Special Board of Directors meeting were presented for approval.

Discussion: None

Motion:	Michael Jalazo
Second:	Jack Geller

The minutes were approved as presented. This motion carried unanimously.

Action Item 2 – Insurance Coverage Counsel Approval

RECOMMENDATION

Approval of Messer Caparello’s proposal and conflict waiver so they may serve as insurance coverage counsel in all matters related to a claim for insurance coverage relating to a monetary demand made by the U.S. Department of Labor in March 2022, subject to approval by the Pinellas County Board of County Commissioners.

Discussion: Barclay Harless clarified the motion was to accept both the proposal and waiver and to approve them as additional counsel in this matter.

Motion:	Jack Geller
Second:	Commissioner Rene Flowers

The Board of Directors made a motion to approve of Messer Caparello’s proposal and conflict waiver. The motion carried unanimously.

Open Discussion - None

Adjournment - Barclay Harless adjourned the meeting at 9:13 AM.



ACTION ITEM 2

PY'2022 - 2023 Board of Directors Reappointment Recommendations

The Board members listed below have terms which are expiring on 6/30/2022. If re-appointed, they will serve an additional two-year term period, effective July 1, 2022 through June 30, 2024.

Representation	Name	Term Ends	Reappoint?
Business	Andrea Cianek	6/30/2022	No
GRO – Public Assistance	Celeste Fernandez	6/30/2022	Yes
Business	Chris Owens	6/30/2022	No
Business	David Fetkenher	6/30/2022	Yes
Business	Elizabeth Siplin	6/30/2022	Yes
Business	Glenn Willocks	6/30/2022	Yes
CBO – Individuals w/Barriers	Jody Armstrong	6/30/2022	No
WOLO*	Kenneth Williams	6/30/2022	Yes
ETPA*	Mark Hunt	6/30/2022	Yes
ETPO*	Dr. Rebecca Sarlo	6/30/2022	Yes

The board members whose term will expire on June 30, 2022 were contacted to determine whether he/she intends to seek reappointment. All members, except for three individuals, are being presented for reappointment.

RECOMMENDATION

Approval of those directors whose term will expire on June 30, 2022 to be reappointed for an additional two-year term period, effective July 1, 2022 through June 30, 2024.

Upon approval from the Board of Directors, this recommendation will be forwarded to the appointing authority, the Pinellas County Board of County Commissioners.



ACTION ITEM 3

PY'2022 – 2023 Board Officer Recommendations

INFORMATION

WorkNet Pinellas, Inc., dba CareerSource Pinellas, Bylaws, Article V, Sections 1 and 3 states:

SECTION 1- Election of Officers

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

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

SECTION 3 – Terms of Office

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

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

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

Officers	2021 – 2022 Board Officers	2022 – 2023 Nominees
Chair	Barclay Harless*	Scott Thomas
Chair-Elect	Michael Logal/Vacant	Elizabeth Siplin
Treasurer	Rebecca Sarlo*	Barclay Harless
Secretary	Sheryl Nadler/Kenneth Williams	Kenneth Williams

** Indicates the officer has served 2 consecutive terms in the same office.*

RECOMMENDATION

Approval of the 2022 - 2023 Board Officer nominees.



ACTION ITEM 4

Annual Performance Evaluation

The annual performance process was approved for completion for all staff on a program year basis, from July 1 to June 30. On September 8, 2021, the Board of Directors approved the annual performance evaluation utilizing a five-point scale.

The annual performance review process typically accompanies a merit increase, cost of living increase, and/or a performance evaluation stipend, or, depending on funding, consideration may be given to forgoing an increase.

Historically, a performance benefit stipend was awarded to employees based on their performance evaluation. Two years ago, a merit increase was instituted for employees from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation. Last program year, the recommendation was for those employees who did not reach the maximum of their pay range, an opportunity to decide whether to receive a merit increase or a one-time performance evaluation stipend.

The handling of performance evaluation review and benefits is brought to the board annually for consideration. This program year, CareerSource Pinellas is recommending that only merit increases be offered.

RECOMMENDATION

Approval for a merit increase for employees upon the completion of the annual performance evaluation. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year ending in June 2022.



ACTION ITEM 5

Approval of Vendor for 2022 Compensation Review

In February 2019, hrEdge Consulting was retained by CareerSource Pinellas to conduct a Compensation Review. The review was designed to focus on salary range equity externally, as well as internal structure of position titles. As discussed at the October 7, 2021, Compensation Committee meeting and the November 17, 2021, Board meeting, CareerSource Pinellas would issue a Request for Quotes (RFQ) from various third-party HR practitioners to conduct an updated Compensation Review.

The RFQ was issued at the beginning of March with the deadline to submit proposals by March 25. CareerSource Pinellas received proposals from four qualified vendors, one of which was hrEdge.

The Interim CEO/CFO and HR Director reviewed the proposals received. The HR Director abstained from reviewing hrEdge's proposal due to a prior employment relationship with them. Based upon review of the proposals, it is the recommendation to enter into a contract with Compensation Resources to perform a compensation review as an update to the review performed in 2019. Compensation Resources was selected due to:

- Specializing in executive compensation, salary administration, sales compensation, pay-for-performance and incentive compensation, and performance management programs.
- Developing and installing customized solutions, not "off the shelf" programs.
- 43% of their business is in not-for-profit space.
- Provided salary administration and executive compensation services for CareerSource Central Florida and CareerSource Tampa Bay.

Their quote to perform the compensation review is \$30,800. A budget modification request was approved at the November 17, 2021, Board Meeting that included a line item of \$37,500 for a Compensation Review. The Compensation Committee approved Compensation Resources at its April 7, 2022 meeting.

RECOMMENDATION

Approval of Compensation Resources to perform Compensation Review for CareerSource Pinellas at a cost not to exceed \$30,800 plus out-of-pocket expenses, if any.



ACTION ITEM 6

Policy Approval- WIOA-P-120-14 Youth Service Provider Selection

Title I of WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). Title I of WIOA affirms the Department of Labor's (DOL) commitment to providing high-quality services for youth, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, such as pre-apprenticeships or internships, for in-demand industries and occupations, and culminating with employment, enrollment in postsecondary education, or a Registered Apprenticeship.

This policy provides Local Workforce Development Board 14 (LWDB-14) the criteria for awarding grants and contracts for youth workforce services under the Workforce Innovation and Opportunity Act (WIOA). Additionally, this policy outlines procurement requirements that govern the youth service provider selection process.

LWDB-14 is encouraged to award grants or contracts to youth service providers when local areas have access to experienced and effective youth service providers.

RECOMMENDATION

Approval of Policy WIOA-P-120-14- Youth Service Provider Selection.

 <p style="text-align: center;">Administrative Policy with Local Operating Procedures</p>		<p>POLICY NUMBER WIOA-P-120-14</p>
Title:	Youth Service Provider Selection	
Program:	Workforce Innovation and Opportunity Act	
Effective:	To be approved at May Board of Directors Meeting	

I. PURPOSE AND SCOPE

The purpose of this policy is to provide Local Workforce Development Board 14 (LWDB-14) with the criteria for awarding grants and contracts for youth workforce services under the Workforce Innovation and Opportunity Act (WIOA). Additionally, this policy outlines procurement requirements that govern the youth service provider selection process.

II. BACKGROUND

One of the responsibilities of LWDB-14 is to select providers of youth workforce services through competitive grants or contracts. LWDB-14 has the option of directly providing some or all youth workforce services rather than awarding grants or contracts for these services. LWDB-14 is encouraged to award grants or contracts to youth service providers when local areas have access to experienced and effective youth service providers.

III. AUTHORITY

Workforce Innovation and Opportunity Act of 2014, [Public Law 113-128](#), Section 123

2 Code of Federal Regulations (CFR) Parts [200](#) and [2900](#)

[20 CFR 681.400](#)

[48 CFR 2.1](#)

[Training and Employment Guidance Letter \(TEGL\) No. 21-16](#), Third WIOA Title I Youth Formula Program Guidance

[Chapter 287](#), Florida Statutes

Sections [445.003](#) and [445.007\(9\)](#), Florida Statutes

[Chapter 60A-1](#), Florida Administrative Code

[2020-2024 Florida Workforce Innovation and Opportunity Act Unified Plan](#)

IV. POLICIES AND PROCEDURES

A. Determination to Directly Provide Youth Services or Procure a Youth Service Provider

When LWDB-14 chooses to award grants or contracts for youth workforce services must do so through a competitive procurement process as required by WIOA Section 123 and the criteria established in this policy. Competition is expected to improve the delivery of efficient and effective youth workforce services. Though LWDB-14 has flexibility in determining which WIOA youth services to procure, LWDB-14 is expected to contract with youth service providers for the program elements youth service providers are best positioned to offer. The intent of this flexibility is to allow LWDB-14 to directly provide WIOA youth program elements they can most efficiently and cost-effectively provide, such as labor market and employment information, and framework services including assessment, intake, supportive services, and follow-up services.

If LWDB-14 chose to directly provide youth workforce services, situations may arise where a single entity serves multiple roles, such as fiscal agent, service provider, and/or one-stop operator. Please refer to [Administrative Policy 110 – Local Workforce Development Area and Board Governance](#) for guidance on serving multiple functions.

B. Criteria for Youth Service Provider Selection

When LWDB-14 awards grants or contracts to youth service providers, they must do so in accordance with the following criteria that demonstrate the ability of the provider(s) to:

- (1) Effectively provide the youth services sought by LWDB-14; specifically, the execution of the 14 youth program elements.
- (2) Coordinate services with other community organizations, vendors, or LWDB-14.
- (3) Provide services at a reasonable cost¹ and provide an accurate project budget.

¹ Costs that LWDBs may want to consider in the proposed budget narrative include: program staff wages and fringe benefits, travel, supplies, materials, training costs, work experience wages, stipends, and incentives. Leveraged costs and indirect costs should be requested.

- (4) Demonstrate an understanding of the WIOA program statutory and regulatory requirements, and any other federal, state, and local policies impacting youth program operations.
- (5) Identify partners the provider will work with to help youth achieve successful outcomes.²
- (6) Offer or provide access to a continuum of services that allow participants to obtain a General Education Development or high school diploma, enroll into post-secondary education, and obtain employment within their chosen career paths, as applicable.
- (7) Utilize career pathways and sector strategy models with a structured sequence of activities, as well as multiple entry and exit points that provide adequate supportive services, as applicable.
- (8) Meet or exceed performance indicators that will be used to measure the success of the youth served by the program, and the minimum standards and targets set by LWDB-14 to ensure LWDB-14 indicators of performance negotiated with the state for the youth program are met.
- (9) Meet established reporting requirements.
- (10) Demonstrate past performance providing youth services, if applicable.
- (11) Demonstrate strong community and business linkages to ensure the ability to develop work-based learning opportunities and meet the skill and training needs for the state's talent pipeline.

Further, LWDB-14 must ensure the provider has been in business for at least six months prior to submitting a bid or response to provide services and has a current business license or proof of active compliance with the Secretary of State Corporations Division. LWDB-14 must also ensure the provider has not been found at fault in criminal, civil, or administrative proceedings related to its performance as a training provider or educational institution, and they must disclose any pending criminal, civil, or administrative proceeding as either a defendant or a respondent.

Further, LWDB-14 may establish additional criteria to ensure they use providers best positioned to deliver required program elements resulting in strong outcomes for youth participants. If LWDB-14 establishes additional criteria, it must describe such criteria in its WIOA four-year local plan.

C. Phases of the Competitive Procurement Process

Formal competitive processes may include several phases and steps, which may take place concurrently with other activities. The following phases and steps are designed

² LWDBs are not required to procure all 14 program elements through a competitive process; therefore, the Request for Proposals might allow vendors to propose to collaborate with other organizations to leverage available resources in the community.

to ensure the competitive procurement process is open and transparent: (1) planning, (2) release and evaluation, (3) negotiation and selection, (4) implementation, and (5) closeout.

D. Procurement Standards and Requirements

LWDB-14 must award youth service provider grants and contracts in accordance with the procurement standards found in the Uniform Guidance at 2 CFR parts 200 and 2900, in addition to applicable state and local procurement requirements. For the acquisition of property or services required under a federal award or subaward, LWDB-14 must use documented procurement procedures, consistent with state and local laws and regulations and the standards outlined in 2 CFR 200.318 and further prescribed below.

General procurement requirements under WIOA must also be followed as part of the competitive process. The requirements must be consistent with Uniform Guidance and include the following.

1. Written Policies and Procedures

LWDB-14 must establish written policies and procedures that describe the competitive process for selecting youth service providers and the manner in which the LWDB-14 will address the settlement of all contractual and administrative issues, such as protests, appeals, and disputes. LWDB-14 documented procurement procedures must conform to the procurement standards identified in 20 CFR 200.317 through 200.327. Written policies and procedures must allow for sufficient time for all phases of the procurement process to be carried out in a manner that does not unduly restrict competition. The policies and procedures must also outline a timetable to ensure the selection of youth service providers through a competitive process is conducted at a specified frequency.

2. Appropriate Methods of Competitive Procurement

LWDB-14 is required to use one of the following methods of procurement:

- (1) Sealed Bids, such as an invitation for bids (IFB), pursuant to the requirements outlined in 2 CFR 200.320(b)(1).
- (2) Proposals, such as a request for proposals (RFP), pursuant to the requirements outlined in 2 CFR 200.320(b)(2).

3. Full and Open Competition

LWDB-14 must conduct full and open competitions for all procurement transactions.

Pre-qualified lists of potential bidders or offerors must be current, include enough qualified sources to ensure open and free competition, and must not preclude bidders and offerors from qualifying during the solicitation period.

Restricting competition is not allowed. Activities that may be considered to be restrictive of full and open competition include, but are not limited to:

- (1) Placing unreasonable requirements on firms for them to qualify to do business.
- (2) Requiring unnecessary experience and excessive bonding.
- (3) Non-competitive pricing practices between firms or between affiliated companies.
- (4) Non-competitive contracts to consultants that are on retainer contracts.
- (5) Organizational conflicts of interest.
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
- (7) Any arbitrary action in the procurement process.

4. Simplified Acquisition Threshold

Procurements that exceed the simplified acquisition threshold (currently set at up to \$250,000 by 48 CFR 2.1) cannot use the small purchase procedures. LWDB-14 is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. Such procurements must not exceed \$250,000.³ If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources, as determined appropriate by LWDB-14.⁴

5. Cost and Price Analysis

When performing a competitive procurement, LWDB-14 must ensure the proposed costs of the youth service provider are allowable, meaning they are reasonable, necessary, and allocable. Before awarding funds to a subrecipient or vendor, LWDB-14 must perform a cost or price analysis to determine the reasonableness of individual cost elements and/or the overall price. Price analysis should be used to verify that the overall price offered is fair and reasonable.⁵

³ 2 CFR 200.320(b)

⁴ 2 CFR 200.320(a)(2)

⁵ 2 CFR 200.324

LWDB-14 must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for LWDB-14 in accordance with cost principles defined in 2 CFR subpart E. LWDB-14 may also reference their own cost principles that comply with the federal cost principles.

Additionally, cost realism analyses must be performed on cost-reimbursement contracts to determine the probable cost of performance for each bidder or offeror.

6. Standards of Conduct

LWDB-14 must have written standards of conduct that require fairness, objectivity, ethical standards, and other related standards of conduct during all phases of the procurement process. Written standards of conduct must address:

- (1) Mitigating apparent or real conflicts of interest. Conflicts of interest arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated has a financial or other interest or a tangible personal benefit from a firm considered for a contract.
- (2) Disclosure of any real or apparent conflict of interest, whether individual, or organizational. Written standards of conduct must identify the process for recusal of individuals or organizations that are members of LWDB-14 who disclose a real or apparent conflict of interest.
- (3) A description of the firewalls and internal controls to mitigate conflict of interest in circumstances including, but not limited to, situations where an entity acts in more than one role in the one-stop delivery system or performs more than one function in the procurement process, as well as situations where the LWDB-14 uses a sole source selection.
- (4) Confidentiality of information contained in the proposals submitted for consideration.
- (5) Not allowing any entity that develops or drafts specifications, requirements, statements of work, IFBs or RFPs, or evaluates proposals, to compete under the procurement.

7. Transparency and Responsibility

The procurement process must be conducted with transparency and responsibility from

the planning phase to the closeout phase. Information about the selection and certification of youth service providers must be made available to the public on a regular basis through electronic means and open meetings, as specified in rule and statute. This provides an avenue for public comment and participation in the process. Information must also be made available to state auditors and federal reviewers.

When selecting an entity as a youth service provider, LWDB-14 must consider the entity's integrity, compliance with public policy, record of past performance, and other factors that demonstrate transparency and responsibility. LWDB-14 must also ensure that a potential provider is not debarred, suspended, or otherwise excluded from or ineligible to participate in federal assistance programs or activities.

E. Non-Competitive Procurement of Youth Service Providers (Sole Source)

Where LWDB-14 determines there are an insufficient number of eligible youth providers in the local area, such as a rural area, LWDB-14 may award grants or contracts on a sole source basis. LWDB-14 must follow the criteria outlined in 20 CFR 681.400(b)(4) and 2 CFR 200.320(c) to award sole source grants or contracts for youth services when one of the following occurs:

- (1) Services are available only from a single source.
- (2) The public exigency or emergency for the service will not permit a delay resulting from publicizing a competitive solicitation.
- (3) The United States Department of Labor or DEO expressly authorizes a non-competitive procurement in response to a written request from LWDB-14.
- (4) After solicitation of a number of sources, competition is determined to be inadequate, whether for reasons of number or quality of proposals/bids.

If LWDB-14 uses the sole source selection must prepare and maintain written documentation describing the entire process of making the selection.

F. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Firms

LWDB-14 must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, as further prescribed in 2 CFR 200.321(a).

G. Youth Service Provider Selection

Any response received to publicized requests for proposals from bidders or offerors must be considered to the maximum extent practical. LWDB-14 must have a written method for conducting technical evaluations of the proposals received and making selections. Contracts must be awarded to the responsible bidder or offeror whose proposal is most advantageous to LWDB-14, with price and other factors considered.

If LWDB-14 has an established standing youth committee, it may assign the committee the function of selecting youth service providers. LWDB-14, or their standing youth committee, must select youth service providers best positioned to provide the required youth program elements.

H. Legally Binding Agreement

Once LWDB-14 has competitively selected a youth service provider, LWDB-14 and the youth service provider must execute a legally binding agreement. At a minimum, the agreement must include the following elements:

- (1) *Statement of Work (SOW)*. The SOW specifies:
 - (a) the period of performance or the start and end date of the contract.
 - (b) the services to be performed, including measurable performance goals to be delivered under the agreement.
- (2) *Authorized Officials and Purpose*. Authorized officials are persons authorized to enter into legally binding agreements and must be on record as the signatory official. Signatures of the authorized persons must be a part of the written agreement.
- (3) *Additional Terms and Conditions*. Funding agreements must include standard terms and conditions that are required by either the federal agency, state law, or local policies. The agreement must identify that youth service providers are sub-recipients of federal funds.

I. Recordkeeping

LWDB-14 must maintain sufficient records to detail the history of procurement in accordance with 2 CFR 200.318(i) and 2 CFR 200.333. These records must include, but are not limited to, the following:

1. All proposals/bids received.
2. Ratings of all proposals/bids received.
3. Rationale for the method of procurement.
4. Selection of agreement or contract type.
5. Selection or rejection of proposals/bids.
6. Appeals and disputes.
7. Basis for the agreement price.

When LWDB-14 makes the selection for sole source, it must prepare and maintain written documentation of the entire sole source selection process. The documentation should provide evidence the review was performed by an impartial entity or organization and verify that firewalls were in place during the review of the proposals.

J. Conflict of Interest

Recognizing that membership of LWDBs is comprised of key providers and leaders from the business, workforce and education communities, and other community-based organizations, WIOA allows LWDB-14 to contract with members of LWDB-14 and standing committees for the provision of WIOA-funded services if there are processes in place to prevent or cure a conflict of interest.

When an actual or potential conflict of interest exists between LWDB-14 and any local board member, employee of the local board, a relative of a local board member, or employee of the local board, or an organization or individual represented by or employing a local board member, the criteria and procedures set forth in the Grantee- Subgrantee Agreement executed between DEO and all LWDBs, and any related administrative policies upon issuance, must be followed.

K. Local Operating Procedures

Local operating procedures (LOPs) guide how LWDB-14 operationalize policies related to the selection of youth providers. Each LWDB must develop LOPs, consistent with this policy as well as federal and state requirements that:

1. Establish the competitive procurement process that will be used to select youth service providers when LWDB-14 will not provide all or some youth activities.
2. Define what would constitute an insufficient number of eligible youth providers for a sole source procurement.

L. State and Local Monitoring

DEO will monitor the requirements outlined in this policy and LOPs. Additionally, LWDB-14 must establish local monitoring policies and procedures that include, at a minimum

1. Roles of the youth service provider and LWDB-14 staff; and
2. Local monitoring procedures for implementation of this policy.

When LWDB-14 is the youth service provider, there is an inherent conflict of interest due to LWDB-14 being unable to effectively monitor itself. In this circumstance, an outside organization or entity must conduct the monitoring and report the results to the Chief Local Elected Official.

V. DEFINITIONS

Competitive Procurement – Also referred to as “competitive solicitation” means the process of requesting and receiving two or more sealed bids, proposals, or replies submitted by responsive vendors (bidders or offerors) in accordance with the terms of a competitive process, regardless of the method of procurement.

Cost Analysis – The review and evaluation of any separate cost elements and profit or fee in an offeror’s or contractor’s proposal, as needed to determine a fair and reasonable price or to determine cost realism, and the application of judgment to determine how well the proposed costs represent what the cost of the contract should be, assuming reasonable economy and efficiency.

Cost Realism Analysis – The process of independently reviewing and evaluating specific elements of each offeror’s proposed cost estimate to determine whether the estimated proposed cost elements are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the unique methods of performance and materials described in the offeror’s technical proposal.

Firewall – In this context, a firewall consists of documented procedures and security measures, physical and electronic, designed to maintain a competitive environment that prevents conflicts of interest and ensures that internal processes are transparent, fair, and unbiased.

Proposals – A procurement method in which either a fixed price or cost reimbursement type of contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids.

Sealed Bid – A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price.

Simplified Acquisition Threshold – The dollar amount below which a non-federal entity may purchase property or services using small purchase methods/procedures.

Sole Source – Also referred to as “exceptional purchase.” Any purchase of commodities or contractual services excepted by law or rule from the requirements for competitive solicitation, including, but not limited to, purchases from a single source; purchases upon receipt of less than two responsive bids, proposals, or replies; purchases made by an agency after receiving approval from the department, from a contract procured, pursuant to s. 287.057(1), or by another agency; and purchases made without advertisement in the manner required under s. 287.042(3)(b).

VI. ATTACHMENTS

[WorkforceGPS: Building Quality Request for Proposals \(RFPs\) for WIOA Youth Program Services Brief](#)

[WorkforceGPS: Contracting Strategies that Facilitate Serving Youth in Need](#)



ACTION ITEM 7

Approval of One Stop Operator

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

The Board approved the issuance of a Request for Proposal (RFP) for a qualified One-Stop-Operator. CareerSource Pinellas followed standard procurement processes and solicited proposals from qualified and experienced One-Stop-Operators. Each proposal was reviewed by the CareerSource Pinellas review team.

Results of the Review:

Proposer	Overall Score	First Year Cost
Gulf Coast Jewish Family Services	76.2	\$24,007
Hightower Workforce Initiatives LLC	76.4	\$56,600
The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions	93.0	\$45,000

Based on overall score, experience as a One-Stop-Operator and previous experience as One-Stop Operator of CareerSource Pinellas for the last four years, we recommend contracting with The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions. The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions was approved by the One-Stop Committee at its April 21, 2022 meeting.

RECOMMENDATION

Approval to enter into contract negotiations and award a contract for the provision of One-Stop-Operator Services with The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions for a one-year term commencing July 1, 2022, with up to three one-year renewals.



ACTION ITEM 8

Memorandum of Understanding – Vocational Rehabilitation Renewal

Background

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

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

At the May 19, 2021, Board meeting, the required MOUs were approved through June 30, 2024, with the exception of the Department of Education, Division of Vocational Rehabilitation, which was approved through June 30, 2022.

CareerSource Pinellas and Vocational Rehabilitation have coordinated the renewal of the MOU/IFA agreement for the period of July 1, 2022, through June 30, 2024. This term will allow the Vocational Rehabilitation partner MOU to be aligned with all other required partner MOUs.

Partner Program	Partner Organization	Authorization Category	Contact Information	Co-Located	Status
Vocational Rehabilitation	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	John Howell 1313 North Tampa Street, Suite 801 Tampa, FL 33602 (813-233-3609 www.vr.fldoe.org john.howell@vr.fldoe.org	Remote	Awaiting Partner Signature

RECOMMENDATION

Approval, upon receipt of fully executed agreement, of the MOU/IFA two-year renewal for CareerSource Pinellas and Vocational Rehabilitation for submission to the Board of County Commissioners for review and approval.



ACTION ITEM 9

Schedule of Operations

As part of the Grantee-Subgrantee Agreement, DEO requires the Board to adopt a schedule of operations for the upcoming state fiscal year.

“Such schedule of operations shall include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers.”

The proposed schedule must be posted on the website and the Board must approve any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances.

The schedule of operations is included for your review and consideration.

RECOMMENDATION

Approval of the CareerSource Pinellas Schedule of Operations.



Career Resource Centers



Clearwater

2312 Gulf to Bay Blvd.
Clearwater, FL. 33765
Monday- Friday, 8 am - 5 pm
(727) 608-2408

St. Petersburg

3420 8th Avenue South
St. Petersburg, FL. 33711
Monday- Friday, 8 am - 5 pm
(727) 524-4344

Lealman Exchange

5175 45th Avenue North
St. Petersburg, FL. 33714
Monday- Friday, 8 am - 5 pm
(727) 871-2344

Tarpon Springs

682 E. Klosterman Rd.
Tarpon Springs, FL. 34689
Tuesdays and Thursdays, 8 am - 4:30 pm
(727) 608-2513

Career Resource Centers will be closed on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day



ACTION ITEM 10

Related Party Contracts for PY' 2022-2023

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statute Section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates that all LWDBs entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Such contracts must be submitted to the Florida Department of Economic Opportunity and CareerSource Florida for review.

CareerSource Pinellas offers several programs to assist in training and maintaining a highly skilled workforce. These programs include:

- **On the Job Training program (OJT)** assists companies find, interview, and hire the right person for their job vacancies. The OJT program provides a unique opportunity for employers to train the new employee to their processes and standards. The skills learned are directly relevant to the work the employee will perform. Employers who hire new, full-time workers under OJT receive reimbursement of 50% of the candidate's hourly wage or salary for up to 10-weeks of employment if the individual meets certain eligibility criteria.
- **Paid Work Experience (PWE)** is a CareerSource Pinellas program that works with local employers to place individuals who are just entering the workforce or others who are re-entering the job market into a position at their company. After placing them at the company, CareerSource Pinellas employs and pays them for 30 days. CareerSource Pinellas also covers all unemployment taxes and workers comp during this "trial" period.

- **Grant Training** is defined as services not offered by CareerSource Pinellas that must be performed by educational institutions as outlined in the proposal and award.
- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITAs)** are provided to program-specific eligible individuals to receive funding for educational programs for the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions which provide occupational training in skill areas of sustained labor market demand or growth.
- **Contracts** with various institutions and organizations are necessary to cost effectively deliver services within the community.

A listing of related party contracts requiring two-third board approval is below.

Action Item	Company	Board Member	OJT/PWE (not to exceed)	Leases (not to exceed)	Grant Training (not to exceed)	ITA (not to exceed)	Contracts
A	Ultimate Medical Academy	Rebecca Sarlo	\$100K			\$250K	
B	St. Petersburg College	Belinthia Berry		\$160K		\$1.2M	\$125K
C	Pinellas County Schools	Mark Hunt		\$130K		\$300K	
D	Pinellas Ex-Offender Re-Entry Coalition	Michael Jalazo			\$50K		

Note: For the record, Board Members listed must verbally abstain from the vote related to their respective organization.

RECOMMENDATION

Approval of the PY' 2022-2023 related party contracts by a two-thirds (2/3rd) vote.



ACTION ITEM 11

Approved Training Providers: Renewal Agreements

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. Training providers listed have finished their initial one year term and are in continued eligibility status for review and two year renewal.

. Training providers are also annually required to:

- Provide most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include: enrollment, completion, retention, employment rates of students.
- Provide Training Provider Renewal Application.
- Provide Program Cost details (tuition, books, supplies and testing fees) and a copy of current catalog and schedule or website link with required information.
- Provide a copy of a valid license from the Commission for Independent Education (CIE).
- Provide current Liability Insurance with CareerSource Pinellas listed.
- Provide a copy of completed W-9 form.
- Remain in compliance with performance, financial and other mandated requirements.

Staff monitors training provider performance and presents this information to the Workforce Solutions Committee on a quarterly basis. Training providers that are determined to have performance issues or other issues, are brought to the Committee and Board throughout the year for review.

Access Computer Training (Hillsborough) CIE #5237
ACI Learning CIE #5237
Center for Technology Training, (Hillsborough), CIE #3094
Computer Coach IT Training Solutions (Hillsborough) CIE #5831
Concorde Career Institute, (Hillsborough) CIE #333
Florida Technical College (formerly LaSalle Computer Learning Center, Hillsborough) CIE #2715
Galen College of Nursing, CIE #3150
Jersey College, (Hillsborough) CIE #3719
National Aviation Academy, CIE #1785
New Horizons Computer Learning Center, (Hillsborough), CIE #3178
Pinellas County Schools, COE & SACS CASI (includes Community Adult Education & Pinellas Technical College - PTC)
Roadmaster Drivers School, Inc., (Hillsborough), CIE #1757
Southern Technical Institute, Pinellas Park, CIE #3918
St. Petersburg College, SACS - COC
Tampa Truck Driving School, Inc. (Hillsborough), CIE #5380
Ultimate Medical Academy, CIE #1606
University of South Florida / Innovative Education, SACS

RECOMMENDATION

Approval of the Board to enter into two year (7/1/22-6/30/24) renewal agreements with the training providers listed above.



ACTION ITEM 12

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: <u>May 2022</u>	

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~~ [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.

~~1.2.~~ 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:

33

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 13

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 14

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 14

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
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 Changes	Approved 2021-2022 Budget	Proposed Changes	Proposed 2021-2022 Budget
	G/L	Modification I		Modification 2		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	-	48,584
FSA Administrative Expenses	5582	600		600		600
401k Administrative Fees	5583	5,400		5,400		5,400
HRIS Administrative Fees	5584	5,400		5,400		5,400
Total Licenses, Dues and Other Fees		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 15

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 15

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 15

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 15

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
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 Budgeted Revenues

Funding Streams	Estimated Allocations 2022- 2023	Carry Forward from 2021-2022	Carry Forward to 2023-2024	Revenue Budgeted for 2022-2023
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
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



ACTION ITEM 16

Abacode, LLC, Cybersecurity 24/7 Monitoring

Information

As a result of the malware incident in October 2019, CSPIN engaged Abacode, LLC, a computer forensic firm for further investigation. Based on best practices, it was recommended that CareerSource Pinellas procure 24/7 Cybersecurity monitoring services. The current contract with Abacode, LLC, at a cost of \$3,399 per month, expires on June 30, 2022. Paul Ashe, vCIO, has negotiated a new contract with Abacode, LLC, at a cost of \$44,880 per year for a 3-year contract (total \$136,640).

RECOMMENDATION

Approval of three-year contract with Abacode, LLC, for 24/7 Cybersecurity Monitoring at a cost of \$44,880 per year.



ACTION ITEM 17

Audit of June 30, 2022, Financial Statements

Enclosed is the Audit Engagement Letter with Thomas Howell Ferguson P.A. for the audit of the June 30, 2022, financial statements. The Engagement Letter serves as an agreement regarding the audit work to be done relating to the financial statements for the year ended June 30, 2020.

Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc., which comprise the statement of financial position as of June 30, 2020, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

The fees for the audit and the preparation of the Form 990 will be \$25,500 which will include travel and other out-of-pocket costs.

This will be the second year of the contract for audit services. Per DEO's Audit and Audit Resolution Responsibilities, CareerSource Pinellas "must limit auditor retention to no more than five years."

RECOMMENDATION

Approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2020.

April 12, 2022

Board of Directors
WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas
13805 58th Street N., Suite 2-140
Clearwater, Florida 33760

ATTN: Steven Meier, Chief Financial Officer

Audit Services

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas (the Organization), which comprise the statement of financial position as of June 30, 2022, and the related activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. We will also report on whether supplementary information is fairly stated in all material respects in relation to the financial statements as a whole. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter (Arrangement Letter).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* issued by the Comptroller General of the United States (GAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

You have also requested that we perform the audit of the Organization as of June 30, 2022 to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance).

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS, GAS, the Uniform Guidance, the U.S. Office of Management and Budget's (OMB) Compliance Supplement and guidance provided in the audit guide titled *Government Auditing Standards* and Single Audits issued by American Institute of Certified Public Accountants, dated April 2021. Those standards, regulations, supplements or guides require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, the Uniform Guidance, and the guide, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will communicate to the Board of Directors (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report(s) on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our report(s) on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants and GAS.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

1. Identifying and ensuring that the Organization complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

Management is responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with U.S. GAAP. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Board of Directors is responsible for informing us of its views about the risks of fraud, waste or abuse within the Organization, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the Organization.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP);
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and
6. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;

- b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Arrangement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the data collection form and (h) submitting the reporting package and data collection form.

Reporting

We will issue a written report upon completion of our audit of the Organization's financial statements. Our report will be addressed to the Board of Directors of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the Organization's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the Organization's financial statements, we will also issue the following reports:

1. A report on the fairness of the presentation of the Organization's schedule of expenditures of federal awards for the year ending June 30, 2022;
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
3. Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance;
4. An accompanying schedule of findings and questioned costs; and

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the Organization's books and records. The Organization will determine that all such data, if necessary, will be so reflected. Accordingly, the Organization will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Organization personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Steven Meier, Chief Financial Officer. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Nonaudit Services

In connection with our audit, you have requested us to perform the following nonaudit services:

- a. Drafting the financial statements

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Organization, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The Organization has agreed that Steven Meier, Interim Chief Executive Officer/Chief Financial Officer, possesses suitable skill, knowledge or experience and that the individual understands the services to be performed sufficiently to oversee them. Accordingly, the management of Organization agrees to the following:

1. The Organization has designated Steven Meier, Interim Chief Executive Officer/Chief Financial Officer, as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Steven Meier, Interim Chief Executive Officer/Chief Financial Officer, will assume all management responsibilities for subject matter and scope of the financial statement drafting services;
3. The Organization will evaluate the adequacy and results of the services performed; and
4. The Organization accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the Organization's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the Organization's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this Arrangement Letter documents that understanding.

Other Relevant Information

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

Use of Subcontractors and Third-Party Products

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to the Organization. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers, and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

We also may provide services to you using certain third-party hardware, software, software services, managed services (including, but not limited to, web hosting, data security, data back-up, email security, or similar services subject to direct end-user or subscription agreements), applications, and equipment (collectively, “Third-Party Products”). You acknowledge that your or our use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by you to us, including confidential client information, within the Third-Party Product’s infrastructure and not ours, and that the terms of use and service set forth in the end-user license, subscription, or other agreement with the licensor of such Third-Party Product, including, but not limited to, applicable laws, will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product’s infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your confidential client information, to the licensors of such Third-Party Products for the purpose described herein.

You acknowledge that your or our use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. We will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you resulting from your or our use of a Third-Party Product.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of THF. For the purposes of this Arrangement Letter, the term “Audit Documentation” shall mean the confidential and proprietary records of THF’s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by THF for the Organization under this Arrangement Letter, or any documents belonging to the Organization or furnished to THF by the Organization.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable THF policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an access and release letter substantially in THF’s form. THF reserves the right to decline a successor auditor’s request to review our workpapers.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Organization, the Organization will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

You acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the Audit Documentation upon their request and that we shall maintain the Audit Documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to the requested Audit Documentation will be provided under the supervision of THF audit personnel and at a location designated by our firm.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a shareholder or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. For this reason and because THF incurs significant costs associated with training and replacing experienced personnel assigned to client engagements, the Organization agrees it will compensate THF in the amount equal to the annual compensation of the employee hired by the Organization.

Tax Services

In addition to the audit, you have requested that we provide Organization (hereinafter "you" or "your") with the professional tax services described below. The below tax services discussion and the attached terms and conditions are to confirm our understanding of the terms and objectives of our tax services engagement and the nature and limitations of the services we will provide. The tax services engagement between you and our firm will be governed by the terms of this Arrangement Letter.

Scope of Engagement

We will prepare the following federal and state tax returns (if any) for you for the year ending June 30, 2022:

Form 990 Return of Organization Exempt from Income Tax

We will not prepare any tax returns except those identified above, without your written request, and our written consent to do so. We will prepare your tax returns based on information and representations that you provide to us. We have not been engaged to and will not prepare financial statements. We will not audit or otherwise verify the data you submit to us, although we may ask you to clarify some of the information.

We will prepare the tax returns solely for filing with the Internal Revenue Service (IRS), and state and local tax authorities as identified above. Tax returns are not intended for third-party use, either to obtain debt or equity financing or for any other purpose.

You agree to indemnify and hold us harmless with respect to any and all claims arising from the use of the tax returns for any purpose other than filing with the IRS and state and local tax authorities regardless of the nature of the claim, including the negligence of any party.

Our engagement does not include procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.

This Arrangement Letter is limited to the professional services outline above.

In addition to the preparation of the returns listed above, we will be pleased to respond to your requests for tax consulting services and advice regarding specific tax issues that you may encounter. Depending upon the nature of the tax consulting services, a separate Arrangement Letter may be required to address the scope and terms of the services.

THF's Responsibilities

Unless otherwise noted, we will perform our service in accordance with the *Statements on Standards for Tax Services* issued by the American Institute of Certified Public Accountants and U.S. Treasury Department Circular 230. It is our duty to perform services with the same standard or care that a reasonable income tax preparer would exercise in this type of engagement. It is your responsibility to safeguard your assets and maintain accurate records pertaining to transactions. We will not hold your property in trust for you, or otherwise accept fiduciary duties in the performance of the engagement.

Client Responsibilities

You will provide us with a trial balance and other supporting data necessary to prepare your tax returns. You must provide us with accurate and complete information. Income from all sources, including those outside of the U.S., is required.

We rely upon the accuracy and completeness of both the information you provide in the trial balance and other supporting data you provide in rendering professional services to you.

Please check one of the following (THIS MUST BE COMPLETED):

- I/We had/have financial interests in, or signature authority over, foreign bank accounts in 2022.
- I/We did not had/have financial interests in or signature authority over foreign bank accounts in 2022.
- I/We am/ are unsure if I/We had/have financial interests in or signature authority over foreign bank accounts in 2022. Please follow up with me/us regarding this question.

Failure to provide an answer above will be interpreted as a negative response. Please see the attached Terms and Conditions sheet for additional information.

On-line access to information

To the extent you provide our firm with access to electronic data via a local or online database from which we will download your trial balance or other information, you agree that the data is accurate as of the date and time you authorize it to be downloaded.

Penalties and Interest Charges

Federal, state, and local tax authorities impose various penalties and interest charges for non-compliance with tax laws and regulations, including failure to file or late filing of returns, and underpayment of taxes. You, as the taxpayer, remain responsible for the payment of all tax, penalties, and interest charges imposed by tax authorities.

We rely on the accuracy and completeness of the information you provide to us in connection with the preparation of your tax returns. Failure to disclose or inadequate disclosure of income or tax positions may result in the imposition of penalties and interest charges.

Parties' Understandings Concerning Situation Around COVID-19

Thomas Howell Ferguson P.A. (THF) and the Organization acknowledge that federal, state and local governments, both domestic and foreign, restrict travel and/or the movement of their citizens from time to time due to the ongoing and evolving situation around COVID-19, with such restrictions varying frequently as the COVID-19 situation changes. In addition, like many organizations and companies in the United States and around the globe, THF has restricted its employees from certain travel and onsite work, whether at a client facility or THF facility, to protect the health of both THF's and its clients' employees. Accordingly, to the extent that any of the services described in this Arrangement Letter requires or relies on THF or Organization personnel to travel and/or perform work onsite, either at the Organization's or THF's facilities, including, but not limited to, maintaining business operations and/or IT infrastructure, THF and the Organization acknowledge and agree that the performance of such work may be delayed, significantly or indefinitely, and thus certain services described herein may need to be rescheduled and/or suspended at either THF's or the Organization's sole discretion. THF and the Organization agree to provide the other with prompt written notice (email will be sufficient) in the event any of the services described herein will need to be rescheduled and/or suspended. THF and the Organization also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. Costs also may increase if services provided include matters such as consideration of going concern, impairment analysis, debt forgiveness or lease concessions, not already considered within the stated fees. THF will obtain the Organization's prior written approval (email will be sufficient) for any increase in the cost of THF services that may result from the situation surrounding COVID-19.

Fees and Costs

Our fees for the audit and tax services will be based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus out-of-pocket expenses and an additional charge of \$12 per hour to cover the cost of administrative expenses not separately billed.

Our estimated fees for the above listed services excluding administrative and out-of-pocket expenses are as follows:

Audit	\$23,000	
Tax return preparation: Form 990	<u>2,500</u>	
		<u>\$25,500</u>

This fee estimate is subject to adjustments based on unanticipated changes in the scope of services and/or the incomplete or untimely receipt by us of the information on the client preparation list. Our fees will be billed in installments to coincide with the performance of our work. All other provisions of this letter will survive any fee adjustment. Services other than those specified above will be subject to a separate written arrangement.

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus direct expenses. Our fee estimate and completion of our work is based upon the following criteria, which if not met, may cause the fees to increase:

- a. Anticipated cooperation from the Organization personnel
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests
- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement

Our fees for other nonaudit or consulting services requested by the Organization, including participation at various meetings other than those associated with the audit, will be billed based on the time necessary to perform these services at our standard rates, plus administrative and out-of-pocket expenses. For significant additional services, we will provide an estimate of the total project cost prior to commencement of the work.

All matters related to the Organization's adoption of the new lease accounting standard pursuant to ASC 842 will be accounted for and billed separately.

Indemnification, Limitation of Liability, and Claim Resolution

Because THF will rely on the Organization and its management and Board of Directors to discharge the foregoing responsibilities, the Organization agrees to indemnify, hold harmless and release THF and its shareholders, employees, affiliates, contractors, and subcontractors from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Organization's management.

The Organization and THF agree that no claim arising out of, from, or relating to the services rendered pursuant to this arrangement letter shall be filed more than two years after the date of the audit report issued by THF or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. THF's liability for all claims, damages and costs of the Organization arising from this engagement is limited to the amount of fees paid by the Organization to THF for the services rendered under this arrangement letter. Nothing in this limitation of liability provision shall relieve the Organization of its payment obligations to THF under this arrangement letter.

Information Security

THF is committed to the safe and confidential treatment of the Organization's proprietary information. THF is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Organization agrees that it will not provide THF with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of the Organization information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Our firm employs measures in the use of electronic data transmission designed to maintain data security. While we will use reasonable efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, the Organization recognizes and accepts that we have no control over the unauthorized interception of these communications once they have been sent and consents to our use of these electronic devices during this engagement.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Arrangement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

We may terminate this Arrangement Letter upon written notice if we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards or you are placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, you or any of your affiliates is placed on a verified sanctioned person list, in each case, including, but not limited to, lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union, or any other relevant sanctioning authority.

The parties agree that those provisions of this Arrangement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Arrangement Letter.

Entire Agreement

This Arrangement Letter constitutes the complete and exclusive statement of agreement between THF and the Organization and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Arrangement Letter.

If any term or provision of this Arrangement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Arrangement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this Agreement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Arrangement Letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Board of Directors
WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

Page 17
April 12, 2022

Please sign and return a copy of this Arrangement Letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities. We appreciate your business.

Sincerely,

Thomas Howell Ferguson P.A.

WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

Agreed and accepted.

By: _____

Title: _____

Date: _____

Management's Acknowledgement of Terms:

By: _____

Title: _____

Date: _____

Copy to: Steven Meier, Interim Chief Executive Officer/Chief Financial Officer



Report on the Firm's System of Quality Control

November 1, 2019

To the Shareholders of Thomas Howell Ferguson, P.A.
And the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Thomas Howell Ferguson, P.A. (the firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act; audits of employee benefit plans, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Thomas Howell Ferguson, P.A. in effect for the year ended May 31, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Thomas Howell Ferguson, P.A. has received a peer review rating of *pass*.

Gregory, Sharer & Stuart, P.A.

Overview

This addendum to the engagement letter describes our standard terms and conditions related to our provision of services to you. This addendum, and the accompanying engagement letter, comprises your agreement with us. If there is any inconsistency between the engagement letter and this *Terms and Conditions Addendum*, the engagement letter will prevail to the extent of the inconsistency.

For the purposes of this *Terms and Conditions Addendum*, any reference to “firm,” “we,” “us,” or “our” is a reference to Thomas Howell Ferguson P.A., and any reference to “you” or “your” is a reference to the party or parties that have engaged us to provide services. References to “Agreement” mean the engagement letter or other written document describing the scope of services, any other attachments incorporated therein, and this *Terms and Conditions Addendum*.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

Independent Contractor

When providing services to your company, we will be functioning as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint ventures, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this agreement are solely obligations of Thomas Howell Ferguson P.A., and no partner, principal, employee or agent of Thomas Howell Ferguson P.A., shall be subjected to any personal liability whatsoever to you or any person or entity.

Records Management

Record Retention and Ownership

We will return all of your original records and documents provided to us by the conclusion of the engagement. Your records are the primary records for your operations and comprise the backup and support for your work product. Our copies of your records and documents are not a substitute for your own records and do not mitigate your record retention obligations under any applicable laws or regulations.

Workpapers and other documents created by us are our property and will remain in our control. Copies are not to be distributed without your written request and our prior written consent. Our workpapers will be maintained by us in accordance with our firm’s record retention policy and any applicable legal and regulatory requirements.

Our firm destroys tax related workpaper files after a period of 10 years. Catastrophic events or physical deterioration may result in damage to or destruction of our firm’s records, causing the records to be unavailable before the expiration of the retention period as stated in our record retention policy.

Working Paper Access Requests by Regulators and Others

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice.

If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a strictly confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Newsletters and Similar Communications

We may send newsletters, emails, explanations of technical developments or similar communications to you. These communications are of a general nature and should not be construed as professional advice. We may not send all such communications to you. These communications do not, by themselves, constitute a client relationship with you, nor do they constitute advice or an undertaking on our part to monitor issues for you.

Disclaimer of Legal and Investment Advice

Our services under this Agreement do not constitute legal or investment advice unless specifically engaged to provide investment advice in the *Engagement Objective and Scope* section of this Agreement. We recommend that you retain legal counsel and investment advisors to provide such advice.

Referrals

In the course of providing services to you, you may request referrals to attorneys, brokers, investment advisors or other professionals. We may identify a professional or professionals for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional and determining if the professional can meet your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional to whom we refer you or that you separately retain. Further, we are not responsible for any services we perform that fail to meet the intended outcomes as a result of relying on work completed by other professionals you may retain.

Brokerage or Investment Advisory Statements

If you provide our firm with copies of brokerage (or investment advisory) statements and/or read-only access to your accounts, we will use the information solely for the purpose described in the *Engagement Objective and Scope* section of the engagement letter. We will rely on the accuracy of the information provided in the statements and will not undertake any action to verify this information. We will not monitor transactions, investment activity, provide investment advice, or supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf. We recommend that you receive and carefully review all statements upon receipt and direct any questions regarding account activity to your banker, broker or investment advisor.

Federally Authorized Practitioner – Client Privilege

Internal Revenue Code §7525, *Confidentiality Privileges Related to Taxpayer Communication*, provides a limited confidentiality privilege applying to tax advice embodied in taxpayer communications with federally authorized tax practitioners in certain limited situations.

This privilege is limited in several important respects. For example, the privilege may not apply to your records, state tax issues, state tax proceedings, private civil litigation proceedings, or criminal proceedings.

While we will cooperate with you with respect to the privilege, asserting the privilege is your responsibility. Inadvertent disclosure of otherwise privileged information may result in a waiver of the privilege. Please contact us immediately if you have any questions or need further information about this federally authorized practitioner-client privilege.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email (rather than through a memorandum delivered as an email attachment) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may or may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility, except to the extent caused by our gross negligence or willful misconduct, for any liability including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on an oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate engagement letter.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature is intended to authenticate a written signature, shall be valid, and shall have the same force and effect as a manual signature. For purposes hereof, “electronic signature” includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

Management Responsibilities

While Thomas Howell Ferguson P.A., can provide assistance and recommendations, you are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge and experience to oversee any services that Thomas Howell Ferguson P.A., provides. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are ultimately responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Conflicts of Interest

If we, in our sole discretion, believe a conflict has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to suspend or terminate our services without issuing our work product.

Mediation

If a dispute arises out of or relates to the Agreement including the scope of services contained herein, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association (“AAA”) under the *AAA Professional Accounting and Related Services Dispute Resolution Rules* before resorting to arbitration, litigation, or some other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA. The mediation will be conducted in Leon County Florida.

The mediation will be treated as a settlement discussion and, therefore, all conversations during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs for legal representation shall be borne by the hiring party.

Limitation of Liability

Thomas Howell Ferguson P.A.’s liability for all claims, damages, and costs arising from this engagement is limited to one times the total amount of fees paid by you to Thomas Howell Ferguson P.A., for services rendered under this agreement.

You agree to indemnify, defend, and hold harmless Thomas Howell Ferguson P.A., and any of its partners, principals, shareholders, officers, directors, members, employees, agents or assigns with respect to any and all claims made by third parties arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims arising from the gross negligence or intentional acts of the Thomas Howell Ferguson P.A.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement shall belong to us.

Termination and Withdrawal

We reserve the right to withdraw from the engagement without completing services for any reason, including, but not limited to, non-payment of fees, your failure to comply with the terms of this Agreement, or as we determine professional standards require. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet governmental and other deadlines, or for any liability, including but not limited to, penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

If this Agreement is terminated before services are completed, you agree to compensate us for the services performed and expenses incurred through the effective date of termination.

Assignment

All parties acknowledge and agree that the terms and conditions of this Agreement shall be binding upon and inure to the parties' successors and assigns, subject to applicable laws and regulations.

Severability

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Entire Agreement

The engagement letter, including this *Terms and Conditions Addendum* and any other attachments, encompass the entire agreement of the parties and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this Agreement must be made in writing and signed by both parties.

Payments, Terminations, and Other Terms

All invoices are due and payable upon presentation. Additionally, this fee is dependent on the availability, quality, and completeness of your records. You agree that you will deliver all records requested by our staff to complete this engagement on a timely basis. In the event your records are not submitted in a timely manner or they are incomplete or unusable, we reserve the right to charge additional fees and expenses for the services required to correct the situation.

We reserve the right to withdraw from this engagement without preparing your income tax returns in the event you disagree with our recommendations regarding tax return filing and reporting obligations, tax return positions to be taken, or disclosures to be made in the return. We also reserve the right to suspend or terminate our work for nonpayment. If our work is suspended or terminated as a result of these matters, you agree that we will not be responsible for your failure to meet government and other filing deadlines; for any penalties or interest that may be assessed against you resulting from your failure to meet the deadlines; and for the loss of any tax privileges due to the failure to timely file your return.

If any portion of this agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this engagement letter.

Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters.

This engagement is limited to the professional services outlined above.

April 12, 2022

Audit Committee
WorkNet Pinellas d/b/a CareerSource Pinellas
13805 58th Street N, 2-140
Clearwater, FL 33760

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of WorkNet Pinellas d/b/a CareerSource Pinellas's (CareerSource Pinellas) financial statements as of and for the year ending June 30, 2022.

Communication

Effective two-way communication between our firm and those charged with governance is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the entity and its environment, identifying appropriate sources of audit evidence, and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other known or likely fraud, noncompliance with provisions of laws, statutes, regulations, rules, provisions of contracts or grant agreements or abuse that is likely to have a material effect on the financial statements. We will also communicate illegal acts, instances of noncompliance or fraud that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Additionally, we will communicate significant unusual transactions, matters that are difficult or contentious for which we consulted outside the engagement team, and circumstances that affect the form and content of the auditor's report. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, shareholders and professional employees of Thomas Howell Ferguson P.A. are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a shareholder or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by Thomas Howell Ferguson P.A. and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your organization functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your organization. The development of a specific audit plan may include discussions with you and with management to obtain an understanding of your organization objectives, strategies, risks, and performance.

As part of obtaining an understanding of your organization and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement and noncompliance. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements or noncompliance on the audit and the effect of uncorrected misstatements, if any, on the financial statements; and forming the opinion in our report on the financial statements, and determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing, and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Significant Risks of Material Misstatement

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified and assessed risk of material misstatement that, in our professional judgment, requires special audit consideration. As part of our initial risk assessment procedures, we identified the following risks as significant risks. Additional significant risks may be identified as we perform additional audit procedures.

Risk Name	Risk Description
Management override of internal controls	Risk that management could manipulate accounting records and prepare fraudulent financial statements by overriding controls and/or by otherwise engaging in unauthorized transactions by circumventing established internal controls.
Fraudulent revenue recognition	Risk that management could improperly recognize revenue, particularly when done to manipulate earnings, thereby engaging in fraudulent financial reporting.

Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. A financial statement audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of your internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue a report on internal control over financial reporting and on compliance and other matters based on the audit of financial statements consistent with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States. The report will describe the scope of testing of internal control over financial reporting and testing of compliance with certain provisions of laws, regulations, contracts, and grant agreements. Our report on internal control over financial reporting will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control, and our report on compliance and other matters will include any noncompliance we become aware of during the audit that could have a material effect on the financial statements.

We will also issue a report on compliance for each major federal program and on internal control over compliance in accordance with the audit requirements of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR 200 (Uniform Guidance). This report will describe the scope of testing of internal control and report on whether the auditee complied with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on each major federal program. Our report will identify any significant deficiencies and material weaknesses in internal control over compliance that we become aware of during our procedures consistent with the requirements of the standards identified above.

Timing of the Audit

The timing of the audit has already been communicated with applicable members of management. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to CareerSource Pinellas.

This communication is intended solely for the information and use of those charged with governance and is not intended to be, and should not be, used by anyone other than this specified party.

Sincerely,

Thomas Howell Ferguson P.A.



ACTION ITEM 18

Annual 401(k) Plan Audit

INFORMATION

401(k) Plan audits are required to have an audit if there are more than 100 eligible plan participants at the beginning of the plan year. At the beginning of 2021, there were 99 active participants and other retired or separated participants entitled to future benefits. Staff is recommending that the WorkNet Pinellas, Inc. 401(k) Plan be audited, although it is not required to have an annual audit done by an Independent CPA firm.

Thomas Howell Ferguson P.A. in its second year as the organization's auditors, will audit the financial statements of WorkNet Pinellas, Inc. 401(k) Plan, which are comprised of the statement of net assets available for benefits as of December 31, 2021, the statement of changes in net assets available for benefits for the year then ended, and the related notes and report on the supplemental schedules for the year ended December 31, 2021.

For calendar year 2021, a limited scope audit, as permitted by USDOL regulations, will be performed and will not exceed \$7,500.

The annual audit is to be completed and filed along with the Form 5500 by October 15, 2021.

RECOMMENDATION

Approval for Thomas Howell Ferguson P.A. to commence a limited scope audit of the WorkNet Pinellas, Inc. 401(k) for 2021.

April 11, 2022

WorkNet Pinellas, Inc. 401(k) Plan
13805 58th N., Suite 2-140
Clearwater, Florida 33760

Attention: Mr. Steven Meier

The Objective and Scope of the Audit

You have requested that we perform an audit in accordance with Employee Retirement Income Security Act of 1974 (ERISA) Section 103(a)(3)(C) and report on the financial statements of WorkNet Pinellas, Inc. 401(k) Plan (the Plan), an employee benefit plan subject to ERISA that is sponsored by WorkNet Pinellas, Inc. (the Plan Sponsor). The financial statements comprise the statements of net assets available for benefits as of December 31, 2021 and December 31, 2020; the related statement of changes in net assets available for benefits for the year ending December 31, 2021; and the related notes to the financial statements.

As part of our audit, we will report on the supplemental schedule required by the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under ERISA (ERISA-required supplemental schedule) for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America (GAAS). This schedule is presented for the purpose of additional analysis and is not a required part of the financial statements, but is supplementary information required by the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

The financial statements and ERISA-required supplemental schedule are included in the Plan's Form 5500 filing.

Management has determined it is permissible in the circumstances and has elected to have the audit of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Therefore, as permitted by ERISA Section 103(a)(3)(C), the audit need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the DOL's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Except as described in the preceding paragraph, the objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter (Arrangement Letter).

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS. Those standards required that we are independent of the Plan and that we comply with applicable ethical requirements. For an ERISA Section 103(a)(3)(C) audit, the audit will not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America (GAAP). Accordingly, the objective of the ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with GAAP.

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will also communicate to those charged with governance (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential) and (c) reportable findings identified during the audit of the Plan as a result of testing relevant plan provisions.

The information included in the ERISA-required supplemental schedule, other than that agreed to or derived from the certified investment information, will be subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures in accordance with GAAS. Accordingly, our opinion will state whether the form and content of the supplemental schedule, other than the information agreed to or derived from the certified investment information, are presented, in all material respects, in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA and whether the information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants and the DOL.

The Responsibilities of the Plan Administrator and Management and Identification of the Applicable Financial Reporting Framework

The Plan Administrator, management, and those charged with governance are responsible for:

1. Identifying and ensuring that the Plan complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Plan involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the Plan received in communications from employees, former employees, participants, regulators, beneficiaries, service providers, third-party administrators or others.

The Plan Administrator and those charged with governance are responsible for informing us of their views about the risks of fraud within the Plan, and their knowledge of any fraud or suspected fraud affecting the Plan.

Management's election for the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

Our audit will be conducted on the basis that the Plan Administrator and management acknowledges and understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), which includes the determination of the appropriate value of investments;
2. For determining whether:
 - a. An ERISA Section 103(a)(3)(C) audit is permissible under the circumstances;
 - b. The investment information is prepared and certified by a qualified institution as described in 29 CFR 2520.103-8;
 - c. The certification meets the requirements in 29 CFR 2520.103-5; and

- d. The certified investment information is appropriately measured, presented, and disclosed in accordance with GAAP as of December 31, 2021;
3. To evaluate subsequent events through the date the financial statements are issued or available to be issued and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
4. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
5. For evaluating whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern within one year after the date the financial statements are issued or available to be issued, and to provide appropriate financial statement disclosure, when applicable, about matters related to going concern and using the going concern basis of accounting unless management is required to prepare the financial statements in accordance with the liquidation basis of accounting;
6. For maintaining a current plan instrument, including all plan amendments;
7. For administering the Plan and determining that the Plan's transactions that are presented and disclosed in the Plan's financial statements are in conformity with the Plan's provisions, including maintaining sufficient records with respect to each of the participants to determine the benefits due or which may become due to such participants;
8. For the preparation and presentation of the ERISA-required supplemental schedule and that it was derived from, and relate directly to, the underlying accounting and other records used to prepare the financial statements including for the fair presentation of the ERISA-required supplemental schedule and the form and content of the ERISA-required supplemental schedule in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA;
9. For identifying and determining that the Plan complies with the laws and regulations applicable to its activities; and

10. To provide us with:

- a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures to allow for the completion of the audit in accordance with the proposed timeline;
- b. A draft of Form 5500 that is substantially complete prior to the date of our auditor's report;
- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from the Plan Administrator and management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Arrangement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

The Plan Administrator and management are responsible for informing us about related-party transactions, including transactions with parties in interest, as defined in Section 3(14) of ERISA and the regulations thereunder.

The Plan Administrator and management are responsible for adjusting the financial statements to correct material misstatements and affirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

The Plan Administrator and management agree to include the auditor's report on the ERISA-required supplemental schedule in any document that contains the ERISA-required supplemental schedule and indicates that the auditor has reported on such ERISA-required supplemental schedule. The Plan Administrator and management also agree to only present the ERISA-required supplemental schedule together with the audited financial statements and the auditor's report thereon.

Reporting

We will issue a written report upon completion of our audit of the Plan's financial statements. We will report on whether the financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with the applicable financial reporting framework and whether the certified investment information in the financial statements agrees to or is derived from the information certified by a qualified institution. Our report will be addressed to participants and those charged with governance of the Plan.

We also will report on whether the ERISA-required supplemental schedule, other than the certified investment information, are fairly stated in all material respects in relation to the financial statements as a whole, and whether the form and content of the ERISA-required supplemental schedule are presented in conformity with the DOL's rules and regulations for reporting and disclosure under ERISA, and whether the certified investment information in the supplemental schedules agrees to, or is derived from, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Circumstances may arise in which our report may differ from its expected form and content based on the results of our ERISA Section 103(a)(3)(C) audit. Depending on the nature of these circumstances, it may be necessary for us to modify our ERISA Section 103(a)(3)(C) opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the Plan's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an ERISA Section 103(a)(3)(C) opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an ERISA Section 103(a)(3)(C) opinion or issue a report, or withdrawing from the engagement.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the Plan's books and records. The Plan Administrator or management will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Plan Sponsor personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Steven Meier. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Accounting and Tax Services

In connection with our audit, you have requested us to perform the following accounting services:

1. Drafting the financial statements
2. Drafting the supplemental schedule

Steven Meier will oversee the services, make all significant judgments that are the proper responsibility of management, evaluate the adequacy of the services, make an informed judgment about the results of the services, and accept responsibility for them. You also agree to establish and maintain internal control over these services, including ongoing monitoring activities. At the conclusion of our audit, we will ask you to provide written representations to that effect.

Our services under this Arrangement Letter do not include services for tax return preparation, tax advice or representation in any tax matter. Nevertheless, we may discuss with you certain tax considerations or provide you with tax information that may be relevant to our services. Any such discussions or information would be based upon limited tax research, limited due diligence and limited analysis regarding the underlying facts. Because additional research or a more complete review of the facts could affect our analysis and conclusions, the information provided during these discussions shall not be used as the basis for proceeding with any transaction or any tax return reporting.

Separate arrangements, including fee arrangements, are required for tax preparation, tax advice or tax representation services.

Other Terms of Our Engagement

We will not render an opinion on the Plan's qualification for tax-exempt status or compliance with the provisions of ERISA. However, as a part of our audit, we will perform certain procedures, as required by GAAS, directed at considering the Plan's compliance with applicable Internal Revenue Code (IRC) requirements for tax-exempt status, including whether management has performed relevant IRC compliance tests, and has corrected or intends to correct failures. As we conduct our audit, we will be aware of the possibility that events affecting the Plan's tax status may have occurred. Similarly, we will be aware of the possibility that events affecting the Plan's compliance with the requirements of ERISA may have occurred. We will inform you of any instances of potential tax or ERISA noncompliance that come to our attention during the course of our audit. You should recognize, however, that our audit is not designed to nor is it intended to determine the Plan's overall compliance with applicable provisions of the IRC or ERISA.

Professional standards require that we obtain and read a draft of the Plan's Form 5500 that is substantially complete prior to the dating of our auditor's report. The purpose of this procedure is to identify material inconsistencies, if any, with the Plan's audited financial statements. This procedure is not sufficient nor intended to determine that the Form 5500 is completely and accurately prepared. Further, any suggestions we might make do not constitute tax advice. You will be responsible for all decisions regarding the Form 5500 and any tax positions reported on that form.

In the event that an inquiry is received from the DOL or Internal Revenue Service regarding the Form 5500 or the financial statements that are made a part of that filing, you agree to provide a copy of such inquiry to us as soon as possible following its receipt. Further, you agree to provide us with a draft of your response to any such correspondence prior to mailing.

Fees and Costs

Our fee will be based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus out-of-pocket expenses and an additional charge of \$12 per hour to cover the cost of administrative expenses not separately billed. Calculated on this basis, our fee estimates for the audit, excluding out-of-pocket expenses and administrative expenses, is \$7,500 for the year ending December 31, 2021. This engagement fee assumes receipt of all required client prepared information by the date agreed upon in the engagement timeline. An additional fee of \$500 will be billed for receipt of client information subsequent to that date. The engagement fee is subject to adjustments based on unanticipated changes in the scope of services and/or the incomplete or untimely receipt by us of the information on the client preparation list. Our fees will be billed in installments to coincide with the performance of our work. All other provisions of this letter will survive any fee adjustment. Our fees for the routine consulting services will be billed based on the time incurred at our standard rates. Services other than those specified above will be subject to a separate written arrangement.

Our fee estimate and completion of our work is based upon the following criteria, which if not met, may cause the fees to increase:

- a. Anticipated cooperation from the Plan personnel
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests
- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met (including discovery of significant record keeping problems or operational errors, Service Organization Control (SOC 1) reports that are qualified or otherwise cannot be relied upon, suspected violations of ERISA or DOL regulations, or issues that cause the Plan's qualified tax status to be questioned), then fees may increase.

Our fees for other accounting or consulting services requested by the Plan, including participation at various meetings other than those associated with the audit, will be billed based on the time necessary to perform these services at our standard rates, plus administrative and out-of-pocket expenses. For significant additional services, we will provide an estimate of the total project cost prior to commencement of the work.

Use of Subcontractors and Third-Party Products

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to the Plan. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers, and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

We also may provide services to you using certain third-party hardware, software, software services, managed services (including, but not limited to, web hosting, data security, data back-up, email security, or similar services subject to direct end-user or subscription agreements), applications, and equipment (collectively, “Third-Party Products”). You acknowledge that your or our use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by you to us, including confidential client information, within the Third-Party Product’s infrastructure and not ours, and that the terms of use and service set forth in the end-user license, subscription, or other agreement with the licensor of such Third-Party Product, including, but not limited to, applicable laws, will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product’s infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your confidential client information, to the licensors of such Third-Party Products for the purpose described herein.

You acknowledge that your or our use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. We will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you resulting from your or our use of a Third-Party Product.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of THF. For the purposes of this Arrangement Letter, the term “Audit Documentation” shall mean the confidential and proprietary records of THF’s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by THF for the Plan under this Arrangement Letter, or any documents belonging to the Plan or furnished to THF by the Plan.

As required by ERISA, we are required to make certain Audit Documentation available to the DOL upon request for its regulatory oversight purposes. Access to the requested Audit Documentation will be provided to the DOL under the supervision of THF audit personnel and at a location designated by our firm. The fees associated with providing access to this audit documentation will be billed at our standard rates.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable THF policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an access and release letter substantially in THF's form. THF reserves the right to decline a successor auditor's request to review our workpapers.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Plan, the Plan, to the extent permitted by law, or the Plan Sponsor, as applicable, will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Indemnification, Limitation of Liability, and Claim Resolution

Because THF will rely on the Plan Administrator, the Plan Sponsor and its management to discharge the foregoing responsibilities, the Plan agrees to indemnify, hold harmless and release THF and its shareholders, employees, affiliates, contractors, and subcontractors from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Plan's management.

The Plan and THF agree that no claim arising out of, from, or relating to the services rendered pursuant to this arrangement letter shall be filed more than two years after the date of the audit report issued by THF or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. THF's liability for all claims, damages and costs of the Plan arising from this engagement is limited to the amount of fees paid by the Plan to THF for the services rendered under this arrangement letter. Nothing in this limitation of liability provision shall relieve the Plan of its payment obligations to THF under this arrangement letter.

Information Security

THF is committed to the safe and confidential treatment of the Plan's proprietary information. THF is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Plan agrees that it will not provide THF with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Plan information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Our firm employs measures in the use of electronic data transmission designed to maintain data security. While we will use reasonable efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, the Plan recognizes and accepts that we have no control over the unauthorized interception of these communications once they have been sent and consents to our use of these electronic devices during this engagement.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Arrangement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

We may terminate this Arrangement Letter upon written notice if we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards.

The parties agree that those provisions of this Arrangement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Arrangement Letter.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a shareholder or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. For this reason and because THF incurs significant costs associated with training and replacing experienced personnel assigned to client engagements, the Plan agrees it will compensate THF in the amount equal to the annual compensation of the employee hired by the Plan.

Entire Agreement

This Arrangement Letter constitutes the complete and exclusive statement of agreement between THF and the Plan and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Arrangement Letter.

If any term or provision of this Arrangement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Arrangement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this Arrangement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Arrangement Letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

WorkNet Pinellas, Inc. 401(k) Plan

Page 16
April 11, 2022

Please sign and return a copy of this Arrangement Letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit, including our respective responsibilities. We appreciate your business.

Sincerely,



WorkNet Pinellas, Inc. 401(k) Plan

Agreed and accepted.

By: _____

Title: _____

Date: _____

Stephanie M. Marchman
Attorney at Law
352-376-6400

STEPHANIE.MARCHMAN@GRAY-ROBINSON.COM

MEMORANDUM

TO: CareerSource Pinellas Board of Directors
FROM: Stephanie Marchman, CareerSource Pinellas General Counsel
DATE: May 20, 2022
SUBJECT: Legal Services Summary and Litigation Report

The following is a summary of legal services provided to CareerSource Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors on March 2, 2022:

- Reviewed contracts as to their form and legality, including the ACH Valley National Bank customer agreement, Microix agreement, NDA with Village MD, and Manpower Agreement.
- Reviewed JVSG and WIOA administrative policies as to form and legality.
- Assisted with process submit revisions to By-Laws to Pinellas County for approval; prepared additional revisions to By-Laws at the request of Pinellas County.
- Provided legal advice on appointment of officers, Sunshine Law and Public Records Law requirements, and the CEO selection process.
- Provided legal advice with respect to 401(k) trustee update.
- Provided legal advice in response to Department of Labor final determination, including repayment of the disallowed costs and possible insurance coverage and legal action.

Pending litigation report:

There is no known pending litigation against CareerSource Pinellas.



Information Item 1

DRAFT CALENDAR

- Starting time for Board meetings?

2022 - 2023 Schedule of Board & Committee Meetings

	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	June 2023
Board of Directors 11:45 am - 12:45 pm	13		7		16		18		15		17	
Executive Committee (as needed)												
Finance Committee 10:00 am - 11:00 am		24		26		14		22		26		28
One-Stop Committee 9:00 am - 10:00 am		18		20				16		20		22
Workforce Solutions 2:30 pm - 3:30 pm		18		20				16		20		22
Audit Committee (as needed) 11:00 am - 12:00		24		26		14		22		26		
Compensation Committee (at least 3/yr) 11:00 am - 12:00		4		6				2		6		
Ad Hoc CEO/Counsel Review (as needed)		4		13								
Board of County Commissioners - Meeting												
Board of County Commissioners - Deadline												
Board of County Commissioners				Quarterly Update			Quarterly Update			Budget Draft	Budget Approval	Year End Update

Unless otherwise noticed, all meetings are at CareerSource Pinellas office located at EpiCenter, 13805 58th St. N., Clearwater, FL. All Board & Committee meetings will be conducted in accordance with the *Florida Sunshine Law*. If you are a person with disability who requires assistance to attend any of CareerSource Pinellas meetings, please contact the Executive Assistant at 727-608-2551 or admin@careersourcepinellas.com.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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.



INFORMATION ITEMS 2 & 3 NOMINATING COMMITTEE

- 2. Current Board Roster and Term Dates**
- 3. PY'2021-2022 Committee Assignments**

LOCAL WORKFORCE DEVELOPMENT BOARD 14 (LWDB) MEMBERSHIP

No	First Name	Last Name	Areas of Representation	Nominating Organization	Gender	Race	Member Since	End of Appointment
1	Ivonne	Alvarez	Business	Tarpon Springs Chamber of Commerce	Female	Hispanic	7/1/2021	6/30/2023
2	Jody	Armstrong	Workforce - CBO	Disability Achievement Center	Female	White	7/1/2020	6/30/2022
3	Belinthia	Berry	ETPC	St Petersburg College - Dr. Williams	Female	Black	7/1/2021	6/30/2023
4	Lisa	Cane	School Board	Pinellas County School Board	Female	White	3/9/2021	6/30/2023
5	Andrea	Cianek	Business	St. Petersburg Chamber of Commerce	Female	White	6/1/2020	6/30/2022
6	Candida	Duff	Business	Pinellas Economic Development Council	Female	Other	7/1/2021	6/30/2023
7	Celeste	Fernandez	GRO-Public Assistance	FL Dept of Children & Families	Female	White/Hisp	7/1/2020	6/30/2022
8	David	Fetkenher	Business	Upper Tampa Bay Manufacturing Assoc.	Male	White	7/1/2020	6/30/2022
9	Commissioner René	Flowers	GRED	Pinellas County Economic Development	Female	Black	1/1/2021	6/30/2023
10	Jack	Geller	Business	Greater Largo Chamber of Commerce	Male	White	7/1/2021	6/30/2023
11	Barclay	Harless	Business	St. Petersburg Chamber of Commerce	Male	White	7/1/2021	6/30/2023
12	John	Howell	GRVRD	DOE - Vocational Rehabilitation	Male	White	7/1/2021	6/30/2023
13	Mark	Hunt	ETPA	Dr. Grego - PCS Superintendent	Male	White	7/1/2020	6/30/2022
14	Michael	Jalazo	Workforce - CBO	Self	Male	White	7/1/2021	6/30/2023
15	Kevin	Knutson	GRED	Pinellas County Economic Development	Male	White	7/1/2021	7/1/2023
16	Chris	Owens	Business	Tarpon Springs Chamber of Commerce	Male	White	6/1/2020	6/30/2022
17	Rebecca	Sarlo	ETPO	Self	Female	White	7/1/2020	6/30/2022
18	Patricia	Sawyer	Workforce - OSY	Pinellas Opportunity Council	Female	Black	7/1/2021	6/30/2023
19	Elizabeth	Siplin	Business	St. Pete Innovation District	Female	Black	10/12/2021	6/30/2022
20	Scott	Thomas	Business	V. Raymond Ferrara, CFP - Amplify Clearwater	Male	White	7/1/2021	6/30/2023
21	Zachary	White	Workforce - CBO	Self	Male	White	7/1/2021	6/30/2023
22	Kenneth	Williams	WOLO	Teamsters Local Union 79	Male	White	7/1/2020	6/30/2022
23	Glenn	Willocks	Business	Tampa Bay Beaches Chamber of Commerce	Male	White	7/1/2020	6/30/2022



PY'2021 – 2022 Committee Assignments

Executive Committee

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Barclay Harless (Board Chair) 2. Vacant (Chair-Elect) 3. Commissioner René Flowers (Vice-Chair) 4. Rebecca Sarlo (Treasurer/ Finance & Audit Chair) 5. County Appointee (TBD) (Secretary) | <ol style="list-style-type: none"> 6. Jack Geller (Past Chair) 7. Candida Duff (Compensation Chair) 8. Mark Hunt (Workforce Solutions Chair) 9. Jody Armstrong (One-Stop Chair) 10. David Fetkenher (At Large) |
|---|---|

Finance Committee

1. **Rebecca Sarlo (Chair)**
2. David Fetkenher
3. Jack Geller
4. Barclay Harless
5. County Appointee (TBD)

Audit Committee

1. **Rebecca Sarlo (Chair)**
2. Barclay Harless
3. Comm. René Flowers
4. David Fetkenher
5. County Appointee (TBD)
6. County Appointee (TBD)

Compensation Committee

1. **Candida Duff (Chair)**
2. Barclay Harless
3. Jack Geller
4. County Appointee (TBD)
5. County Appointee (TBD)
6. County Appointee (TBD)
7. County Appointee (TBD)

One-Stop Committee

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Jody Armstrong (Chair) 2. Mark Hunt 3. Rebecca Sarlo 4. Candida Duff | <ol style="list-style-type: none"> 5. Pattye Sawyer 6. Tiffany Nozicka 7. Jason Krupp 8. John Howell |
|---|--|

Workforce Solutions Committee

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Mark Hunt (Chair) 2. Belinthia Berry 3. Michael Jalazo 4. Rebecca Sarlo 5. Ivonne Alvarez 6. Vacant | <ol style="list-style-type: none"> 7. Candida Duff 8. Glenn Willocks 9. Chris Owens 10. Andrea Cianek 11. Denise Sanderson 12. Kevin Knutson |
|--|--|

Ad Hoc CEO/Counsel Selection Committee

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Barclay Harless 2. Commissioner René Flowers | <ol style="list-style-type: none"> 3. Kevin Knutson 4. Lisa Cane 5. Mark Hunt |
|--|--|

Ad Hoc Nominating Committee

1. Barclay Harless
2. Commissioner René Flowers
3. Dr. Rebecca Sarlo
4. Kevin Knutson

Quorums: 40% plus 1

Board of Directors
 Executive Committee
 Finance Committee
 Ad Hoc CEO/Counsel Selection Committee



INFORMATION ITEM 4

Recommendations for Employee Engagement

At the Special Meeting of the Board of Directors on December 15, 2021, the board unanimously approved to refer Section IV of the Whistleblower Report related to organizational culture and employee engagement, as well as recommendations by Commissioner Flowers to address these topics, to the Compensation Committee for further review and recommended action, if any. The Compensation Committee reviewed and discussed various topics and submitted the following to the Board for review. The Board approved these topics at the March 16, 2022, Board meeting.

One of HR Director's, Jay Burkey, main focuses will be implementation of tactics to improve organizational culture and employee engagement. Below is an update on the current status of these topics.

Action	Description	Considerations	Budget Implications	Current Status
One-on-One Engagement	Ongoing, frequent, and informal feedback discussions between employees and leaders to establish priorities, empower employees with knowledge and tools, and clarify expectations. Important to listen to employees.	<ul style="list-style-type: none"> • Formalize the process to ensure consistency <ul style="list-style-type: none"> • Develop expectations for supervisors that support this work • Encourage open communication and effective listening • Understand the time required for leaders to have more one-on-one conversations 	N/A	One-on-one discussions between employees and Interim CEO have begun

Action	Description	Considerations	Budget Implications	Current Status
Employee Recognition Luncheon on Feb. 15, 2022	<ul style="list-style-type: none"> Recognize and appreciate the outstanding work of the CareerSource Pinellas team during the pandemic. Present, long-overdue, Employee Awards. Introduction of Interim CEO Attended by Board Chair 	<ul style="list-style-type: none"> Celebratory moment for the team and opportunity for engagement Ensured services are covered during recognition luncheon 	Included in existing budget	February 15, 2022 (Done)
Mission-Focused Engagement	Information session to review the organization's mission, the Employee Handbook, performance expectations, etc.	<ul style="list-style-type: none"> Formalize the process to ensure consistency Evaluate best options for reaching all employees while maintaining services 	Included in work of HR Director	Implementation in Q4 of Program Year with ongoing opportunities for new hires
Classification and Compensation Review	<p>Review existing compensation plan and conduct a comprehensive analysis of salary benchmark and data to ensure CareerSource Pinellas offers competitive salaries and compensation compared to the marketplace;</p> <p>Ensure job descriptions and job titles align with work and best practices</p>	<ul style="list-style-type: none"> Positions may need to be created, consolidated, reclassified and/or eliminated This process affords a review of FLSA exemption criteria for each position 	<p>Included in approved Budget Modification #2</p> <p>Potential budget impacts for 2022-2023 if salary adjustments are recommended to retain talent and competitiveness</p>	<p>RFQ issued March 1, 2022</p> <p>Responses received March 25, 2022</p> <p>Vendor selected: Approved at 5/26 Board Meeting</p> <p>Rollout and implementation in Q1 of 2022-2023 Program Year</p>

Action	Description	Considerations	Budget Implications	Current Status
Employee Engagement Survey	Assess employees' perceptions and alignment with organizational values and practices; Measure employees' commitment, motivation, sense of purpose, and passion for their work and the organization	<ul style="list-style-type: none"> • Ensure best practices are followed to determine actionable results <ul style="list-style-type: none"> • Ensure confidentiality to the extent allowed by Florida Public Records Law • Use results to impact overall recommendations for enhancing work culture 	Included in Budget Modification 1, approved by the board on November 17, 2021	RFQ sent out March 22, 2022 Responses due April 13, 2022 Decisionwise selected. In contract negotiations.
Annual 360 Performance Review	Performance Feedback Tool and process to solicit feedback from direct reports, leadership, and other appropriate stakeholders to enhance communication and performance	<ul style="list-style-type: none"> • Ensure best practices are followed to determine actionable results <ul style="list-style-type: none"> • Ensure confidentiality to the extent allowed by Florida Public Records Law • Use results to impact overall recommendations for enhanced outcomes 	Preliminary research suggests a minimum budget of \$25,000-\$50,000 Exact pricing to be determined with HR Director	To be re-evaluated
Organization-Wide Collaborative Labs Opportunity at St. Petersburg College	St. Petersburg Collaborative Labs designs and executes facilitated meetings to build teamwork and assist groups in reaching consensus on key priorities and developing an action plan	<ul style="list-style-type: none"> • Evaluate best options for including all employees while maintaining services • Encourage open communication and effective listening <ul style="list-style-type: none"> • Use results to impact overall recommendations for enhancing work culture and performance 	For a half-day event for 70+ employees with five Collaborative Labs team members, the non-profit partnership rate is \$6,655 Lunch costs	To be evaluated – on-hold

Action	Description	Considerations	Budget Implications	Current Status
Review performance evaluation process and metrics	Align performance metrics with the primary indicators with DEO and USDOL to ensure employee accountability and enhanced service delivery to reach operational objectives	<ul style="list-style-type: none"> Review current process Develop metrics, process, and performance tools Will be evaluated in conjunction with Annual 360 Performance Review process above 	Exact pricing, if any, to be determined	Implement in Q1 of 2022-23 program year
Employee Engagement Committee	Employee driven committee to come up with ideas to engage employees and to improve morale for all employees.	<ul style="list-style-type: none"> Trade engagement ideas. Bring new ideas to improve culture for employees 	To be determined	First meeting was May 11, 2022
Diversity Committee	Committee to foster inclusivity in the workplace	<ul style="list-style-type: none"> Educate and embrace our employees differences and unique challenges to make our workplace inclusive for all 	To be determined	Committee selection underway



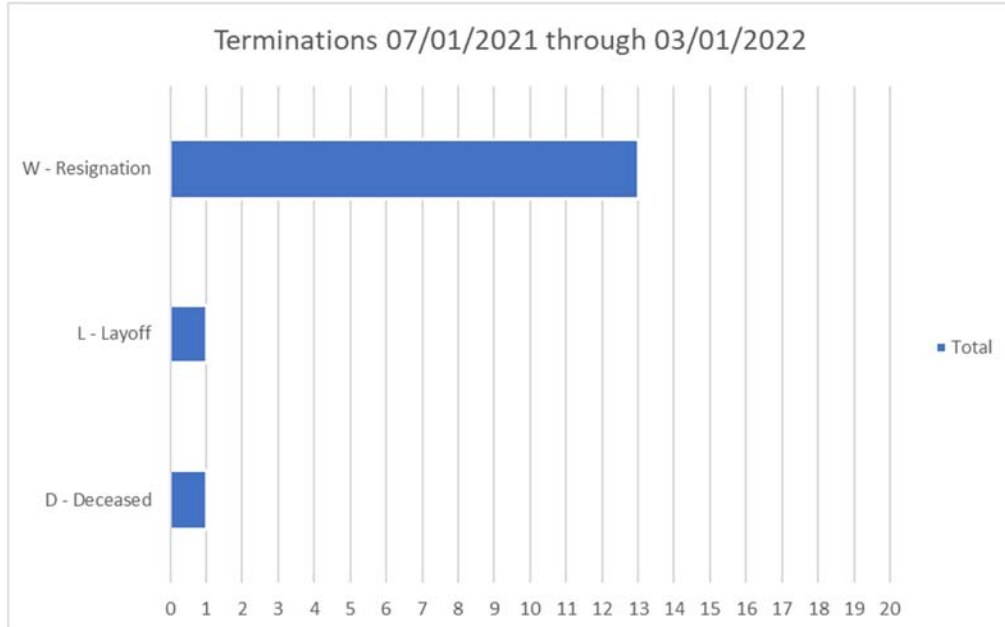
INFORMATION ITEM 5

Compensation and Turnover Summary

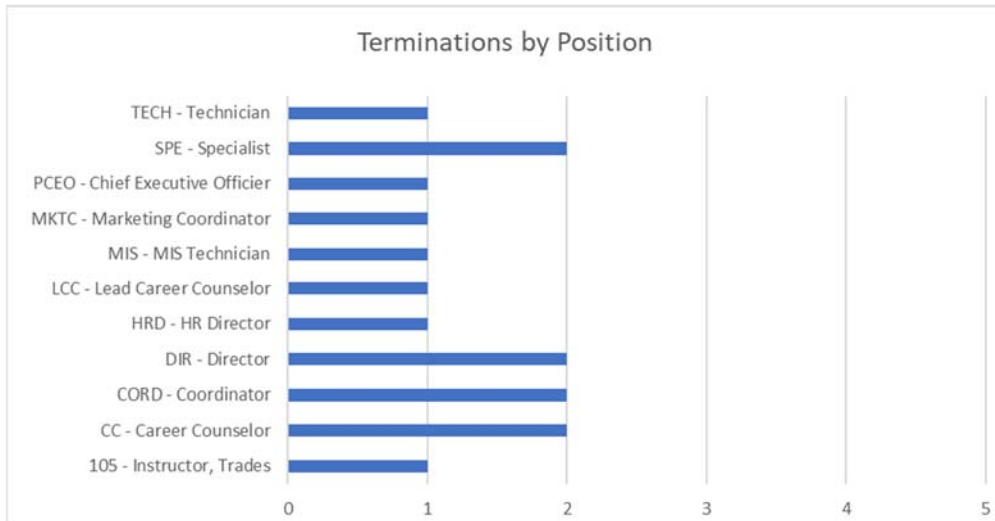
We present the following compensation summary reports, including the total number of employees, pay range summary, notice of newly hired positions and the average salary.

As of this meeting CareerSource Pinellas has 44 employees with an average salary of \$55,883.89.

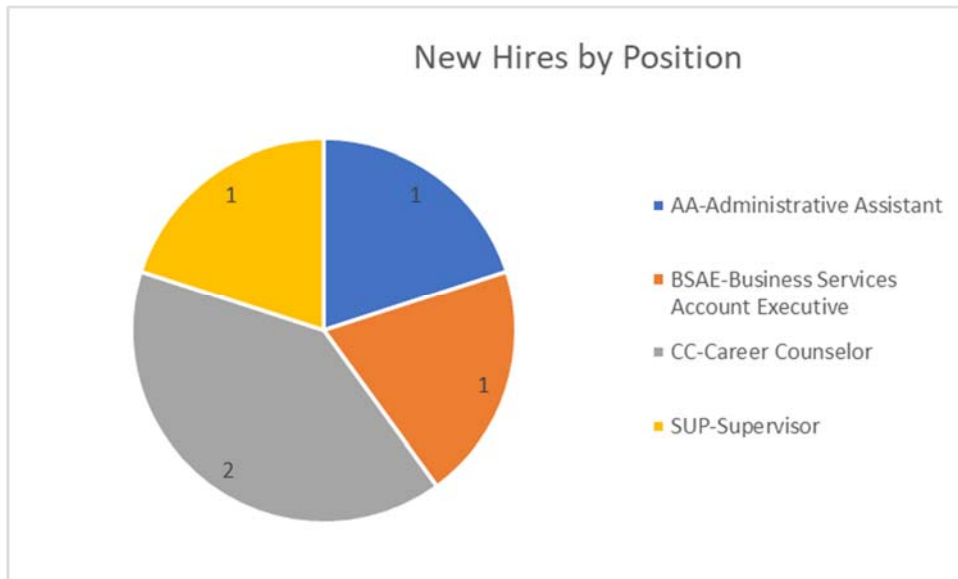
For this fiscal year beginning on July 1, 2021, through March 1, 2022, fifteen employees left the organization. Thirteen employees resigned voluntarily, one employee was a layoff and one employee passed away.



A breakdown of the positions held by the exiting employees is below.



A total of five new employees have been hired since July 1, 2021.



After the February Committee meeting, seven critical positions were identified by the leadership team. They were Director of Human Resources, Director of Finance, Director of Policy and Compliance, Executive Assistant, and three Career Counselors. As of this meeting, all positions have been filled. Two are former employees that left the organization and have returned.



INFORMATION ITEM 6

One Stop Operator Update

April 21, 2022

Below is a summary of work completed under the One Stop Operator Contract in the 2021-2022 program year:

1. Maintain Linkages

- a. CSPIN Partner Portal operated by ATLAS is no longer active.
- b. A new partner referral system, Crosswalk was introduced to the Partners in February 2022.
- c. Two partner agencies have signed up for the service.
- d. There are 25 active partner agencies of CareerSource Pinellas.

2. Coordinate Quarterly Meetings

- a. Four quarterly partner meetings held during the year with strong partner engagement and new addition of Partner Spotlight:
 - i. August 19, 2021- Partner meeting rescheduled to October
 - ii. October 21, 2021- Partner meeting scheduled with Dynamic Workforce Solutions as the Partner Spotlight.
 - iii. February 17, 2022- Partner meeting with Pinellas Technical College as the Partner Spotlight.
 - iv. April 21, 2022- Partner meeting scheduled at 10:30 am.

3. Memoranda of Understanding/Memoranda of Agreement

- a. A total of seven MOA's executed. 8 MOA's pending renewal.
- b. MOU's are executed by CS Pinellas staff.

4. Universal Design/Barriers to Employment

- a. Centers are easily accessible via public transit.
- b. ADA equipment is accessible, and staff are able to assist career seekers with special needs.



INFORMATION ITEM 6

One Stop Operator Update

April 21, 2022
(continued)

- i. Request was made to Division of Blind services to meet with Career Center staff to ensure training on use of assistive technology in all centers.
- c. Translation services are available to career seekers with English as a second language.
- d. OSO conducted a center visit at the St. Petersburg location to observe customer service and engagement in January 2022.

5. Strategic Plan

- a. Plan is up-to-date and services observed at the Centers are in alignment with the plan.
- b. No changes recommended.

6. Customer Satisfaction Initiatives

- a. **Remote Employability Skills Workshops** – There have been 316 survey respondents between July 2021-March 2022, with an average satisfaction rating of 4.79 on a scale of 5.
 - 1. 96.41% responded they were satisfied or very satisfied.
 - 2. “Other various” Workshop topics was the most attended at a 51.97%.
 - 3. Professional Networking Group shows the 2nd highest attended workshop topic, with 42.43%
 - 4. There was a 29% decline in workshop attendees from the 1Q to 2Q 2021. The average number of workshop attendees remained steady in the 3Q with 52 attendees and the satisfaction score increasing to 4.81 for the quarter.



INFORMATION ITEM 6

One Stop Operator Update

April 21, 2022
(continued)

b. Net Promoter Survey (NPS)

- i. 360 out of 2640 (14% response rate) NPS surveys have been completed between October 2021-February 2022.
- ii. NPS score is an average of 41% out of a target of 40%.
- iii. Gulf to Bay, Lealman and St. Petersburg Centers customer service ratings have improved over last program year.
- iv. 88.89% of customers felt staff were very friendly to extremely friendly.
- v. 44.5% of customers heard about us from our website and 38.1% from other sources, while 16.6% heard from a friend or relative.
- vi. Re-employment assistance is the primary reason (56.87%) to access services in the Centers; however once customers access services they are engaged with other services such as appointments with WIOA/TANF/SNAP program staff, attendance at live and on-line workshops.
- vii. Customers largest frustration is with the unemployment application and claim system, and the difficulty of navigating Employ Florida.
- viii. Customer Feedback includes statements as noted below:
 1. *“Just great customer service.”*
 2. *“I would tell anyone that needs guidance for applying for work don’t miss out on the opportunity for help.”*
 3. *“The representative I spoke with was very helpful and took his time assisting me with questions on my job search.”*



INFORMATION ITEM 7a Snapshot of Caseload Report

Workforce Innovation and Opportunity Act								
WIOA	No. of cases as of 03/31/20	No. of cases as of 06/30/20	No. of cases as of 09/30/20	No. of cases as of 12/31/20	No. of cases as of 03/31/21	No. of cases as of 06/30/21	No. of cases as of 09/30/21	No. of cases as of 12/31/21
Adult	485	452	426	398	397	304	222	203
Dislocated Worker	334	360	351	319	301	219	181	155
Youth	256	265	292	265	257	167	120	112
Total	1075	1077	1069	982	955	690	523	470
Welfare Transition								
WT	No. of cases as of 03/31/20	No. of cases as of 06/30/20	No. of cases as of 09/30/20	No. of cases as of 12/31/20	No. of cases as of 03/31/21	No. of cases as of 06/30/21	No. of cases as of 09/30/21	No. of cases as of 12/31/21
WT Applicant	485	452	261	264	293	342	375	390
WT Mandatory	334	360	585	561	486	187	146	108
WT Transitional	256	265	104	92	82	43	38	30
Total	1075	1077	950	917	861	572	559	528
Supplemental Nutrition Assistance Program								
SNAP	No. of cases as of 03/31/20	No. of cases as of 06/30/20	No. of cases as of 09/30/20	No. of cases as of 12/31/20	No. of cases as of 03/31/21	No. of cases as of 06/30/21	No. of cases as of 09/30/21	No. of cases as of 12/31/21
Career Counselor	103	174	56	22	10	55	94	104
Automation	558	8973	7158	6087	4061	747	599	329
Total	661	9147	7214	6109	4071	802	693	433

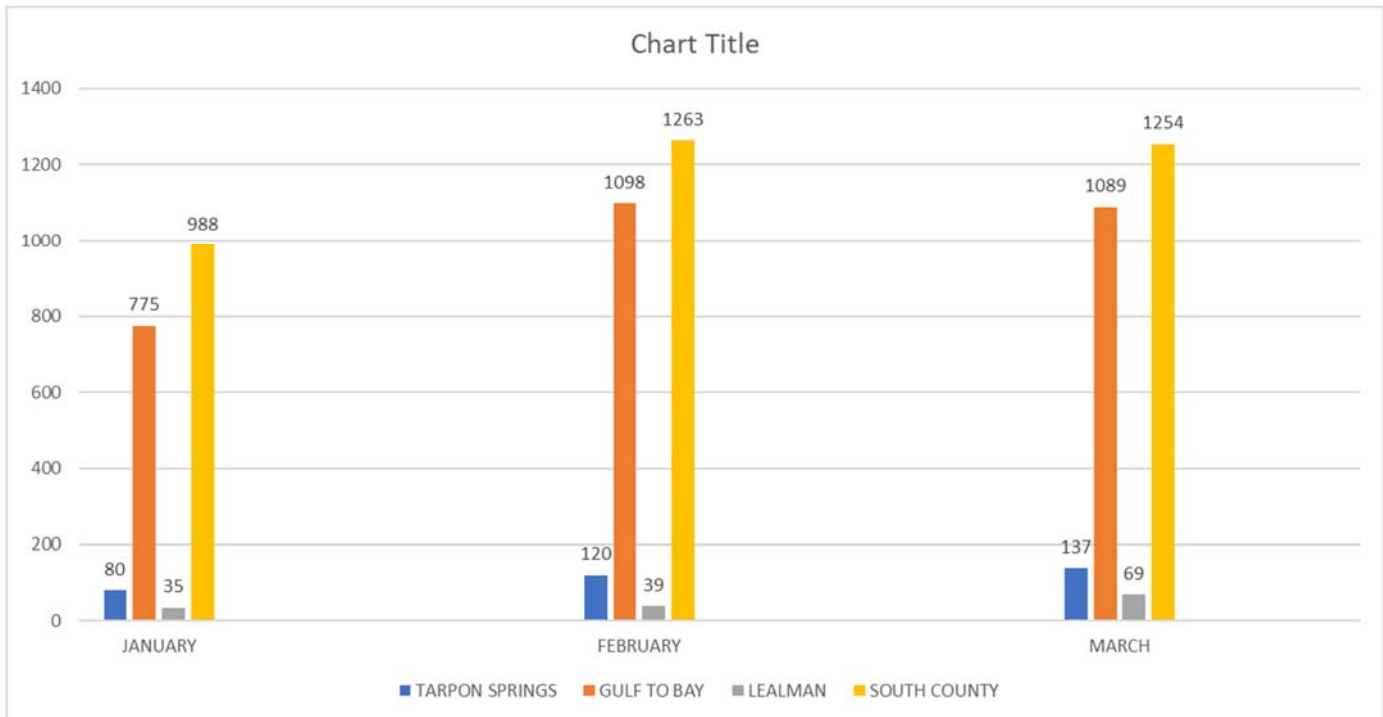


INFORMATION ITEM 7b - WIOA Primary Indicators Report- Quarter 2

Measures	PY2020-2021 4th Quarter Performance	PY2020-2021 % of Performance Goal Met For Q4	PY2020-2021 Performance Goals	PY2021-2022 1st Quarter Performance	PY2021-2022 % of Performance Goal Met For Q1	PY2021-2022 2nd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q2	PY2021-2022 Performance Goals
Adults:								
Employed 2nd Qtr After Exit	94.50	105.00	90.00	94.00	104.44	93.50	103.89	90.00
Median Wage 2nd Quarter After Exit	\$11,970	171.00	\$7,000	\$11,075	153.82	\$10,683	148.38	\$7,200
Employed 4th Qtr After Exit	87.50	102.34	85.50	87.30	102.11	93.20	109.01	85.50
Credential Attainment Rate	95.50	136.43	70.00	95.30	132.36	87.70	121.81	72.00
Measurable Skill Gains	76.60	162.98	47.00	67.10	136.94	63.00	128.57	49.00
Dislocated Workers:								
Employed 2nd Qtr After Exit	90.10	100.11	90.00	91.30	101.44	89.70	99.67	90.00
Median Wage 2nd Quarter After Exit	\$10,846	154.94	\$7,000	\$11,463	161.45	\$11,350	159.86	\$7,100
Employed 4th Qtr After Exit	72.90	85.56	85.20	71.60	84.04	86.00	100.94	85.20
Credential Attainment Rate	87.60	125.14	70.00	88.60	126.57	93.70	133.86	70.00
Measurable Skill Gains	88.70	188.72	47.00	80.30	163.88	62.70	127.96	49.00
Youth:								
Employed 2nd Qtr After Exit	89.80	106.27	84.50	91.70	108.52	90.10	106.63	84.50
Median Wage 2nd Quarter After Exit	\$4,739	148.09	\$3,200	\$4,472	139.75	\$4,615	144.22	\$3,200
Employed 4th Qtr After Exit	86.00	110.26	78.00	88.40	113.33	88.40	113.33	78.00
Credential Attainment Rate	76.00	88.06	86.30	88.90	103.01	78.60	91.08	86.30
Measurable Skill Gains	80.30	170.85	47.00	65.10	132.86	55.60	113.47	49.00
Wagner Peyser:								
Employed 2nd Qtr After Exit	59.50	89.88	66.20	56.40	86.77	55.40	85.23	65.00
Median Wage 2nd Quarter After Exit	\$5,651	113.02	\$5,000	\$5,610	112.20	\$6,179	123.58	\$5,000
Employed 4th Qtr After Exit	61.20	95.33	64.20	58.30	90.81	57.60	89.72	64.20
Not Met (less than 90% of negotiated)								
Met (90-100% of negotiated)								
Exceeded (greater than 100% of negotiated)								



INFORMATION ITEM 7c Center Traffic Flow



	TARPON SPRINGS	GULF TO BAY	LEALMAN	SOUTH COUNTY
JANUARY	80	775	35	988
FEBRUARY	120	1098	39	1263
MARCH	137	1089	69	1254
TOTAL	337	2962	143	3505

Current program year total traffic data by location (PY July 1, 2021 – June 30, 2022) has been impacted by the loss of Atlas. Data from July 1 2021-December 2021 is either incomplete or unavailable



INFORMATION ITEM 8

Workforce Solutions Goals Update PY'2021-2022: Period Covering through Q3

Goal I - Develop Robust Partnerships with Employers

Objective 1: Utilize and partner with existing business groups that convene employers regularly to understand immediate and future needs.

CareerSource Pinellas attracts partnerships through membership with local chambers and business associations. CareerSource Pinellas continues to maximize its current partnership strategies with business groups, as well as reaching out to other organizations for potential partnerships. We are working with the following chambers or organizations.

Business Group Partner's Updates

<i>Business Groups</i>	<i>Updates</i>
St. Petersburg Chamber	The St. Pete Chamber is currently preparing for multiple summer initiatives including their support for Goodwill Cereal for Summer food drive. Multiple fund raisers are in the works through the St. Pete Chamber which can be found on their website. The Chamber is dedicated to serving the entire community through outreach, events, and awareness of all that St. Pete has to offer. They also serve as a conduit for many of the programs that CareerSource Pinellas offers to the community including the upcoming Summer P.A.Y.S. youth employment program which partners with Pinellas County Schools, Manpower Staffing, Bank of America, and Junior Achievement.
Upper Tampa Bay Chamber	Hosted multiple after-hours events, morning mingles and lunch and learn opportunities; monthly non-profit newsletter.
Central Pinellas Chamber	Economic Chamber Development Committee reporting, Women's Leadership Committee involvement, community input opportunities, resuming in person grant award ceremonies, state and community updates.
St. Petersburg Area Econ. Development Corporation	The St. Pete EDC Promotes economic prosperity by marketing St. Pete as a world-class business and career location, generating and closing leads for new operations, and working with prospects and existing businesses to retain and create more high-quality jobs. Most recently, the St. Pete EDC connected Echo Bridge, as St. Pete based 2-D animation production studio with CareerSource Pinellas. While originally seeking to expand their internship program, Echo Bridge and CareerSource were able to engage in the potential for a newly developed apprenticeship. St. Pete EDC will continue to engage with new and existing businesses and connect them with CareerSource Pinellas for a full-service experience.
Recruiter Networking Group	Business Services is actively working to reenergize this relationship as they become active in networking in the post-Covid world.
Tampa Bay Beaches Chamber	Hosted a legislative wrap up, following the most recent state legislative session, addressing redistricting, job shortages and the status of the budget as it applies to Pinellas County.
BAMA (Bay Area Manufacturing Association)	Monthly virtual meetings discussing important topics and strategies in the manufacturing community, events have begun to appear in person, including facility tours and after-hours mixers.
Tampa Bay Tech	We have recently rejoined Tampa Bay Tech, we are scheduled to attend their Tech Fest opportunity in May. Their recent breakfast networking event discussed the future of Tech in the Tampa Bay area and projections in the next year. 126

Objective 2: Develop and execute a marketing strategy to build awareness with businesses about engagement and services available.

CareerSource Pinellas has updated the website, to amend some errors, and flesh out existing information. We are actively working with our Marketing Provider to provide customers and partners with the most accurate, up-to date information, and share the knowledge and expertise in the field of workforce development.

Leadership continues to work with Tucker Hall to update and/or redesign all collateral, in order to provide all teams with accurate information to our customers and partners.

We continue to work with our partner Tucker Hall to develop strategic messaging in order to re-engage the community during post-Covid recovery.

Objective 3: Increase services to incumbent workers and underemployed workers.

Incumbent Worker and Quick Response Training Reports

FloridaFlex is administered by CareerSource Florida and offers businesses in Florida, or relocating to Florida, an integrated talent support solution to help them compete and grow with programs such as the Incumbent Worker Training Program (IWT) and Quick Response Training (QRT). CareerSource Pinellas works with local businesses who wish to enhance the professional skills of their existing employees by continuing to educate, direct and assist interested employers in applying for CareerSource Florida Flex Training Grants through Incumbent Worker Training (IWT) and Quick Response Training (QRT).

***Businesses seeking IWT and QRT funding are currently required to apply through the state.*

Objective 4: Develop methods that help businesses navigate the workforce system's services and that connect them with qualified applicants.

Continuous Improvement Performance Initiative

The Continuous Improvement Performance (CIP) Initiative was designed and developed to provide additional measures specifically aligned with WIOA and the goals and strategies of the State of Florida to increase and achieve targeted performance. The CIP Initiative includes three key metrics with additional credit for serving individuals with barriers to employment and for providing staff-assisted, high-value services to business establishments in up to five board-selected industry sectors: Employment Rate 1st Quarter after Exit, Participant Training Rate and Business Penetration. Performance is measured on a quarterly basis and is compared to performance from the same quarter in the previous year. Boards receive funding awards for each metric for which the improvement/performance target is met each quarter.

Business Penetration Report

PY'202-2021

Quarterly Year-Over-Year Goal

Current-Year Performance

	Business Penetration Baseline	Applied to Current-Year Business Penetration + Additional Credit		Business Penetration	Improvement without Additional Credit	Business Penetration + Additional Credit	Improvement with Additional Credit	Target Met?
		Improvement Target	Performance Target					
Qtr 1 <small>(July 1, 2020-Sept. 30, 2020)</small>	97	10%	106.70	60	-38.14%	84.00	-13.40%	<input type="radio"/>
Qtr 2 <small>(Oct. 1, 2020-Dec. 31, 2020)</small>	105	10%	115.50	77	-26.67%	111.20	5.90%	<input type="radio"/>
Qtr 3 <small>(Jan. 1, 2021-March 31, 2021)</small>	140	10%	154.00	130	-7.14%	195.10	39.36%	<input checked="" type="radio"/>
Qtr 4 <small>(April 1, 2021-Jun 30, 2021)</small>	75	10%	82.50	82	9.33%	115.00	53.33%	<input checked="" type="radio"/>

PY'2021-2022

Quarterly Year-Over-Year Goal

Current-Year Performance

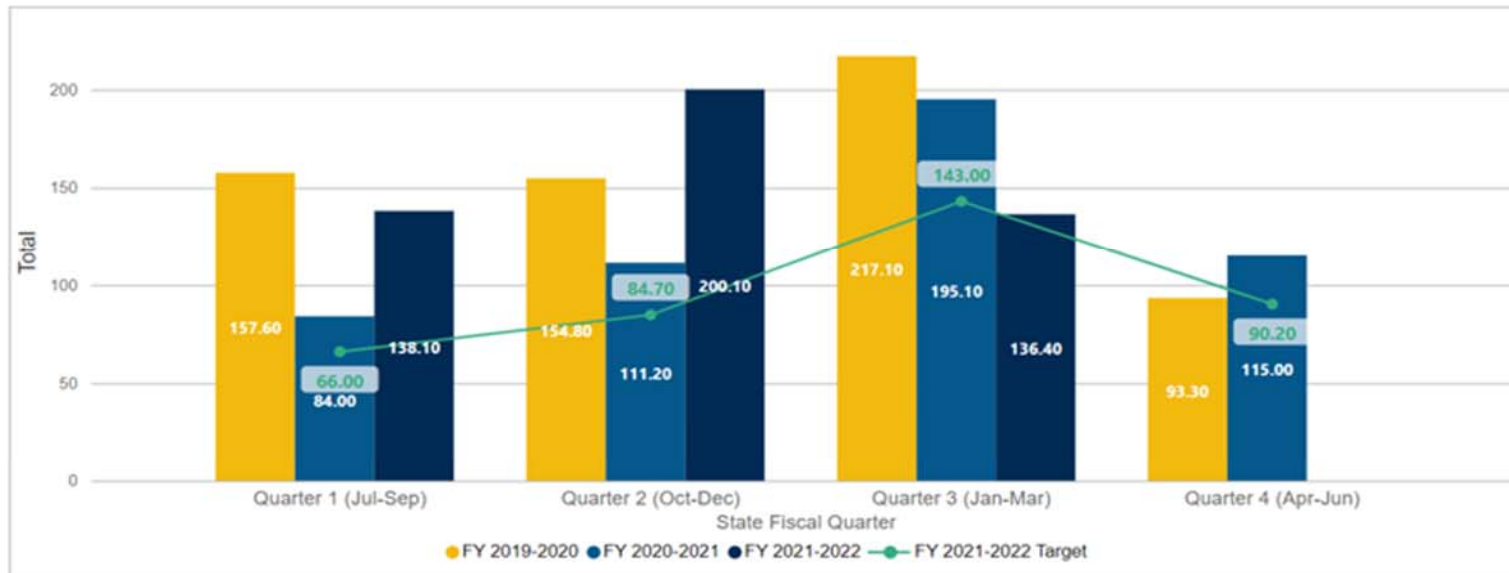
	Business Penetration Baseline	Applied to Current-Year Business Penetration + Additional Credit		Business Penetration	Improvement without Additional Credit	Business Penetration + Additional Credit	Improvement with Additional Credit	Target Met?
		Improvement Target	Performance Target					
Qtr 1 <small>(July 1, 2021-Sept. 30, 2021)</small>	60	10%	66.00	103	71.67%	138.10	130.17%	<input checked="" type="radio"/>
Qtr 2 <small>(Oct. 1, 2021-Dec. 31, 2021)</small>	77	10%	84.70	132	71.43%	200.10	159.87%	<input type="radio"/>
Qtr 3 <small>(Jan. 1, 2022-March 31, 2022)</small>	130	10%	143.00	0	0.00%	0.00	0.00%	<input type="radio"/>
Qtr 4 <small>(April 1, 2022-Jun 30, 2022)</small>	82	10%	90.20	0	0.00%	0.00	0.00%	<input type="radio"/>

PY'2021-2022

***CIP Initiative changed reporting format

CareerSource Pinellas: Business Penetration

Business Penetration + Additional Credit, Year Over Year



Note: The improvement target for each quarter is 10% over the Business Penetration from the same quarter in the previous year.

EmployFlorida Job Referrals and Placement Reports

The EmployFlorida (EF) system allows for customer self-referrals and staff-assisted referrals to open job orders. Each customer in EF must have a full background entered and a staff completed Personal Individual Record Layout (PIRL) before a staff-assisted referral can be entered. The staff then matches the job requirement to the customer's skills to ensure a quality referral is being made. Employers can review both types of referrals at any time by reviewing their EF job order.

Period	Service	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
PY'2020- 2021	Customer Self-Referrals	1653	934	902	670	658	490	494	361	180	415	531	1714	9,002
	Staff-Assisted Referrals	150	132	171	323	120	444	523	478	308	161	240	204	3,254
	Total	1803	1066	1073	993	778	934	1017	839	488	576	771	1918	12,256
	Unique Customers	502	292	282	250	205	273	274	230	138	193	224	390	3,253
PY'2021- 2022	Customer Self-Referrals	1575	1140	762	684	692	491	444						
	Staff-Assisted Referrals	113	98	106	101	53	71	69						
	Total	1688	1238	868	785	745	562	513	0	0	0	0	0	0
	Unique Customers	422	396	402	552	451	347	366						2,936

When a job placement is made, it is recorded one of three ways in the EF system: as a Direct Placement, an Automated Obtained Employment, or a Staff-Entered Obtained Employment. These can be obtained through directly working with the customer, referring them to an open job that they qualify for, and by obtaining the information from a newly employed participant through automated or staff entered methods.

Period	Service	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
PY'2020- 2021	Direct Placements	1	2	1	4	5	5	1	3	0	6	3	8	39
	Staff Entered Obtained Employment	40	31	39	13	17	27	22	36	16	48	27	31	347
	Automated Obtained Employments	199	147	118	139	154	202	186	169	180	171	114	133	1,912
	Total	240	180	158	156	176	234	209	208	196	225	144	172	2,298
PY'2021- 2022	Direct Placements	0	1	4	1	2	1	0						9
	Staff Entered Obtained Employment	24	50	30	42	74	99	52						371
	Automated Obtained Employments	201	73	0	136	132	302	156						1000
	Total	225	124	34	179	208	402	208	0	0	0	0	0	1380

3rd Party				
Industry Sector Description	Total Job Orders	Total Job Openings	CSP Referrals	Newly Registered Employers
Accommodation and Food Services	184	329	22	0
Admin., Support, Waste Mgmt. Remediation	227	555	22	2
Construction	71	75	22	0
Education Services	45	53	2	0
Finance and Insurance	148	160	6	0
Health Care and Social Assistance	459	662	23	2
Information	21	21	0	0
Manufacturing (31-33)	403	460	37	1
Other Services (except Public Admin.)	81	90	14	1
Professional Scientific & Technical Svc	266	398	9	1
Public Administration	81	96	14	0
Real Estate and Rental and Leasing	179	179	19	0
Retail Trade (44 & 45)	149	153	9	0
Transportation and Warehousing (48 & 49)	58	67	18	0
Utilities	2	2	2	0
Wholesale Trade	88	103	9	1
Total	2,462	3,403	228	8

Non 3rd Party				
Industry Sector Description	Total Job Orders	Total Job Openings	CSP Referrals	Newly Registered Employers
Accommodation and Food Services	125	125	4	10
Admin., Support, Waste Mgmt. Remediation	302	302	11	0
Construction	12	12	0	15
Education Services	9	9	1	0
Finance and Insurance	418	418	16	8
Health Care and Social Assistance	3,516	3,516	65	18
Information	162	162	16	0
Manufacturing (31-33)	1,187	1,271	29	12
Other Services (except Public Admin.)	157	157	6	13
Professional Scientific & Technical Svc	203	204	12	9
Public Administration	3	3	1	0
Real Estate and Rental and Leasing	17	17	6	6
Retail Trade (44 & 45)	67	67	4	0
Transportation and Warehousing (48 & 49)	59	59	5	0
Utilities	87	87	3	0
Wholesale Trade	540	540	36	0
Total	6,864	6,949	215	91

Grand Total	9,326	10,352	443	99
--------------------	--------------	---------------	------------	-----------

Work-based Learning Reports

Paid Work Experience is a career preparation program intended to introduce young workers to a business environment with a focus on skill development in high demand occupations. Employers may utilize the OJT program to effectively mitigate the upfront training costs associated with hiring new employees.

		PWE	OJT	Summer P.A.Y.S.	DWG – COVID 19	
Period	Performance	YTD	YTD	YTD	YTD	Totals
PY'2020-2021	Total Funding Expended	\$21,3702	\$6,134	\$53,236	\$120,695.84	\$393,794.84
	# of Enrollments	9	8	74	41	132
	# of Completers	7	1	74	28	110
	# of Employers	6	4	20	7	37
	Avg Placement Wage	\$10.19	\$12.75	\$12.00	\$13.00	\$10.19
PY'2021-2022 Q3	Total Funding Expended	\$94,224	\$7,878	\$16,631	\$22,0754	\$499,168
	# of Enrollments	4	14	83	6	107
	# of Completers	4	14	66	6	90
	# of Employers	20	20	21	7	37
	Avg Placement Wage	\$12.88	\$12.75	\$12.00	\$13.00	N/A

Objective 5:

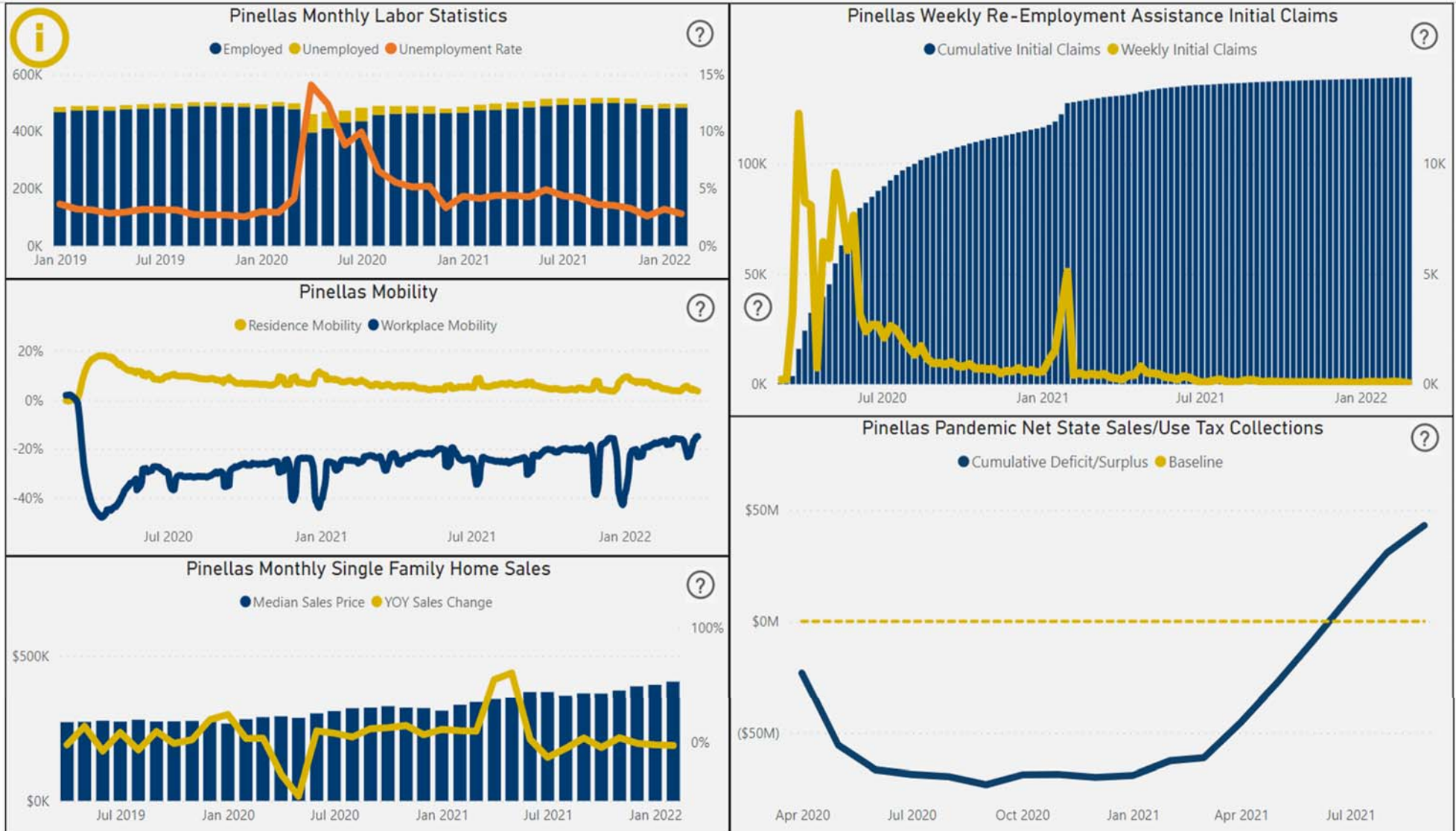
Inventory best and promising practice approaches for working with and engaging businesses and scale up.

- *Increasing outreach to reinforce and grow current business relationships and partnerships.*
- *Increased engagement with local groups and associations and maximizing opportunities to partner on events and initiatives.*
- *Expanding service offerings to businesses and job seekers.*
- *Return to in person events.*

Goal II - Strengthen Partnerships with Organizations that Provide Educational Opportunities

Objective 1: Compile all Labor Market Information (LMI) data and information to work together to create *LMI Briefs* that can be used by jobseekers, employers, and other workforce organizations in easy to consume formats.

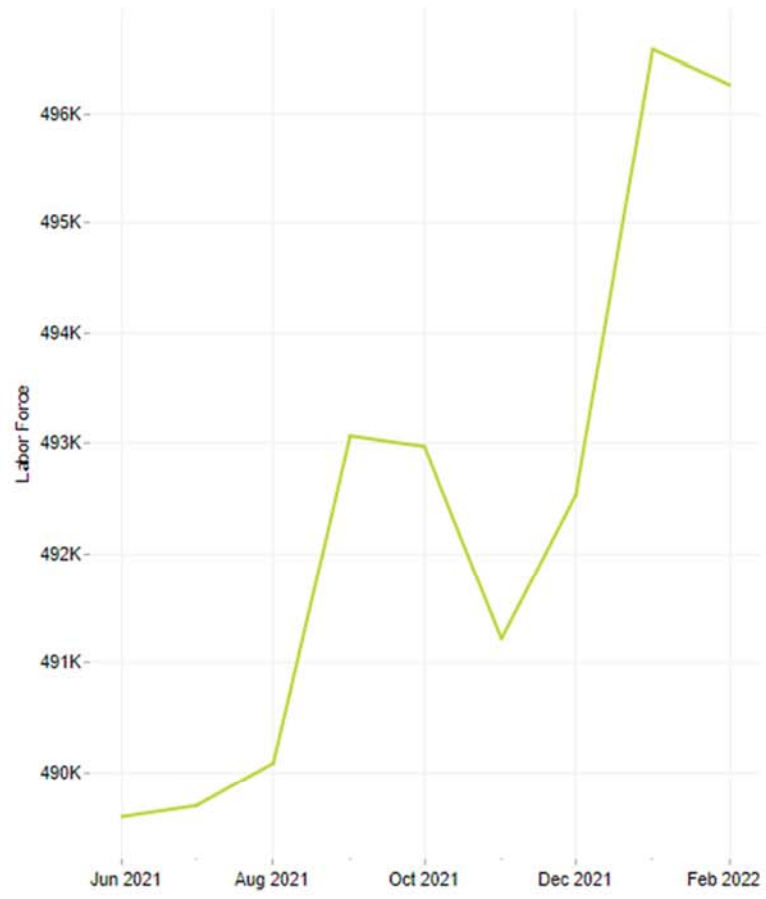
LMI Briefs



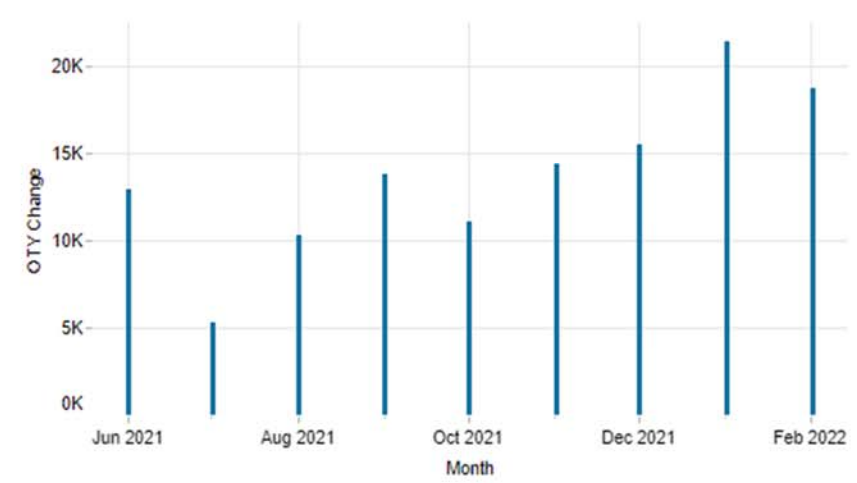
*Produced by the Tampa Bay Partnership as part of the State of the Region initiative

Select Metric Type: Labor Force
 Area Type*: LDWA
 Area Name: CareerSource Pinellas (14)
 Period Type: Monthly
 Adjustment: Not Seasonally Adjusted
 Select Period: Jun 2021 to Feb 2022

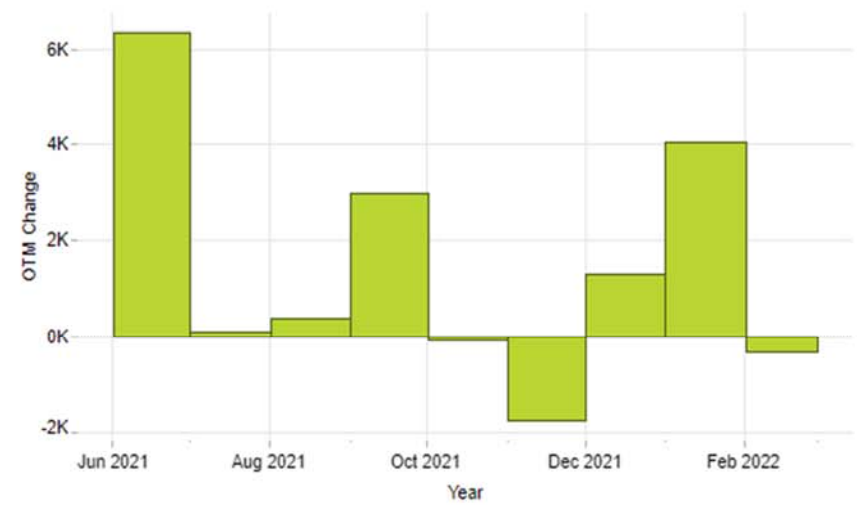
Labor Force - CareerSource Pinellas (14)
(Not Seasonally Adjusted)



Labor Force Over-the-Year Change - CareerSource Pinellas (14)
(Not Seasonally Adjusted)



Labor Force Over-the-Month Change - CareerSource Pinellas (14)
(Not Seasonally Adjusted)



Glossary

Source:
Florida Department of Economic Opportunity, Bureau of Workforce Statistics and Economic Research, Local Area Unemployment Statistics (LAUS).

**Overview of the CareerSource Pinellas Region
Not Seasonally Adjusted
April 21, 2022**

- The unemployment rate in the CareerSource Pinellas region (Pinellas County) was 2.8 percent in February 2022. This rate was 2.0 percentage points lower than the region's year ago rate of 4.8 percent. The region's February 2022 unemployment rate was 0.3 percentage point lower than the state rate of 3.1 percent. The labor force was 496,253, up 18,683 (+3.9 percent) over the year. There were 13,869 unemployed residents in the region.
- In February 2022 nonagricultural employment in the Tampa-St. Petersburg-Clearwater MSA was 1,446,100, an increase of 75,900 jobs (+5.5 percent) over the year.
- The information (+9.4 percent); financial activities (+7.7 percent); trade, transportation and utilities (+7.1 percent); mining, logging, and construction (+4.1 percent); manufacturing (+3.9 percent); and education and health services (+2.2 percent) industries grew faster in the metro area than statewide over the year
- The Tampa-St. Petersburg-Clearwater MSA had the highest annual job growth compared to all the metro areas in the state in financial activities (+9,800 jobs) and manufacturing (+2,600 jobs) in February 2022.
- The Tampa-St. Petersburg-Clearwater MSA was tied for the highest annual job growth compared to all the metro areas in the state in information (+2,400 jobs) in February 2022.
- The Tampa-St. Petersburg-Clearwater MSA had the second highest annual job growth compared to all the metro areas in the state in education and health services (+4,800 jobs) and mining, logging, and construction (+3,500 jobs) in February 2022.
- The Tampa-St. Petersburg-Clearwater MSA had the third highest annual job growth compared to all the metro areas in the state in leisure and hospitality (+19,400 jobs); trade, transportation, and utilities (+18,000 jobs); and professional and business services (+15,800 jobs) in February 2022.
- The industries gaining in jobs over the year were leisure and hospitality (+19,400 jobs); trade, transportation, and utilities (+18,000 jobs); professional and business services (+15,800 jobs); financial activities (+9,800 jobs); education and health services (+4,800 jobs); mining, logging, and construction (+3,500 jobs); manufacturing (+2,600 jobs); information (+2,400 jobs); and other services (+1,600 jobs).
- The government (-2,000 jobs) industry lost jobs over the year.

Objective 2: Convene employers to identify skill needs and align education providers' offerings to current and future skill needs.

The current Regional Targeted Occupations List (RTOL) list was approved by the Board for PY'2021-2022 on June 14, 2021. This item is approved annually and adopted for the subsequent program year. Training areas within the RTOL include occupations identified as critical to the five targeted industry sectors: Healthcare, Manufacturing, Information Technology, Construction, and Financial and Professional Services. CareerSource Pinellas follows DEO Guidance to remain compliant and has an approved policy for processing training vendors. Approved list is currently available on the CSPIN website via the link under Business Services: [ATPL-21-22-CSPIN-Rev-6.22.21.pdf \(careersourcepinellas.com\)](#)

The targeted training opportunities are outlined in the Regional Targeted Occupations List. The approved Regional Targeted Occupations List is located on the CSPIN website at: [ATPL-21-22-CSPIN-Rev-6.22.21.pdf \(careersourcepinellas.com\)](#)

Objective 3: Provide easy to use 'career maps' for jobseekers to use to both know where to go for education/training to obtain necessary credentials and next steps on a career path.

The current Approved Training Provider List (ETPL) outlines educational options for job seekers and is located at [ATPL-21-22-CSPIN-Rev-6.22.21.pdf \(careersourcepinellas.com\)](#). Data provided on this list is continuously updated and subject to change.

Objective 4: Ensure that there is a Talent Pipeline that connects business service staff between CareerSource and educational institutions.
***Apprenticeship reports run calendar year as opposed to program year*

CareerSource Pinellas Quarterly Report

NFA 037918: Apprenticeship Expansion 2019 – Workforce Apprenticeship

Quarter Ending 03/31/2022

Cumulative: Activity for Year to Date 02/01/2019 – 03/31/2022

Objective	Activities	Timeframe	Deliverables	Cumulative Update	% of Goal
Outreach and Participant Identification	Identify and screen eligible participants	02/2019-03/31/2022	82 participants	129 participants	n/a
Addressing Needs of Participants	Supported Services to aid with Apprenticeship Training or On-the-Job Training	02/2019-03/31/2022	62 participants	0 participants	0%
Training and Certification	Apprenticeship Training, or On-the-Job Training and certification as applicable	02/2019-03/31/2022	20 Participants	0 Participants	0%
Placement	Sponsorship into an Apprenticeship program with accompanying placement into employment.	02/2019-03/31/2022	72 participants	10 participants	14%

Summary of Project Progress

To conclude the Grant, Apprenticeship Navigator participated in the expansion of a new registered pre-apprenticeship and apprenticeship program by placing the first eight (8) pre-apprentices at LT3 Academy/NetSVS IT Apprenticeship. The pre-apprentices will ultimately be able to enroll in the corresponding registered apprenticeship program upon successful completion. Pre-apprentices were identified from WIOA candidates who were recruited internally from staff caseloads, hiring events, career centers, and from Employ Florida. CSP provided its grant support to partially fund their Related Technical Instruction tuition expenses. In line with expansion of another Registered Apprenticeship Program sponsored by St. Petersburg College, CSP was also able to fund OJT Wage Reimbursement to apprentices recruited and hired for the Geographic Solutions Apprenticeship.

Apprenticeship Navigator worked with a web design company to facilitate CSP's new Apprenticeship Portal website, which now provides electronic information to local prospective apprentices to research, apply, and enroll in registered apprenticeship and pre-apprenticeship programs within the sector strategy areas of IT, Healthcare, Professional/Financial, Manufacturing and Construction, among others. With the ultimate objective of apprenticeship expansion, the new website additionally functions as a resource for existing Registered Apprenticeship Programs to promote newly posted apprenticeship opportunities, and it functions as a medium to inform external organizations how to start registered apprenticeship programs.

Apprenticeship Navigator also continued focusing on making key contacts and introductions, identifying eligible and suitable prospects, while identifying and increasing outreach and expansion of local pre-apprenticeships and apprenticeships in the five sector strategy areas of IT, Healthcare, Professional/Financial, Manufacturing and Construction through the grant extension period to March 2022. Sectors and programs were identified using the current Regional Demand Occupations list.

Additional targeted activities were performed this quarter to assist Registered Apprenticeship and Pre-Apprenticeship programs in identifying/recruiting candidates, as well as obligating grant funding for RTI tuition costs, OJT wages, and other supported service costs. CSP participated in the development and expansion of *future* Registered Apprenticeships and Pre-Apprenticeships through consultative meetings, presentations, and referrals to FLDOE for the following training providers and employers:

Training Providers

1. Equus (Pharmaceutical Tech)
2. School of EMS (Paramedic, EMT)
3. Precision Builds (Construction)

Employers

1. GE Aviation (Service Technician)
2. Impact Social Ventures (Construction, Culinary, Maritime)
3. Tampa Yacht Manufacturing (Manufacturing)
4. City of Pinellas Park (Manufacturing)
5. Sunstar Paramedic (Healthcare)
6. Pinellas County Government (Utilities, Stormwater)
7. Pinellas County Urban League (Renewable Energy)
8. Reggie's Roofing (Construction)
9. Krauss HVAC (Construction)

Participated in the development and expansion of *existing* Registered Apprenticeships and Pre-Apprenticeships through consultative meetings, WIOA eligibility screening, candidate interviews, and future funding obligations for RTI/OJT to training providers and employers, respectively.

Training Providers

1. Uptown Pre-Apprenticeship for Technology & Innovation/NetSVS (IT)
2. Learning Alliance (Manufacturing)
3. Independent Electrical Contractors FWCC GNJ (Construction)
4. Pinellas Technical College (Construction, Machining, Childcare, Bldg Maint, Composites/Mfg, Automotive)
5. Trumont (Home Health Aide, RN, Healthcare Pre-Apprenticeship)
6. FNGLA/University of Florida Extension (Farmworkers Pre-Apprenticeship and local employers)

Employers

1. Digital Operations Factory (IT)
2. APG Electric (Electrician)
3. Hammer Haag Steel (Manufacturing)
4. FKQ Marketing (Manufacturing)
5. Specialty Fabrication (Manufacturing)
6. HIT Promotional Products (Manufacturing)
7. Pharmerica (Pharmaceutical Technician)
8. National Molding Medical Products (Manufacturing)
9. H&S Swansons (Manufacturing)
10. MGM Electric (Electrician)
11. D'Andrea Electric (Construction)
12. Tri-Area Electric (Electrician)

Activity for Quarter 1: 01/01/2022 – 03/31/2022

Objective	Activities	Timeframe	Deliverables	Quarter Update
Outreach and Participant Identification	Identify and screen eligible participants	01/01/2022-03/31/2022	82 participants	73 participants
Addressing Needs of Participants	Supported Services to aid with Apprenticeship Training or On-the-Job Training	01/01/2022-03/31/2022	62 participants	0 participants
Training and Certification	Apprenticeship Training, or On-the-Job Training and certification as applicable	01/01/2022-03/31/2022	20 Participants	0 Participants
Placement	Sponsorship into an Apprenticeship program with accompanying placement into employment.	01/01/2022-03/31/2022	72 participants	8 participants

Expenditures to Date for CareerSource Pinellas

Region	Budget	Expenditure to Date	% Expended
R14	\$ 100,000.00	80,244	80.2%

Background

CSF 2019 Apprenticeship Expansion grant: \$100,000

This grant targeted expanding apprenticeship opportunities in the Tampa Bay region, targeting Pinellas County. The grant funded the development of a centralized Apprenticeship Portal to increase awareness and knowledge of local apprenticeship programs. It will also expand apprenticeship by funding enrollments into an apprenticeship providing supported services and assisting with On-the-Job Training for an employer sponsor. The CSF 2019 Apprenticeship Expansion grant request was approved and has been extended through March 31, 2022. Although Grant expansion deadline passed, there are remaining funds which will be braided into other similar WIOA funding.

Goal III - Expand Outreach to Jobseekers

Objective 1: Target outreach efforts based on areas of opportunity.

Recruitment Events

Previously, In-House Recruitment (IHR) Events are held weekly in the Career Resource Centers to bring local businesses and career seekers together to discuss opportunities. As CareerSource Pinellas moves to a more virtual platform, the IHR's have been renamed Virtual Recruitment Events (VRE) and are now being held virtually to continue supporting local businesses by providing opportunities to facilitate meaningful connections.

NEW Virtual / Drive Thru Recruitment Events – Former In-House Recruitments Events

Period	Performance	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
PY'2020-2021	# VR/Drive Thru	0	1	3	3	3	4	1	0	0	0	0	0	
	# VR Job seekers	0	4	0	6	16	12	4	0	0	0	0	0	
PY'2021-2022	# IHR	7	5	5	5	5	2	5	8					
	# IHR Job seekers	17	5	6	12	14	8	2	11					

Networking Groups

The Professional and Career Networking Groups provide professional and entry-level job seekers the ability to connect and interact with their peers as well as a dedicated Business Services Representative. In addition, candidates are provided access to additional training to make them more marketable to hiring employers. Guest employers may also be featured during the weekly meetings improving the employers' visibility to a diverse talent pool.

Professional and Career Networking Groups

Period	Performance	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
PY'2020-2021	Attendees	122	260	166	156	104	82	104	109	144	147	143	183	1,720
	Placements	1	5	9	1	1	1	1	1	3	5	0	0	28
	Average Wage \$	25.00	15.00	33.62	9.25	9.25	10.50	28.00	15.00	27.42	15.00	0	0	\$18.12
PY'2021-2022	Attendees	116	108	121	85	92	124	113	68					919
	Placements	0	0	0	0	0	0	0	0					
	Average Wage \$	25.00	15.0	33.62	10.25	10.25	10.50	28.0	15.00					

Career Fairs

It is CareerSource Pinellas' mission to support local businesses and community partners by providing opportunities to connect job seekers with employers. These events provide businesses the opportunity to meet and consider qualified job seekers for open positions. As we navigate a post-COVID landscape, some connection events occur via virtual platforms.

PY'2021-2022 Q3

Date	Type	Employers	Job Seekers
2/22/22	SPC Career Fair – Engineering focused	20	40
3/16/22	SPC Career Fair – Health Sciences Focused	20	127
Total		40	167

PY'2020-2021

Date	Type	Employers	Job Seekers
09/15/20	Fall Virtual Career Fair	13	107
10/28/20	Tampa Bay Tech Career Fair	1	5
11/10/20	Paychecks for Patriots Career Fair	19	21
11/17/20	PinellasWorks Virtual Career Fair	9	28
02/18/21	Congressman Bilirakis Veteran Employment Fair	46	37
06/23/21	St. Petersburg Downtown Job Fair	43	250
Total		131	448

Objective 2: Expand the virtual delivery of service system currently in place.

CareerSource Pinellas utilizes a range of tools and tactics to help raise awareness and encourage use of services and programs. The outreach strategy includes an emphasis on digital sources, as well as television, radio, and print advertising to reach customer. Each message is developed to reflect a call to action to job seekers who wish to advance in their careers and employers encouraging them to visit careersourcepinellas.com. A suite of social media platforms is utilized to complement other outreach efforts aimed at informing and engaging job seekers, workers, and businesses.

**According to Tucker Hall, current Google Analytics data is unavailable for our website, as it didn't carry over during the holiday migration. As of 4/12/22 data was scheduled to be reaccumulated by the end of the week.

Objective 3: Conduct analysis of existing asset mapping to identify local community-based organizations and resource assets that might assist with outreach and service delivery.

Focus on service

CareerSource Pinellas is in the process of increasing foot traffic to all centers, with a focus on Lealman Exchange. Additional staffing and a planned June hiring event are currently underway to put focus on this center.

Business Services teammates continue to reenergizing relationships across all sectors as COVID impacts continue to abate, adding new partnerships and memberships to Chambers of Commerce, community groups and sector specific support organizations.

Objective 4: Conduct a gap analysis through engagement with priority customers and key stakeholders to assess what services may be missing and/or what changes are needed in how services are delivered to ensure participation.

CareerSource Pinellas continues to assess customer feedback through one-on-one touch base conversations, while onsite kiosks are in service transition. This up chain reporting keeps strategic planning in front of mind in order to meet and exceed expectations. New kiosks are in process of being installed and will be in use by end of April 2022.

Objective 5: Support individuals to gain employment through a system of wrap around services that is responsive to their diverse experience and needs.

*Please see **Information Item 2**, WIOA Primary Indicator Report, for the most updated employment rates and participation results for Welfare Transition, SNAP, WIOA programs and Wagner-Peyser (WP) services.*

Objective 6: Develop a Regional Targeted Occupations List.

The current RTOL list was approved by the Board for PY'2021-2022 on June 14, 2021. This item is approved annually and adopted for the subsequent program year. Training areas included within the Regional Targeted Occupations List (RTOL) include occupations identified as critical to the five targeted industry sectors: Healthcare, Manufacturing, Information Technology, Construction, and Financial and Professional Services. CareerSource Pinellas follows DEO Guidance to remain compliant and has an approved policy for processing training vendors. The approved list is currently available on the CSPIN website via the link under Business Services: [ATPL-21-22-CSPIN-Rev-6.22.21.pdf \(careersourcepinellas.com\)](#)

Goal IV - Build Organizational Capacity; Promote Change and Transformation of CareerSource Pinellas

Objective 1: Present a positive message of the organization to include all that is currently being done and what will be done based on the strategic plan.

By continuing strategic leadership expansion, CareerSource Pinellas has begun to grow the organization, to include multiple director level roles, to resume pre-COVID operations.

Objective 2: Update talking points for use by board members and staff as part of the awareness campaign.

Tucker Hall, Public Relations Firm, is actively working to assist with strategic communications and to amplify our voice in the Tampa Bay area.

Objective 3: Continue to improve and enhance the technology infrastructure both internally for staff to be more efficient and for communication among the system's partners and to increase user friendly access for customers.

vCIO Technology Report

The following is an update on the 2022 strategic technology objectives for CSP under the direction of the vCIO (Paul Ashe, vCIO, Securance Consulting).

We will continue to center our focus around these principles:

1. Cybersecurity: Ensure the environment is protected from cyber-attacks and risks.
2. Technology Architecture: Begin to leverage the benefits and value of cloud computing.
3. Financial Responsibility: Make technology recommendations that are fiscally responsible.
4. Operational Responsibility: Streamline the technologies in the environment to reduce the day-to-day management.

2022 IT Updates

- Have successfully transitioned to a new managed service provider, LinkTech
- Continuing end-user security training using KnowBe4 platform
- Completed migrating data, from the CTS provided ATLAS solution, to Employ Florida
- Continuing the build of a new website and process improvements

Objective 4: Ensure compliance and work with/train staff on the new ways of doing business that are in compliance while reducing the burden on customers through streamlined compliant processes.

As a recipient of federal awards, CareerSource Pinellas is responsible for administering the awards in accordance with applicable laws, regulations, provisions, and policies. Programmatic, administrative, and fiscal monitoring is conducted to ensure the organization is fulfilling those requirements.

DEO Monitoring

DEO's yearly programmatic monitoring has been rescheduled to the week of 16-20 May, 2022, due to the migration of Atlas to Employ Florida.

Objective 5: Develop methods to regularly listen to customers to test new processes before implementing them permanently.

Customer Satisfaction Survey

The Customer Satisfaction Survey has historically measured a customer's satisfaction with the services received in the Career Resource Centers and has been obtained via weblinks on the Career Resource Center computers and via email. CareerSource Pinellas is in process of transitioning to a survey used more frequently by businesses and is the core measurement for customer experience management worldwide. This style of survey measures customer loyalty and likelihood of referral and assigns a net promoter score that indicates how many of your customers are promoting your services. There is a gap in service this quarter as we transition to a more virtual based service delivery and gather more robust feedback from a larger number of customers.



INFORMATION ITEM 9

WIOA Primary Indicators Report

Measures	PY2020-2021 3rd Quarter Performance	PY2020-2021 % of Performance Goal Met For Q3	PY2020-2021 4th Quarter Performance	PY2020-2021 % of Performance Goal Met For Q4	PY2020-2021 Performance Goals	PY2021-2022 1st Quarter Performance	PY2021-2022 % of Performance Goal Met For Q1	PY2021-2022 2nd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q2	PY2021-2022 Performance Goals
Adults:										
Employed 2nd Qtr After Exit	90.80	100.89	94.50	105.00	90.00	94.00	104.44	103.89	115.43	90.00
Median Wage 2nd Q After Exit	\$10,518	150.26	\$11,970	171.00	\$7,000	\$11,075	158.21	148.38	2.12	\$7,200
Employed 4th Qtr After Exit	88.50	103.51	87.50	102.34	85.50	87.30	102.11	109.01	127.49	85.50
Credential Attainment Rate	96.00	137.14	95.50	136.43	70.00	95.30	136.14	121.81	174.01	72.00
Measurable Skill Gains	65.40	139.15	76.60	162.98	47.00	67.10	142.77	128.57	273.56	49.00
Dislocated Workers:										
Employed 2nd Qtr After Exit	76.60	85.11	90.10	100.11	90.00	91.30	101.44	99.67	110.74	90.00
Median Wage 2nd Q After Exit	\$9,572	136.74	\$10,846	154.94	\$7,000	\$11,463	163.76	159.86	2.28	\$7,100
Employed 4th Qtr After Exit	72.90	85.56	72.90	85.56	85.20	71.60	84.04	100.94	118.47	85.20
Credential Attainment Rate	86.40	123.43	87.60	125.14	70.00	88.60	126.57	133.86	191.22	70.00
Measurable Skill Gains	83.80	178.30	88.70	188.72	47.00	80.30	170.85	127.96	272.25	49.00
Youth:										
Employed 2nd Qtr After Exit	90.80	107.46	89.80	106.27	84.50	91.70	108.52	106.63	126.19	84.50
Median Wage 2nd Q After Exit	\$5,184	162.00	\$4,739	148.09	\$3,200	\$4,472	139.75	144.22	4.51	\$3,200
Employed 4th Qtr After Exit	87.40	112.05	86.00	110.26	78.00	88.40	113.33	113.33	145.30	78.00
Credential Attainment Rate	83.40	96.64	76.00	88.06	86.30	88.90	103.01	91.08	105.54	86.30
Measurable Skill Gains	59.00	125.53	80.30	170.85	47.00	65.10	138.51	113.47	241.42	49.00
Wagner Peyser:										
Employed 2nd Qtr After Exit	62.20	93.96	59.50	89.88	66.20	56.40	85.20	85.23	128.75	65.00
Median Wage 2nd Q After Exit	\$5,704	114.08	\$5,651	113.02	\$5,000	\$5,610	112.20	123.58	2.47	\$5,000
Employed 4th Qtr After Exit	61.80	96.26	61.20	95.33	64.20	58.30	90.81	89.72	139.75	64.20

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)



INFORMATION ITEM 10
CareerSource Pinellas
Training Provider Spending
For the period July 1, 2021 - February 28, 2021

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
Academy for Dental Assistants, (Pinellas)	3,085			2	1,543
Access Computer Training, (Hillsborough)	5,000			1	5,000
American Manufacturing Skills Initiative (AmSkills)					
BizTech Learning Centers, Inc., (Pinellas)					
Center for Technology Training	20,000			4	5,000
Central Florida Heat and Frost Insulators J.A.C. (RA)					
Computer Coach IT Training Solutions	70,900			15	4,727
Concorde Career Institute, (Hillsborough)	5,000			1	5,000
Connecticut School of Broadcasting, (Hillsborough)					
Florida Technical College					
Galen College of Nursing, (Pinellas)	96,054			32	3,002
Gold Coast Professional Schools					
Hillsborough Community College					
IEC- Independent Electrical Contractors, FAAC					
International Union of Operating Engineers (RA)					
Ironworkers (RA)					
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	27,054			33	820
Jersey College, (Hillsborough)	31,818			9	3,535
Keiser University	2,500			1	2,500
Masonry (RA)					
National Aviation Academy	74,103			18	4,117
New Horizon Computer Learning Center, (Hillsborough)	269,845			52	5,189
Pinellas Ex-Offender Re-Entry Coalition *	2,760	50,000	47,240	6	460
Pinellas Technical Education Centers *	48,556	300,000	251,444	25	1,942
Plumbers and Pipefitters and HVAC, local union 123 (RA) *		50,000	50,000		
R.V. Training Center	4,796			1	4,796
Rasmussen College	9,684			4	2,421
Refrigeration & Air Conditioning Contractors (RACCA) (RA)					
Roadmaster Drivers School, Inc., (Hillsborough)					
Schiller International University, (Pinellas)					
Southern Technical Institute, Pinellas Park, (Pinellas)	13,258			10	1,326
St. Petersburg College *	77,635	700,000	622,365	39	1,991
Superior Aviation Gate					
Tampa Truck Driving School, Inc.	45,000			9	5,000
Ultimate Medical Academy (Pinellas) *	58,487	250,000	191,513	11	5,317
Ultimate Medical Academy (Online)					
University of South Florida / Innovative Education, SACS	24,280			8	3,035
Veritas Nursing Academy					
Webster University					
Total	\$ 886,729			279	\$ 3,178

Prior Year for Same Period	\$ 1,615,993	462	\$ 3,498
Variance	\$ (729,264)	(183)	\$ (320)

RELATED PARTY CONTRACTS (with multiple components)

	Spending	Amount	Remaining	Component
Pinellas Technical Education Centers *	48,556	300,000	251,444	Training (ITA)
	82,687	130,000	47,313	Leases
	131,243	430,000	298,757	
St. Petersburg College *	77,635	700,000	622,365	Training (ITA)
	79,356	160,000	160,000	Leases
	34,400	125,000	90,600	Contracts
	191,391	985,000	872,965	

* Contracts required two-third board approval.

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



INFORMATION ITEM 11
CareerSource Pinellas
Work-based Learning Spending
For the period July 1, 2021 - February 28, 2022

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./Per Part	Prior Year Spending
Bert Smith Oldsmobile, Inc.	\$ -					2,993
Catalyst QLM LLC	\$ 220,754			11	\$ 20,069	57,650
Celebrity Kids of Pinellas	\$ -					3,967
Coolgear, Inc.	\$ -					777
Manpower	\$ 166,312			80	\$ 2,079	53,263
Mechanical A/C Designs LLC	\$ 11,845			3	\$ 3,948	646
Orbit Motors dba Express Oil Change & Tire Engineers	\$ -					2,353
Pinellas County School Board	\$ -					4,200
Precision Shaft Technologies	\$ -					11,761
RK3 LLC	\$ -					327
Veterans Metal LLC dba DHS Enterprises	\$ 1,853			1	\$ 1,853	-
Total	\$ 400,765			95	\$ 4,219	\$ 137,937



INFORMATION ITEM 12

Help Wanted Online Report



FLORIDA ONLINE JOB DEMAND TOOL
Local Workforce Development Areas

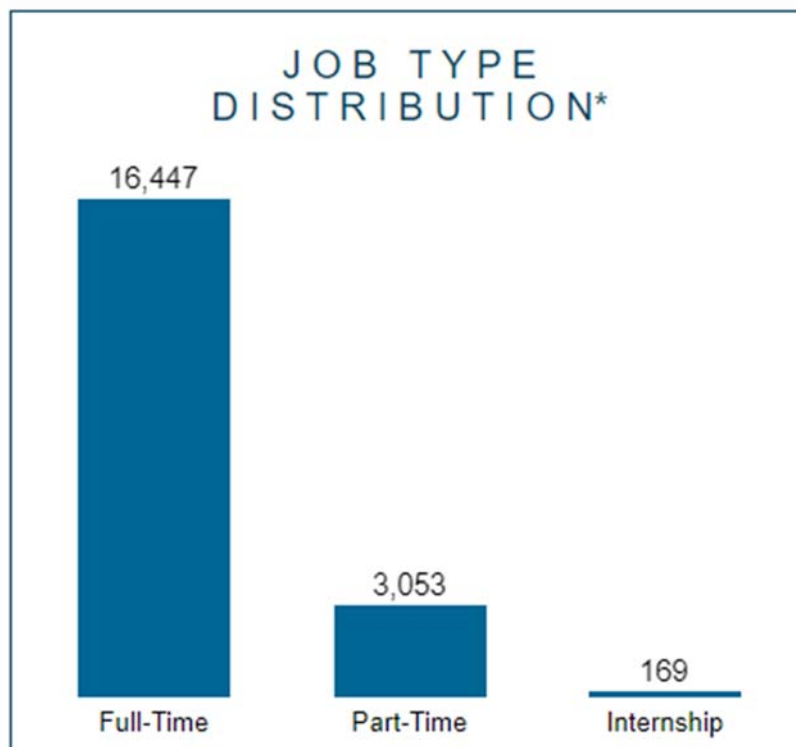
Select Area

CareerSource Pinellas (14) ▼

Select Category

All Occupations ▼

TOTAL ONLINE ADS						
March 2022	February 2022	March 2021	Over the Month Change	Over the Month Percent Change	Over the Year Change	Over the Year Percent Change
31,805	27,466	24,504	4,339	15.8%	7,301	29.8%

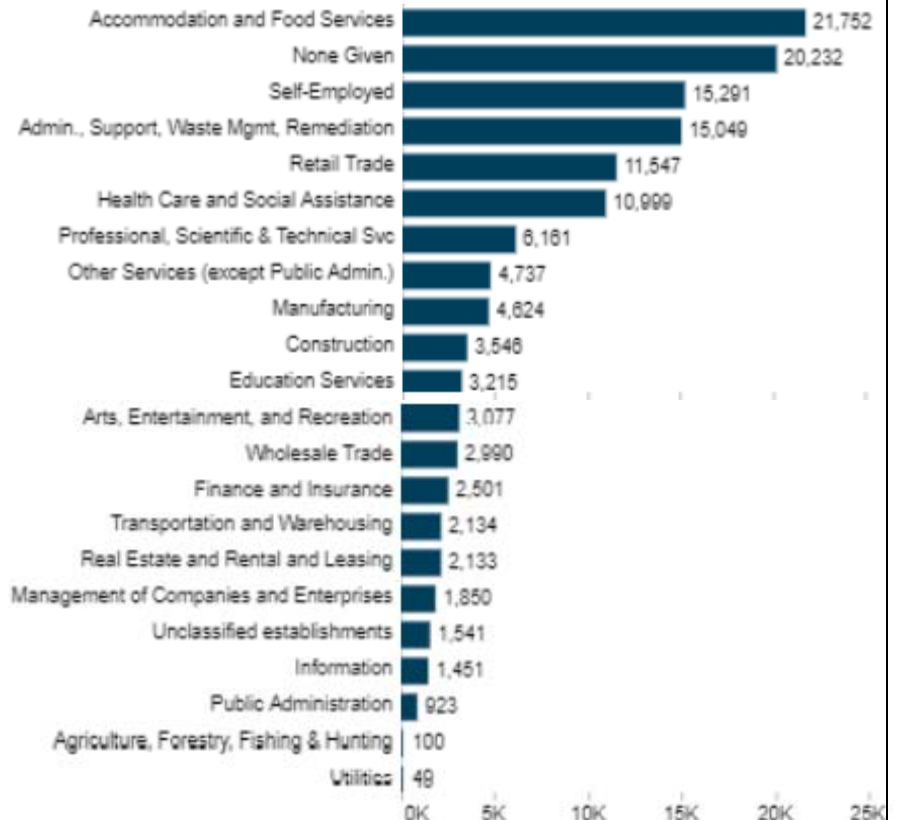


TOP 10 EMPLOYERS BY ONLINE ADS

Employer	#
Hospital Corporation of America	587
Raymond James Financial Incorporated	587
Baycare Health System	433
USAA	432
Anthem Blue Cross	326
Accenture	281
St Petersburg College	266
Allied Universal	236
UnitedHealth Group	205
Fisher Investments	189

*Note: Total advertisements in this table may not equal the previously reported total due to overlapping or unspecified categories. Internships are only available in the All Occupations category.

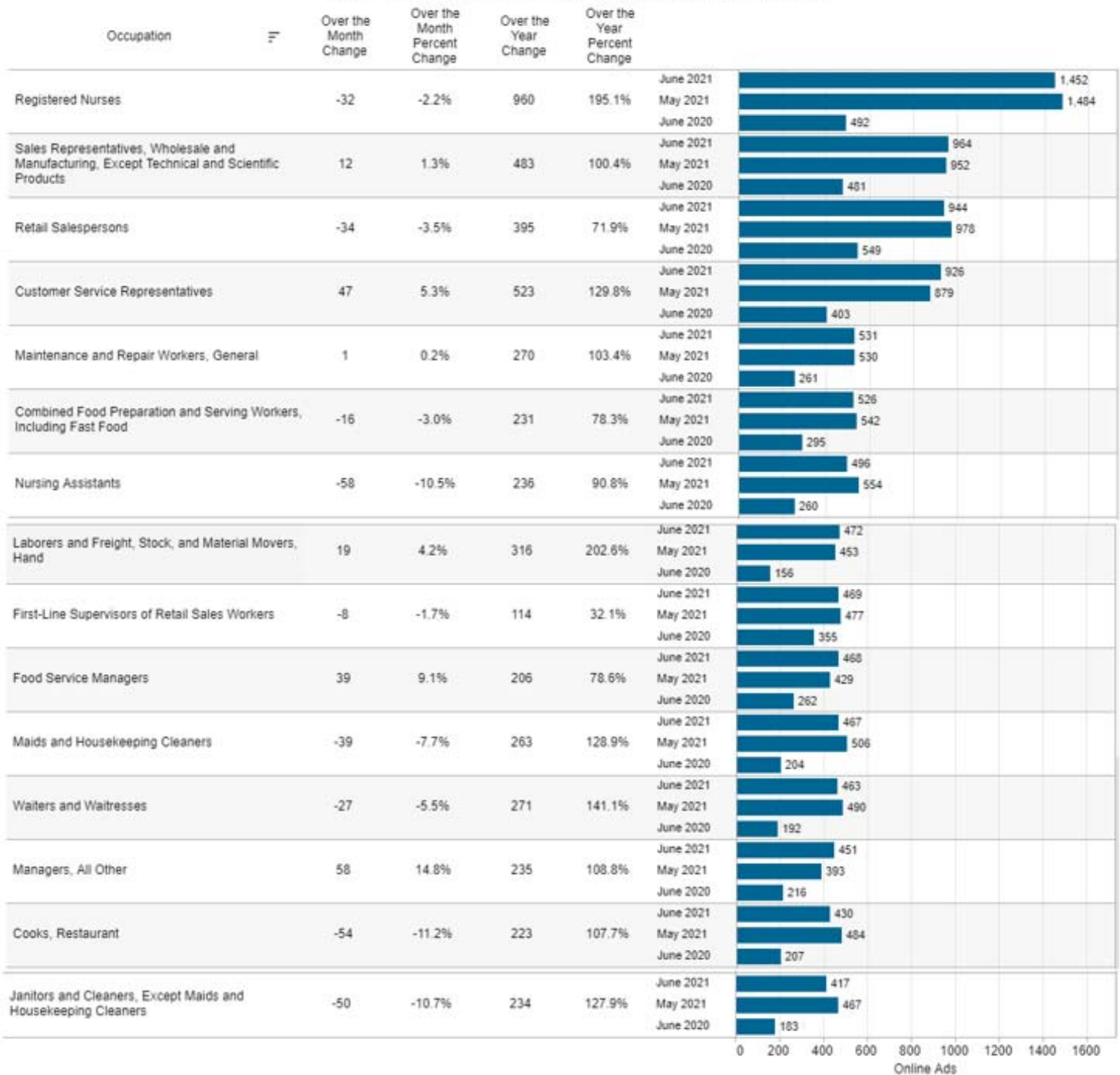
Initial Claimants By Industry Pinellas County(ies)



Note: Initial claimant counts on this dashboard represent preliminary estimates of intrastate Reemployment Assistance applications for the week they were submitted. These estimates are subject to revision. Additionally, all claimant data are screened for confidentiality to protect the identity of Florida citizens and businesses. This may include individuals claiming Reemployment Assistance for reasons other than COVID-19 related closures.

http://lmsresources.labormarketinfo.com/covid19/initial_claims.html

TOP 15 ADVERTISED OCCUPATIONS



STATEWIDE

MOST ONLINE ADS

TOP 15 COUNTIES

Counties	June 2021	June 2020
Miami-Dade	76,779	33,933
Hillsborough	55,518	30,606
Broward	54,852	19,410
Orange	48,936	22,995
Duval	38,910	22,087
Palm Beach	38,891	12,112
Pinellas	32,341	15,691
Lee	16,985	5,580
Brevard	12,754	5,584
Leon	12,060	3,351
Sarasota	11,455	4,023
Polk	10,467	4,470
Seminole	10,139	4,168
Alachua	9,452	3,154
Volusia	7,925	2,901

TOP 15 CITIES

Cities	June 2021	June 2020	Percent Change
Miami	57,789	26,656	116.8%
Tampa	45,250	25,762	75.6%
Orlando	40,581	19,878	104.2%
Jacksonville	37,987	21,838	73.9%
Fort Lauderdale	26,982	10,051	168.5%
West Palm Beach	14,396	4,725	204.7%
Saint Petersburg	12,893	6,406	101.3%
Tallahassee	12,049	3,349	259.8%
Hollywood	12,030	4,751	153.2%
Fort Myers	10,489	3,390	209.4%
Boca Raton	9,277	2,776	234.2%
Pompano Beach	8,691	2,737	217.5%
Clearwater	8,539	4,042	111.3%
Gainesville	8,502	2,847	198.6%
Sarasota	7,606	2,882	163.9%

TOP 15 CERTIFICATIONS BY ONLINE ADS*

Rank	Occupation	Online Ads
1	Driver's License	86,687
2	Registered Nurse	23,872
3	Basic Life Saving (BLS)	15,817
4	First Aid Cpr Aed	13,512
5	Advanced Cardiac Life Support (ACLS) Certification	10,768
6	Basic Cardiac Life Support Certification	7,911
7	Licensed Practical Nurse (LPN)	6,045
8	Security Clearance	4,872
9	Certified Nursing Assistant	4,833
10	CDL Class A	4,606
11	Certified Medical Assistant	3,956
12	American Heart Association Certification	3,259
13	Home Health Aide	2,598
14	Project Management Certification	2,453

149

Note: *Only All Occupations available, STEM Occupation not available.



INFORMATION ITEM 13

Financial Statements

1. February 28, 2022, Financial Statements	
a. Statement of Activities: Current Year vs. Prior Year	Page 151
b. Statement of Activities: Current Year vs. Budget.....	Page 154
c. Cost Allocation/Expenditure Report for PE 02/28/2022.....	Page 157
d. Pooled Cost Expenditure Report for PE 02/28/2022.....	Page 158
e. Grant Status Report.....	Page 159

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		5,282,189	5,592,668	(310,480)
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		3,725	4,125	(400)
Program Revenue				
Ticket to Work Revenue	3103	43,384	88,083	(44,699)
Total Program Revenue		43,384	88,083	(44,699)
Investment Income				
Interest/Dividends	3200	5,869	10,048	(4,178)
Total Investment Income		5,869	10,048	(4,178)
Other Income				
Other Revenues	3300	102	263	(161)
Total Other Income		102	263	(161)
Total Operating Revenue		5,335,269	5,695,187	(359,918)
Total Revenue		5,335,269	5,695,187	(359,918)
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		2,371,801	2,506,620	134,819
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		1,793,008	2,132,042	339,034
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 & Maintenananc	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																					
Grant Status Report																					
3/21/2022																					
												2021-2022 Fiscal Year									
												67% through the Fiscal year as of 2/28/2022									
												Total Grant									
														2021/2022		2021/2022		Unexpended		Percentage	
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	Budget Mod 2	Spending	Funds	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 14

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 15

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.