



August 24, 2022 - 10:00 A.M.
Hybrid Meeting – EpiCenter
13805 58th St. N.
Room 2-316
Clearwater, FL 33760

Zoom

*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

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

Phone: +1 646-558-8656

Finance Committee Meeting Agenda

I. Welcome and Introductions 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. Action/Discussion Items

- 1. Approval of minutes - April 27, 2022 Finance Committee Meeting Page 1
- 2. Approval of Copier Vendor Selection..... Page 6
- 3. Approval for Government Relations Contract Renewal (Gray|Robinson) Page 8

V. Information Items

- 1. June 30, 2022 Financial Statements Page 9
 - a. Statement of Activities: Current Year vs. Prior Year..... Page 10
 - b. Statement of Activities: Unrestricted Activity Page 13
 - c. Statement of Activities: Current Year vs. Budget..... Page 15
 - d. Cost Allocation/Expenditure Report for PE 6/30/2022..... Page 18
 - e. Pooled Cost Report 6/30/2022 Page 19
 - f. Grant Status Report 6/30/2022 Page 20
- 2. Insurance Update Page 21

VI. Other Administrative Matters

(Items of urgency not meeting the seven-day guideline for review.)

VII. Open Discussion

VIII. Adjournment





Next Finance Committee Meeting – October 26, 2022 (10:00 am - 11:00am)

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or admin@careersourcepinellas.com at least two business days in advance of the meeting.*





ACTION ITEM 1

Approval of Minutes

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

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

The draft minutes from the April 27, 2022, meeting of the Finance Committee have been prepared and are enclosed.

RECOMMENDATION

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

**CareerSource Pinellas
Finance Committee Meeting Minutes**

Date: April 27, 2022 – 10:00 A.M.
Location: Hybrid – In person/Zoom

Call to Order

Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 10:20 am. There was a quorum present with the following members participating.

Committee Members in attendance

David Fetkenher, Dr. Rebecca Sarlo, Jack Geller

Committee Members not in attendance

Barclay Harless

Staff Present

Steven Meier, Jay Burkey, Mary Jo Schmick, Leah Geis, Lisa Galish

Public Comments – None

ACTION ITEM 1 – Approval of Minutes

The minutes of February 23, 2022, Finance Committee Meeting were presented for approval.

Motion:	David Fetkenher
Second:	Jack Geller

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

ACTION ITEM 2 – Approval of Updates to Procurement Policy

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.

Discussion: None.

Motion:	David Fetkenher
Second:	Jack Geller

The Finance Committee made a motion for approval of the presented Procurement Policies. The motion carried unanimously.

ACTION ITEM 3 – Contract Renewal for Securance, LLC

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.

Discussion: None

Motion:	Jack Geller
Second:	David Fetkenher

The Finance Committee made a motion for approval to renew the contract for Securance LLC, for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$75,000. The motion carried unanimously.

ACTION ITEM 4 – Budget Modification III - Fiscal Year 2021 – 2022: Budget Modification No. 3

Budget modification III report included in meeting packet.

RECOMMENDATION

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

Discussion: None

Motion:	Jack Geller
Second:	David Fetkenher

The Finance Committee made a motion for approval of adjustments to the revenue budget and resultant modifications to the expenditure budget. The motion carried unanimously.

ACTION ITEM 5 – Planning Budget for Program Year 2022-2023

Planning Budget report included in meeting packet.

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.

Discussion: None

Motion:	David Fetkenher
Second:	Jack Geller

The Finance Committee made a motion for 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. The motion carried unanimously. There was no further discussion.

INFORMATION ITEM 1 - February 28, 2022, Financial Statements

Reports included in meeting packet.

INFORMATION ITEM 2 – 401K Trustee Information

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

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

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

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

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

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

INFORMATION ITEM 3 – Unrestricted Cash

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

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

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

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

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

Adjournment - Dr. Rebecca Sarlo entertained a motion to adjourn the meeting. Jack Geller made a motion, and David Fetkenher seconded the motion. The meeting was adjourned at approximately 10:51 am.



ACTION ITEM 2

Vendor Selection Copiers

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

Results of review:

Proposer	Overall Score
Printers Plus, LLC	89.0
DEX Imaging	79.3
Xerox Business Solutions	76.2
Toshiba Business Solutions	70.5
ImageNet Consulting of Tampa, LLC	65.2
Konica Minolta	61.0

Based on overall score, total cost, proximity to CareerSource Pinellas, service commitment, 99.9% uptime, 3-hour onsite response time, training offered, quality references and a designated helpdesk, we recommend contracting with Printer Plus, LLC (Printers Plus) to supply the organization with copier needs. The incumbent firm, DEX Imaging, came in second overall.

Printers Plus was originally Florida Typewriter Exchange in Tampa and is a locally owned, certified Women Owned Business by the City of Tampa. Printers Plus has served Bay Area Businesses for 30 years. Printers Plus is proposing to use eight Kyocera Black and White systems and six Kyocera color systems to meet the organization's needs; the same number currently leased from DEX. Their lease costs are as follows:

- 36-month lease \$2,498.92/month
- 60-month lease \$1,712.33/month



ACTION ITEM 2

Vendor Selection Copiers

(continued)

Per copy costs are \$0.003 for black copies and \$0.042 for color copies. For reference, our current 60-month lease agreement with DEX is \$2,764.59 per month plus \$0.008 for black copies and \$0.0866 for color copies. Savings of over \$1,000 per month would be realized by entering into a 60-month lease in addition to lower costs per copy.

RECOMMENDATION

Approval to enter into contract negotiations and award a contract for the provision of copiers with Printers Plus for a five-year equipment lease.



ACTION ITEM 3

Contract Renewal with Gray|Robinson Governmental Relations Services

BACKGROUND

There has been a considerable amount of legislative activity regarding workforce-related programs and services. Representation prior to and during the upcoming legislative sessions continues to be a priority; especially with the implementation of certain portions of the REACH Act and how they may impact CareerSource Pinellas and our region's unique position. There are four main focus areas of the REACH Act:

- Realignment
- Credentials
- Letter Grades
- 10% Training Holdback

Regarding realignment, CareerSource Florida contracted with Ernst & Young LLP to conduct research and discovery. Initial observations from Phase I were reported to the CareerSource Florida Board of Directors in June 2022. Next steps include a more in-depth evaluation with each of Florida's local workforce development boards, including additional data analysis and engagement with chief local elected officials, local workforce development board members and other leaders, employers, educators, and other stakeholders. Alignment considerations are anticipated to be provided to the CareerSource Florida Board of Directors by the end of the year.

It is critical that CareerSource Pinellas have a voice in this important portion of the REACH Act. Chris Carmody, Gray|Robinson, has substantial experience handling governmental relations matters. Mr. Carmody is the governmental relations partner that has played an instrumental role which helped navigate through the channels, read through each bill to highlight areas of concern, and met with key legislators and staff to represent CareerSource Pinellas. By continuing to work with Mr. Carmody, we will have a voice in the discussions; one that is both focused on CareerSource Pinellas and the region while partnering on behalf of the workforce system in Florida.

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose.

RECOMMENDATION

Approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$50,000 through June 30, 2023.



INFORMATION ITEM 1

June 30, 2022 Financial Statements

1. June 30, 2022 Financial Statements.....	Page 9
a. Statement of Activities: Current Year vs. Prior Year.....	Page 10
b. Statement of Activities: Unrestricted Activity	Page 13
c. Statement of Activities: Current Year vs. Budget.....	Page 15
d. Cost Allocation/Expenditure Report for PE 6/30/2022.....	Page 18
e. Pooled Cost Report 6/30/2022	Page 19
f. Grant Status Report 6/30/2022	Page 20

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 6/30/2022
(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	7,501,208	8,075,590	(574,382)
Grant Revenue - Local	3002	0	227,372	(227,372)
Total Grant Revenue		<u>7,501,208</u>	<u>8,302,962</u>	<u>(801,754)</u>
Contributions				
Corporate Revenue	3100	3,525	7,538	(4,013)
Sponsorship Revenue	3101	1,000	0	1,000
Donations	3102	1,000	0	1,000
Total Contributions		<u>5,525</u>	<u>7,538</u>	<u>(2,013)</u>
Program Revenue				
Ticket to Work Revenue	3103	82,552	109,259	(26,707)
Program Income	3502	0	1,290	(1,290)
Total Program Revenue		<u>82,552</u>	<u>110,549</u>	<u>(27,997)</u>
Investment Income				
Interest/Dividends	3200	7,772	14,090	(6,319)
Total Investment Income		<u>7,772</u>	<u>14,090</u>	<u>(6,319)</u>
Other Income				
Other Revenues	3300	263	691	(429)
Total Other Income		<u>263</u>	<u>691</u>	<u>(429)</u>
Total Operating Revenue		<u>7,597,320</u>	<u>8,435,830</u>	<u>(838,511)</u>
Total Revenue		<u>7,597,320</u>	<u>8,435,830</u>	<u>(838,511)</u>

Expenditures				
Personnel Expenses				
Salary Expense	5000	2,558,365	2,740,401	182,036
Salary Expense - Benefit Stipend	5005	498,589	598,815	100,226
Payroll Taxes	5050	239,296	246,689	7,393
Fringe Benefits (ER Paid)	5060	27,822	36,905	9,083
Retirement	5090	131,556	146,695	15,139
Total Personnel Expenses		<u>3,455,628</u>	<u>3,769,505</u>	<u>313,877</u>
Program Expenses				
Operating Supplies	5303	0	873	873
Food and Beverages	5310	1,999	787	(1,212)
Communications	5500	91,746	95,528	3,782
Outreach/Marketing	5520	37,078	16,745	(20,334)
Service Provider Contract	8000	415,005	498,623	83,617
One-Stop Operator	8100	37,300	17,531	(19,769)
Internal Monitoring	8200	47,270	34,133	(13,138)
OJT	8300	265,112	59,396	(205,715)
Paid Work Experience	8320	21,061	20,125	(936)
DWG Work Experience	8325	215,780	155,498	(60,282)
Workforce Services	8335	57,200	54,400	(2,800)
Youth Stipends	8340	8,826	31,611	22,785
Other Customer Support Services	8341	31,178	34,414	3,237
Customer Training	8342	1,157,588	1,876,719	719,131
Customer Supportive Services	8343	59	3,575	3,516
Licensures	8344	0	(220)	(220)
Training Related Material	8345	51,828	92,446	40,618
Fees/exams/certifications	8346	28,355	34,861	6,507
Total Program Expenses		<u>2,467,384</u>	<u>3,027,044</u>	<u>559,660</u>
Professional Fees				

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 6/30/2022
(In Whole Numbers)

		<u>Actual 2021-2022</u>	<u>Actual 2020-2021</u>	<u>Variance</u>
Accounting/Audit Fees	5100	45,943	31,188	(14,756)
Legal Fees	5101	147,262	49,898	(97,364)
Professional Service	5104	79,107	37,874	(41,232)
Legal (Lobbying)	5105	35,245	15,270	(19,975)
Contract Labor	5170	227,318	130,885	(96,434)
Contract IT Services	5171	331,758	331,373	(386)
Cybersecurity - IT	5172	40,788	40,791	3
Total Professional Fees		<u>907,422</u>	<u>637,279</u>	<u>(270,143)</u>
Supplies				
Office Supplies	5302	15,463	41,358	25,895
Postage/Shipping	5307	2,682	2,158	(524)
Document Shredding	5308	1,141	875	(266)
Total Supplies		<u>19,286</u>	<u>44,391</u>	<u>25,105</u>
Insurance				
Insurance - Commercial Property	5400	7,450	5,370	(2,080)
Insurance - General Liability	5401	88,265	55,619	(32,646)
Insurance - Workers Comp	5403	33,384	30,618	(2,766)
Insurance - Auto	5404	7,607	6,673	(934)
Total Insurance		<u>136,707</u>	<u>98,281</u>	<u>(38,426)</u>
Occupancy				
Office Rent/Lease	5200	254,856	260,597	5,741
Other Leases	5201	2,840	7,880	5,040
Utilities	5202	32,139	35,414	3,275
Repairs & Maintenan	5203	18,715	24,941	6,226
Security	5204	22,215	467	(21,748)
Janitorial Expense	5205	43,867	43,878	11
Pest Control	5206	2,409	2,321	(88)
Total Occupancy		<u>377,041</u>	<u>375,497</u>	<u>(1,543)</u>
Office Equipment				
Equipment Rent/Lease	5300	36,829	38,543	1,714
Copy Machine Usage/Maintenance	5301	9,629	8,492	(1,137)
Comp	5304	103,814	105,145	1,332
Software/License/Maintenance				
Equipment < \$5,000	5305	7,189	157,958	150,769
Total Office Equipment		<u>157,460</u>	<u>310,138</u>	<u>152,678</u>
Travel and Meetings				
Travel - Mileage	5540	7,049	3,499	(3,550)
Travel - Out of Town	5541	13,235	0	(13,235)
Meetings/Conferences	5560	7,680	4,651	(3,029)
Total Travel and Meetings		<u>27,964</u>	<u>8,150</u>	<u>(19,814)</u>
Licenses, Dues and Other Fees				
Staff Training/Education	5052	48,446	11,435	(37,011)
Other Employee expenses	5055	(976)	3,455	4,431
Recruitment	5095	8,460	1,851	(6,609)
Payroll Processing Fees	5103	7,914	8,066	152
License/Dues & Other Fees	5581	30,805	30,407	(398)
401k Administrative Fees	5583	2,250	6,123	3,873
HRIS Administrative Fees	5584	5,205	5,109	(96)
Total Licenses, Dues and Other Fees		<u>102,105</u>	<u>66,445</u>	<u>(35,660)</u>
Amortization and Depreciation				
Depreciation Expense	5901	22,769	25,677	2,908
Total Amortization and Depreciation		<u>22,769</u>	<u>25,677</u>	<u>2,908</u>
Miscellaneous				

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 6/30/2022
(In Whole Numbers)

	<u>Actual 2021-2022</u>	<u>Actual 2020-2021</u>	<u>Variance</u>
Bank Fees	5102 875	1,122	247
Other Expense	5700 (6,526)	4,422	10,949
Vehicle Expenses	5701 230	941	711
Penalties\Disallowed Expenses	5710 1,862,990	341	(1,862,649)
Total Miscellaneous	<u>1,857,569</u>	<u>6,826</u>	<u>(1,850,742)</u>
Total Expenditures	<u>9,531,334</u>	<u>8,369,235</u>	<u>(1,162,099)</u>
Net Revenue over (under) Expenditures	<u>(1,934,014)</u>	<u>66,596</u>	<u>(2,000,610)</u>

CareerSource Pinellas
Statement of Revenues and Expenditures - Unrestricted Activity
From 7/1/2021 Through 6/30/2022
(In Whole Numbers)

		<u>Actual 2021-2022</u>	<u>Actual 2020-2021</u>	<u>Variance</u>
Revenue				
Operating Revenue				
Contributions				
Corporate Revenue	3100	3,525	7,538	(4,013)
Sponsorship Revenue	3101	1,000	0	1,000
Donations	3102	<u>1,000</u>	<u>0</u>	<u>1,000</u>
Total Contributions		5,525	7,538	(2,013)
Program Revenue				
Ticket to Work Revenue	3103	<u>82,552</u>	<u>109,259</u>	<u>(26,707)</u>
Total Program Revenue		82,552	109,259	(26,707)
Investment Income				
Interest/Dividends	3200	<u>7,772</u>	<u>14,090</u>	<u>(6,319)</u>
Total Investment Income		7,772	14,090	(6,319)
Other Income				
Other Revenues	3300	<u>263</u>	<u>691</u>	<u>(429)</u>
Total Other Income		<u>263</u>	<u>691</u>	<u>(429)</u>
Total Operating Revenue		<u>96,111</u>	<u>131,578</u>	<u>(35,467)</u>
Total Revenue		<u>96,111</u>	<u>131,578</u>	<u>(35,467)</u>
Expenditures				
Personnel Expenses				
Payroll Taxes	5050	<u>0</u>	<u>111</u>	<u>111</u>
Total Personnel Expenses		0	111	111
Program Expenses				
Food and Beverages	5310	1,999	787	(1,212)
Communications	5500	1,430	(237)	(1,667)
DWG Work Experience	8325	0	896	896
Other Customer Support Services	8341	1,074	376	(698)
Customer Training	8342	<u>9,600</u>	<u>0</u>	<u>(9,600)</u>
Total Program Expenses		14,103	1,823	(12,281)
Professional Fees				
Legal Fees	5101	28,528	620	(27,908)
Legal (Lobbying)	5105	<u>35,245</u>	<u>15,270</u>	<u>(19,975)</u>
Total Professional Fees		63,773	15,890	(47,883)
Supplies				
Office Supplies	5302	331	736	405
Postage/Shipping	5307	<u>27</u>	<u>0</u>	<u>(27)</u>
Total Supplies		358	736	378
Occupancy				
Other Leases	5201	<u>2,840</u>	<u>7,880</u>	<u>5,040</u>
Total Occupancy		2,840	7,880	5,040
Licenses, Dues and Other Fees				
Other Employee expenses	5055	(976)	3,300	4,276
License/Dues & Other Fees	5581	<u>4,479</u>	<u>177</u>	<u>(4,302)</u>
Total Licenses, Dues and Other Fees		3,503	3,477	(26)
Amortization and Depreciation				
Depreciation Expense	5901	<u>18,154</u>	<u>20,642</u>	<u>2,489</u>
Total Amortization and Depreciation		18,154	20,642	2,489
Miscellaneous				
Bank Fees	5102	758	182	(575)
Other Expense	5700	1,048	5,716	4,667
Penalties\Disallowed Expenses	5710	<u>1,862,990</u>	<u>341</u>	<u>(1,862,649)</u>
Total Miscellaneous		1,864,796	6,239	(1,858,557)

CareerSource Pinellas
Statement of Revenues and Expenditures - Unrestricted Activity
From 7/1/2021 Through 6/30/2022
(In Whole Numbers)

		<u>Actual 2021-2022</u>	<u>Actual 2020-2021</u>	<u>Variance</u>
Allocations				
Board Cost Pool Allocation	9800	62,112	7,849	(54,263)
Indirect Program Cost Pool Allocation	9807	487	337	(150)
Total Allocations		<u>62,599</u>	<u>8,186</u>	<u>(54,413)</u>
Total Expenditures		<u>2,030,126</u>	<u>64,982</u>	<u>(1,965,143)</u>
Net Revenue over (under) Expenditures		<u>(1,934,014)</u>	<u>66,596</u>	<u>(2,000,610)</u>

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 6/30/2022
(In Whole Numbers)

		Actual YTD	Approved Budget Mod 3	Variance
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	7,501,208	9,453,760	(1,952,552)
Total Grant Revenue		7,501,208	9,453,760	(1,952,552)
Contributions				
Corporate Revenue	3100	3,525	4,000	(475)
Sponsorship Revenue	3101	1,000	3,000	(2,000)
Donations	3102	1,000	1,000	0
Total Contributions		5,525	8,000	(2,475)
Program Revenue				
Ticket to Work Revenue	3103	82,552	88,000	(5,448)
Total Program Revenue		82,552	88,000	(5,448)
Investment Income				
Interest/Dividends	3200	7,772	9,000	(1,228)
Total Investment Income		7,772	9,000	(1,228)
Other Income				
Other Revenues	3300	263	0	263
Total Other Income		263	0	263
Total Operating Revenue		7,597,320	9,558,760	(1,961,440)
Total Revenue		7,597,320	9,558,760	(1,961,440)
Expenditures				
Personnel Expenses				
Salary Expense	5000	2,558,365	2,782,169	223,804
Salary Expense - Benefit Stipend	5005	498,589	610,098	111,509
Payroll Taxes	5050	239,296	277,103	37,807
Fringe Benefits (ER Paid)	5060	27,822	40,428	12,606
Retirement	5090	131,556	146,147	14,591
Total Personnel Expenses		3,455,628	3,855,945	400,317
Program Expenses				
Operating Supplies	5303	0	1,750	1,750
Food and Beverages	5310	1,999	2,200	201
Communications	5500	91,746	97,944	6,198
Outreach/Marketing	5520	37,078	55,650	18,572
Service Provider Contract	8000	415,005	475,000	59,995
One-Stop Operator	8100	37,300	42,000	4,700
Internal Monitoring	8200	47,270	50,000	2,730
OJT	8300	265,112	511,312	246,200
Paid Work Experience	8320	21,061	90,000	68,939
DWG Work Experience	8325	215,780	215,897	117
Apprenticeships	8330	0	50,000	50,000
Workforce Services	8335	57,200	67,200	10,000
Youth Stipends	8340	8,826	38,061	29,235
Other Customer Support Services	8341	31,178	24,120	(7,058)
Customer Training	8342	1,157,588	2,004,617	847,029
Customer Supportive Services	8343	59	20,175	20,116
Training Related Material	8345	51,828	111,840	60,012
Fees/exams/certifications	8346	28,355	40,540	12,185
Total Program Expenses		2,467,384	3,898,306	1,430,922
Professional Fees				
Accounting/Audit Fees	5100	45,943	36,145	(9,798)
Legal Fees	5101	147,262	164,750	17,488
Professional Service	5104	79,107	71,942	(7,165)

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 6/30/2022
(In Whole Numbers)

		Actual YTD	Approved Budget Mod 3	Variance
Legal (Lobbying)	5105	35,245	45,000	9,755
Contract Labor	5170	227,318	254,443	27,125
Contract IT Services	5171	331,758	320,600	(11,158)
Cybersecurity - IT	5172	40,788	41,643	855
Total Professional Fees		907,422	934,523	27,101
Supplies				
Office Supplies	5302	15,463	19,840	4,377
Postage/Shipping	5307	2,682	6,240	3,558
Document Shredding	5308	1,141	950	(191)
Total Supplies		19,286	27,030	7,744
Insurance				
Insurance - Commercial Property	5400	7,450	5,300	(2,150)
Insurance - General Liability	5401	88,265	69,087	(19,178)
Insurance - Workers Comp	5403	33,384	54,211	20,827
Insurance - Auto	5404	7,607	7,600	(7)
Total Insurance		136,707	136,198	(509)
Occupancy				
Office Rent/Lease	5200	254,856	257,397	2,541
Other Leases	5201	2,840	9,000	6,160
Utilities	5202	32,139	33,100	961
Repairs & Maintenan	5203	18,715	20,310	1,595
Security	5204	22,215	22,468	253
Janitorial Expense	5205	43,867	44,310	443
Pest Control	5206	2,409	2,316	(93)
Total Occupancy		377,041	388,901	11,861
Office Equipment				
Equipment Rent/Lease	5300	36,829	36,396	(433)
Copy Machine Usage/Maintenance	5301	9,629	9,660	31
Comp	5304	103,814	98,327	(5,487)
Software/License/Maintenance				
Equipment < \$5,000	5305	7,189	22,000	14,811
Total Office Equipment		157,460	166,383	8,923
Travel and Meetings				
Travel - Mileage	5540	7,049	17,180	10,131
Travel - Out of Town	5541	13,235	19,200	5,965
Meetings/Conferences	5560	7,680	6,600	(1,080)
Total Travel and Meetings		27,964	42,980	15,016
Licenses, Dues and Other Fees				
Staff Training/Education	5052	48,446	28,375	(20,071)
Other Employee expenses	5055	(976)	0	976
Recruitment	5095	8,460	26,000	17,540
Payroll Processing Fees	5103	7,914	9,530	1,616
License/Dues & Other Fees	5581	30,805	48,584	17,779
FSA Administrative Expenses	5582	0	600	600
401k Administrative Fees	5583	2,250	5,400	3,150
HRIS Administrative Fees	5584	5,205	5,400	195
Total Licenses, Dues and Other Fees		102,105	123,889	21,784
Amortization and Depreciation				
Depreciation Expense	5901	22,769	22,769	0
Total Amortization and Depreciation		22,769	22,769	0
Miscellaneous				
Bank Fees	5102	875	480	(395)
Other Expense	5700	(6,526)	0	6,526
Vehicle Expenses	5701	230	2,330	2,100

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2021 Through 6/30/2022
(In Whole Numbers)

		Actual YTD	Approved Budget Mod 3	Variance
Penalties\Disallowed Expenses	5710	1,862,990	1,863,000	10
Total Miscellaneous		1,857,569	1,865,810	8,241
Total Expenditures		9,531,334	11,462,734	1,931,400
Net Revenue over (under) Expenditures		<u>(1,934,014)</u>	<u>(1,903,974)</u>	<u>(30,040)</u>



**CareerSource Pinellas
Cost Allocation/Expenditure Report
For the Twelve Months Ended June 30, 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 Budget Modification #3	48,312	(110,000)			(115,000)	1,947,998	1,771,310
Approved 2021-2022 Planning Budget	4,962,472	1,230,000	2,685,288	280,000	71,000	2,233,973	11,462,734
Expenditures to Date:							
Pooled Costs							
Administrative	386,877	146,262	295,388	43,747	4,543	85,399	962,216
MIS\Technology	15,405	100,768	44,377	1,042	3,708	-	165,300
Outreach and Marketing	10,686	52,289	28,598	976	1,602	-	94,151
Staff Training and Development	1,662	9,960	5,391	-	537	-	17,550
One-Stop Cost Pool	32,177	162,954	86,380	2,292	2,884	-	286,687
Program Management	228,021	121,005	324,470	43,473	2	-	716,971
Business Services	391,920	41,793	245,434	-	-	-	679,147
Indirect Program	23,166	7,747	17,376	1,776	170	2,388	52,623
Total Pooled Costs	1,089,914	642,778	1,047,414	93,306	13,446	87,787	2,974,645
	30%	59%	47%	33%	32%	4%	31%
Direct Costs							
Personnel Expenses	543,634	176,179	708,946	151,711	28	114,587	1,695,085
Service Provider Contracts	409,641	-	5,364	-	-	-	415,005
Workbased Learning Initiatives	276,003	-	225,849	-	-	100	501,952
Training and Support Services	1,203,721	38,588	19,969	3,585	25,546	24,416	1,315,825
Other Direct Operating Costs	151,444	238,458	198,243	32,613	3,660	2,004,406	2,628,822
Total Direct Costs	2,584,443	453,225	1,158,371	187,909	29,234	2,143,509	6,556,689
	70%	41%	53%	67%	68%	96%	69%
Total Costs	3,674,357	1,096,003	2,205,785	281,215	42,680	2,231,296	9,531,334
Unexpended Budget Balance	1,288,115	133,997	479,503	(1,215)	28,320	2,677	1,931,399
Percentage of Budget Expended	74.0%	89.1%	82.1%	100.4%	60.1%	99.9%	83.2%



CareerSource Pinellas
Pooled Cost Expenditure Report
For the Twelve Months Ended June 30, 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	486,759	-	-	-	-	405,503	420,983	35,257	1,348,502
Salary Expense - Benefit Stipend	43,211	-	-	-	-	82,640	86,627	2,560	215,038
Payroll Taxes	39,509	-	-	-	-	36,020	41,175	1,348	118,052
Fringe Benefits (ER Paid)	4,564	-	-	-	-	5,872	7,500	-	17,936
Retirement	17,567	-	-	-	-	20,579	21,109	1,761	61,016
Total Salary and Benefits	591,610	-	-	-	-	550,614	577,394	40,926	1,760,544
Office Rent/Lease	36,776	-	-	-	100,920	30,255	39,796	2,405	210,152
Contract Labor	36,353	120,650	-	-	-	13,613	-	3,221	173,837
Legal Fees	118,734	-	-	-	-	-	-	-	118,734
Professional Service	8,363	-	62,362	-	5,194	-	-	137	76,056
Contract IT Services	8,965	5,410	-	-	-	40,669	8,423	972	64,439
Insurance - General Liability	29,103	213	-	-	-	15,959	15,508	1,896	62,679
Internal Monitoring	28,713	-	-	-	-	18,558	-	-	47,271
Accounting/Audit Fees	45,943	-	-	-	-	-	-	-	45,943
Janitorial Expense	-	-	-	-	43,867	-	-	-	43,867
Communications	7,031	480	-	-	18,804	7,314	7,141	561	41,331
One-Stop Operator	-	-	-	-	37,300	-	-	-	37,300
Utilities	-	-	-	-	32,139	-	-	-	32,139
Equipment Rent/Lease	1,526	-	-	-	24,095	1,387	1,581	116	28,705
Comp Software/License/Maintenance	8,215	13,856	1,387	-	-	3,123	300	578	27,459
License/Dues & Other Fees	2,072	-	11,225	-	-	819	12,026	169	26,311
Staff Training/Education	5,846	-	-	17,550	-	900	-	-	24,296
Outreach/Marketing	292	312	19,178	-	312	-	1,442	-	21,536
Cybersecurity - IT	-	20,438	-	-	-	-	-	-	20,438
Workforce Services	-	-	-	-	-	19,067	-	-	19,067
Insurance - Workers Comp	6,023	-	-	-	-	5,148	6,147	388	17,706
Office Supplies	2,411	180	-	-	4,027	974	1,208	90	8,890
Copy Machine Usage/Maintenance	1,253	-	-	-	4,573	1,166	1,328	99	8,419
Recruitment	7,281	-	-	-	-	307	434	-	8,022
Payroll Processing Fees	7,435	-	-	-	-	-	-	479	7,914
Equipment < \$5,000	1,664	3,760	-	-	1,530	-	-	235	7,189
Travel - Out of Town	3,469	-	-	-	-	2,123	1,326	-	6,918
Insurance - Commercial Property	153	-	-	-	6,197	106	163	10	6,629
Meetings/Conferences	1,825	-	-	-	-	3,015	1,290	-	6,130
HRIS Administrative Fees	4,866	-	-	-	-	-	-	339	5,205
Travel - Mileage	280	-	-	-	-	490	3,428	-	4,198
Postage/Shipping	160	-	-	-	2,154	120	146	-	2,580
Pest Control	-	-	-	-	2,409	-	-	-	2,409
401k Administrative Fees	2,250	-	-	-	-	-	-	-	2,250
Repairs & Maintenananc	-	-	-	-	1,765	424	-	-	2,189
Document Shredding	61	-	-	-	935	50	68	-	1,114
Insurance - Auto	-	-	-	-	-	634	-	-	634
Security	-	-	-	-	467	-	-	-	467
Other Customer Support Services	-	-	-	-	-	140	-	-	140
Bank Fees	118	-	-	-	-	-	-	-	118
Other/Rounding	(6,575)	1	(1)	-	(1)	(4)	(2)	2	(6,580)
	962,216	165,300	94,151	17,550	286,687	716,971	679,147	52,623	2,974,645

CareerSource Pinellas Grant Status Report														2021-2022 Fiscal Year					
7/17/2022														100% through the Fiscal year as of 6/30/2022					
														Total Grant					
														As of 7/15/22					
MIP Fund #	Year	NFA ID	Program Name	Start Date	End Date	NFA Award	Cash Drawn 7/15/2022	Funds Available	LTD Expenditures 6/30/2022	Unexpended Funds	Obligations	% Funds Spent	Time % of Grant	2021/2022 Budget Mod 3	2021/2022 Spending	Unexpended Funds	Percentage Spent FY		
Workforce Innovation & Opportunity Act																			
0305/0405	2020	39068	WIOA Youth 2020	4/1/2020	6/30/2022	901,274	901,274	-	901,274	-		100%	100%	1,050,000	898,572	151,428	86%		
0306/0406	2021	40063	WIOA Youth 2021	4/1/2021	6/30/2023	1,187,924	-	1,187,924	-	1,187,924	541,450								
0105	2020	39249	WIOA - Adult - 2020-2022	7/1/2020	6/30/2022	1,154,776	1,154,776	-	1,154,776	-		100%	100%	1,350,000	338,707	495,018	63%		
0106	2021	40174	WIOA - Adult - 2021-2023	7/1/2021	6/30/2023	1,461,575	608,587	852,988	516,276	945,299	92,777				516,276				
0205	2020	39225	WIOA - Dislocated Worker - 2020-2022	7/1/2020	6/30/2022	1,757,157	1,757,157	-	1,757,157	-		100%	100%	1,700,000	1,166,787	533,213	69%		
0206	2021	40198	WIOA - Dislocated Worker - 2021-2023	7/1/2021	6/30/2023	1,412,136	-	1,412,136	-	1,412,136	161,695								
0523	2019	39725	Apprenticeship Expansion - 2019	4/1/2019	3/31/2022	87,250	87,250	-	87,250	-		100%	100%	87,016	87,016	(0)	100%		
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	-	565,385	-		100%	100%	299,251	299,251	(0)	100%		
0550	2021	40354	Rapid Response	7/1/2021	6/30/2023	115,710	87,750	27,960	80,930	34,780		70%	50%	85,710	80,930	4,780	94%		
0555	2020	40919	Get There Faster Low Inc. Returning Adult Learners	10/1/2021	9/30/2023	750,000	-	750,000	-	750,000		0%	38%	100,000	-	100,000	0%		
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	-		100%	100%	158,440	158,440	-	100%		
						9,726,244	5,492,286	4,257,258	5,392,068	4,334,176				4,962,472	3,674,357	1,288,115	74%		
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	7,003	79%		
1407	2021	41075	Local Veterans - 2021-2022	10/1/2021	12/31/2023	11,438	7,240	4,198	6,516	4,922		57%	33%		6,516				
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	18,148	85%		
1307	2021	41054	Disabled Veterans -2021-2022	10/1/2021	12/31/2023	49,919	26,398	23,521	24,609	25,310		49%	33%		24,609				
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	95,065	85%		
1106	2021	40437	Wagner Peyser - 2021-2022	7/1/2021	9/30/2022	751,210	415,500	335,710	378,341	372,869		50%	80%		378,341				
0530	2020	39915	Recovery Navigator Project 2021-2020	5/6/2021	6/30/2023	260,870	93,750	167,120	82,781	178,089		32%	54%	67,000	82,781	(15,781)	124%		
0255	2020	40697	One-Stop Security 2020	7/1/2021	6/30/2022	50,000	50,000	-	50,000	-		100%	100%	25,000	50,000	(25,000)	200%		
3106	2020	38962	RESEA -2020-2021	1/1/2020	12/31/2021	406,288	406,288	-	406,288	-		100%	100%	335,000	97,902	54,562	84%		
3107	2021	40009	RESEA 2021-2022	1/1/2021	9/30/2022	364,632	190,250	174,382	182,536	182,096		50%	86%		182,536				
						2,761,546	2,024,473	562,691	1,958,579	620,871				1,230,000	1,096,003	133,997	89%		
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				
1520	2021	41335	2021 Supplemental SNAP	7/1/2021	9/30/2022	252,900	61,500	191,400	40,944	211,956				40,944					
1507	2021	40547	Supplemental Nutrition Assistance Prog - SNAP 2021	10/1/2021	9/30/2022	168,757	168,757	-	168,757	-		100%	75%	-	168,757				
						728,726	537,326	191,400	516,770	211,956				280,000	281,215	(1,215)	100%		
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	8/31/2022	1,625,497	1,184,212	441,285	1,145,994	479,503		71%	82%		1,145,994				
						4,053,319	3,612,034	441,285	3,573,816	479,503				2,685,288	2,205,785	479,503	82%		
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%	45,000	958		56%		
2006	2021	40790	Trade Adj Assistance - Training 2021	10/1/2021	9/30/2022	132,273	28,555	103,718	24,467	107,806		18%	75%		24,467				
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%	26,000	7,296		66%		
2106	2021	40791	Trade Adj Assistance - Case Management 2021	10/1/2021	9/30/2022	30,118	9,718	20,400	9,959	20,160		33%	75%		9,959				
						438,435	143,226	265,091	135,039	273,277				71,000	42,680	28,320	60%		
Direct Services																			
6102	2019		USDOL Youthbuild 2019	2/1/2019	5/31/2022	1,100,000	865,660	234,340	877,579	222,421		80%	100%	225,000	201,170	23,830	89%		
8000			Corporate\Unrestricted			-	-	-	-	-				2,008,974	2,030,126	(21,152)	101%		
						1,100,000	865,660	234,340	877,579	222,420.85				2,233,974	2,231,296	2,678	918%		
						18,808,270	12,675,004	5,952,066	12,453,851	6,142,205				11,462,734	9,531,334	1,931,400	83%		
														Category		9,531,333.84		Check total	
MIP Fund #	Year	NFA ID	Program Name	Start Date	End Date	NFA Award	LTD Expend 6/30/2022	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	\$ 901,274	\$ 190,831	\$ 710,443	PWE	147,986	20.8%	20%						
						\$ 901,274	\$ 901,274	\$ 190,831	\$ 710,443	OSY	648,070	91.2%	75%						
0105	2020	39249	WIOA - Adult - 2020-2022	7/1/2020	6/30/2022	\$ 1,154,776	\$ 1,154,776	\$ 10,301	\$ 1,144,475	ITA State	766,070	66.9%	30%						
0106			WIOA - Adult - 2021-2023	7/1/2021	6/30/2023	\$ 1,461,575	\$ 516,276	\$ 112,530	\$ 403,746	ITA State	286,232	70.9%	30%						
0205	2020	39225	WIOA - Dislocated Worker - 2020-2022	7/1/2020	6/30/2022	1,757,157	1,757,157	\$ 180,189	\$ 1,576,968	ITA State	971,478	61.6%	30%						



INFORMATION ITEM 2

Insurance Update

Hub International, the organization's Insurance Broker, obtained coverage business insurance renewals effective July 1, 2022.

- Expiring Premium - \$144,978
- 2022-2023 Premium - \$118,080

See attached policy register for additional information for 2022-2023 insurance coverages premiums.

	Premiums			Budget	
	2021-2022	2022-2023	Variance	2021-2022	Variance
Commercial Property	7,052	6,727	324	6,900	173
Commercial Package	37,598	37,221	377	37,000	(221)
Commercial Umbrella	11,550	13,093	(1,543)	12,300	(793)
Commercial Crime	5,268	5,268	-	5,268	-
Mgmt Liability	5,216	5,216	-	5,216	-
Cyber	28,455	16,761	11,694	31,000	14,239
Auto	7,607	8,064	(457)	8,400	336
Workers' Comp	42,231	25,729	16,502	57,543	31,814
	\$ 144,977	\$ 118,080	\$ 26,897	\$ 163,627	\$ 45,547

Highlights

- Property – incumbent quoted only; 6% increase
- Package – incumbent quoted only; 8.5% decrease
- Umbrella – incumbent quoted only; 15.4% increase
- Crime and Management Liability – 3rd annual installment of three-year policy
- Cyber – moved from Houston Casualty to Trisura Specialty; \$1 million limit
- Auto – incumbent quoted only; 6% increase
- Workers' Comp – Technology Ins. Co. – more competitive dividend plan than incumbent (FCCI)

Description	Expiring	Renewal	Percentage of Change
Total Estimated Annual Payroll	\$3,652,255	\$3,000,000	-17.9%
Rate	1.62	1.50	-7.4%
Experience Modification Factor	.79	.62	-21.5%
Premium	\$42,231	\$25,729	-39.1%

WorkNet Pinellas, Inc.
Policy Register



Coverage	Insurer	Policy Number	Effective Date	Expiration Date	Limits of Coverage	Perils Insured / Deductible / Coinsurance / Valuation	Annual Premium Taxes & Fees	2021-2022 Premiums
Commercial Property (Wind/Hail)	Underwriters at Lloyd's London	BA23294W00001	7/01/2022	7/01/2023			\$ 6,727.35	\$ 7,051.80
				13805 58th Ave St. N #2-140 Clearwater FL	Business Personal Property \$53,100 Business Income \$150,000	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of \$5,000 Coinsurance: 90% Valuation BPP: Replacement Cost Valuation BI: Actual Los Sustained		
				2312 Gulf to Bay Blvd Clearwater FL	Business Personal Property \$376,625	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of \$5,000 Coinsurance: 90% Valuation: Replacement Cost		
				682 E Klosterman Road Tarpon Springs FL	Business Personal Property \$5,000	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of \$5,000 Coinsurance: 90% Valuation: Replacement Cost		
				3420 8th Avenue South St. Petersburg, FL	Business Personal Property \$276,505	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of \$5,000 Coinsurance: 90% Valuation: Replacement Cost		
				Total Insurable Values	\$861,230			
Commercial Package	AmGUARD Insurance Company	C1GP303034	7/01/2022	7/01/2023		Premium includes \$1,000 Care Providers Fee	\$ 37,221.41	\$ 37,598.94
			Property	13805 58th Ave St. N #2-140 Clearwater FL	Business Personal Property \$53,100 Business Income \$150,000 per Extension Endorsement	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				2312 Gulf to Bay Blvd Clearwater FL	Business Personal Property \$376,625	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				682 E Klosterman Road Tarpon Springs FL	Business Personal Property \$5,000	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				3420 8th Avenue South St. Petersburg, FL	Business Personal Property \$276,505	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				Total Insurable Values	\$861,230			
			Electronic Data & Equipment (EDP)	13805 58th Ave St. N #2-140 Clearwater FL	Computer Equipment: \$50,000 Media: \$25,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				2312 Gulf to Bay Blvd Clearwater FL	Computer Equipment: \$125,000 Media: \$75,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				682 E Klosterman Road Tarpon Springs FL	Computer Equipment: \$5,000 Media: \$1,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				3420 8th Avenue South St. Petersburg, FL	Computer Equipment: \$125,000 Media: \$50,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				5175 45th Street North St. Petersburg, FL	Computer Equipment: \$5,000 Media: \$1,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				Total Insurable Values	Computer Equipment: \$310,000 Media: \$152,000			
			General Liability	Locations Covered: Same as EDP Locations				
				General Aggregate Per Location	\$ 3,000,000			
				Products and Completed Operations Aggregate	\$ 3,000,000			
				Personal and Advertising Injury	\$ 1,000,000	None		
				Each Occurrence	\$ 1,000,000	None		

WorkNet Pinellas, Inc.
Policy Register



Coverage	Insurer	Policy Number	Effective Date	Expiration Date	Limits of Coverage	Perils Insured / Deductible / Coinsurance / Valuation	Annual Premium Taxes & Fees	2021-2022 Premiums
					Damage to Premises Rented to You (Any one premises) - Limit per Extension Endorsement \$ 1,000,000	None		
					Medical Expenses/Medical Payments Any One Person - Limit per Extension Endorsement \$ 20,000	None		
				Employee Benefits Liability	Each Employee/Aggregate Limit (Claims Made Policy Form/Retro Date 6/10/2014) \$ 1,000,000	\$ 1,000		
				Sexual or Physical Abuse Liability (Occurrence Form)	Each Act of Sexual or Physical Abuse \$ 1,000,000	None		
				Aggregate	\$ 3,000,000			
Commercial Umbrella	AmGUARD Insurance Company	C3GP301315	7/01/2022	7/01/2023			\$ 13,093.00	\$ 11,550.00
Applies Excess of: Employer's Liability; General Liability; Auto Liability; Uninsured Motorists; Employee Benefits Liability; & Abuse and Molestation Liability					Each Occurrence \$ 3,000,000	Coverage B - \$10,000 (Applies when underlying insurance does not cover exposure but Umbrella policy does.)		
				Personal & Advertising Injury	\$ 3,000,000			
				Aggregate	\$ 3,000,000			
Commercial Crime	Hanover Insurance Company	787217	7/01/2020	7/01/2023	3 Year Policy Term/Annual Installment Premium Shown		\$ 5,268.00	\$ 5,268.00
		Limits reinstated annually	Crime	Employee Theft	\$ 1,000,000	\$ 5,000		
				ERISA Fidelity	\$ 1,000,000	\$ 5,000		
				Client Property	\$ 1,000,000	\$ 5,000		
				Forgery or Alteration	\$ 1,000,000	\$ 5,000		
				Premises Coverage	\$ 1,000,000	\$ 5,000		
				Transit Coverage	\$ 1,000,000	\$ 5,000		
				Computer Fraud	\$ 1,000,000	\$ 5,000		
				Computer Crime Restoration Expense	\$ 150,000	\$ 5,000		
				Funds Transfer Fraud	\$ 1,000,000	\$ 5,000		
				Credit, Debit or Charge Card Fraud	\$ 1,000,000	\$ 5,000		
				Money Orders and Counterfeit Money	\$ 1,000,000	\$ 5,000		
				Personal Accounts Protection - Forgery or Alteration	\$ 1,000,000	\$ 5,000		
				Personal Accounts Protection-Identity Fraud Reimbursement	\$ 50,000	\$ 0		
				Investigative Expense	\$ 150,000	\$ 0		
Management Liability	Hanover Insurance Company	787217	7/01/2020	7/01/2023	3 Year Policy Term/Annual Installment Premium Shown		\$ 5,216.00	\$ 5,216.00
		Limits reinstated Annually	Directors & Officers Liability	Maximum Policy Aggregate	\$ 1,000,000	A) Individual Non-Indemnified Claim \$0 B) Individual Indemnified Claim \$1,000 C) Entity Claim \$1,000		
			Directors & Officers Liability	Additional Limit for Executives	\$ 1,000,000	\$ 1,000		
			Employment Practices Liability	Maximum Policy Aggregate	\$ 1,000,000	\$ 1,000		
			Fiduciary Liability	Maximum Policy Aggregate	\$ 1,000,000	\$ 0		
			All Coverage Parts	Separate Defense Expense Limit	\$ 2 of 5 1,000,000	\$ 1,000		

WorkNet Pinellas, Inc.
Policy Register



Coverage	Insurer	Policy Number	Effective Date	Expiration Date	Limits of Coverage	Perils Insured / Deductible / Coinsurance / Valuation	Annual Premium Taxes & Fees	2021-2022 Premiums
Commercial Auto	Auto-Owners Insurance Company	4811881402	7/01/2022	7/01/2023			\$ 8,064.10	\$ 7,607.20
			Liability	Bodily Injury and Property Damage Combined Single Limit Each Accident	\$ 1,000,000			
			Uninsured Motorists	Each Person/Each Accident	\$ 1,000,000			
			Medical Payments	Each Person	\$ 5,000			
			Personal Injury Protection	Each Person - Non-emergency Benefits Each Person	\$10,000 \$2,500 \$5,000			
			Comprehensive for Scheduled Autos	2009 Ford #53259 2017 Chev #38122	Actual Cash Value	\$ 250		
			Collision for Scheduled Autos	2009 Ford #53259 2017 Chev #38122	Actual Cash Value	\$ 500		
Cyber/Privacy/Network Security Liability	Trisura Specialty Insurance Company	ATB671691601	7/01/2022	7/01/2023			\$ 16,761.15	\$ 28,455.00
				Maximum Policy Aggregate	\$ 1,000,000			
				Coverage	Each/Claim Aggregate Limit	Deductible Each Claim		
				Information Privacy Liability	\$ 1,000,000	\$ 10,000		
				Regulatory Liability	\$ 1,000,000	\$ 10,000		
				Event Response and Management	\$ 1,000,000	\$ 10,000		
				PCI DSS Liability Coverage	\$ 1,000,000	\$ 10,000		
				Network Security Liability	\$ 1,000,000	\$ 10,000		
				Event Response and Recovery	\$ 1,000,000	\$ 10,000		
				Direct Business Interruption	\$ 1,000,000	\$10,000 Deductible/ 8 Hour Waiting Period		
				Contingent Business Interruption	\$ 1,000,000	\$10,000 Deductible/ 8 Hour Waiting Period		
				Cyber Extortion Coverage	\$ 1,000,000	\$ 10,000		
				Social Engineering	\$ 100,000	\$ 10,000		
				Computer Fraud	\$ 100,000	\$ 10,000		
				Media Liability	\$ 1,000,000	\$ 10,000		
				Media Event Response	\$ 1,000,000	\$ 10,000		
				Reputational Harm	\$ 1,000,000	\$10,000 Deductible/180 Days Indemnity Period		
				Direct System Failure	\$ 1,000,000	\$10,000 Deductible/8 Hour Waiting Period		
				Contingent System Failure	\$ 1,000,000	\$10,000 Deductible/8 Hour Waiting Period		
Workers' Compensation	Technology Insurance Company, Inc.	TWC4135982	7/01/2022	7/01/2023	Coverage A - Workers' Compensation - Statutory		\$ 25,729.00	\$ 42,231.00
			Code 8864 Social Svcs	\$ 3,000,000	Coverage B - Employer's Liability			
					\$500,000 Each Accident			
					\$500,000 Disease - Policy Limit			
					\$500,000 Disease - Each Employee			
			TOTAL PREMIUM				\$ 118,080.01	\$ 144,977.94