



April 26, 2023 - 10:00 A.M.
Hybrid Meeting
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 - February 22, 2023 Finance Committee Meeting Page 1
- 2. Approval of Program Year 2023-2024 Planning Budget..... Page 6
- 3. Approval of Contract renewal for vCIO Page 21
- 4. Approval of Contract Amendment for Tucker Hall Page 22
- 5. Approval of Authorized Check Signers Page 23

V. Information Items

- 1. February 28, 2023 Financial Statements Page 24
 - a. Statement of Activities: Current Year vs. Prior Year..... Page 25
 - b. Statement of Activities: Current Year vs. Budget Page 28
 - c. Cost Allocation/Expenditure Report for PE 2/28/2023 Page 31
 - d. Pooled Cost Report 2/28/2023 Page 32
 - e. Grant Status Report 2/28/2023 Page 33
- 2. Unrestricted Cash Page 34
- 3. 401K Trustee Page 35

VI. Other Administrative Matters

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

VII. Open Discussion

VIII. Adjournment

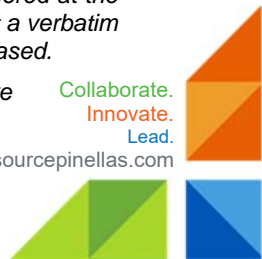
Next Finance Committee Meeting – June 28, 2023 (10:00 am - 11:00am)

**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.*

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ACTION ITEM 1

Approval of Minutes

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

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

The draft minutes from the February 22, 2023, 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: February 22, 2023 – 10:00 A.M.

Location: Hybrid – 13805 58th St. N., 2-316, Clearwater, FL 33760/Zoom

Call to Order

Committee Chair, Barclay Harless, called the meeting to order at 10:02 am. There was a quorum present with the following members participating.

Committee Members in attendance

Jack Geller, Barclay Harless, Esther Matthews

Committee Members not in attendance

David Fetkenher, Scott Thomas

Staff Present

Steven Meier, David Zirilli, Leah Geis

Public Comments – None

ACTION ITEM 1 – Approval of Minutes

The minutes of October 26, 2022, Finance Committee Meeting were presented for approval.

Motion:	Jack Geller
Second:	Esther Matthews

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

ACTION ITEM 2 – Approval of Budget Modification II (Fiscal Year 2022 – 2023)

REVENUE:

Total budgeted revenues estimated to increase from \$9,226,682 to \$9,244,682 for an overall increase of \$18,000.

- **Interest Income - \$18,000**
 - Higher interest rates resulting in increased returns on bank accounts

EXPENSES:

Total budgeted expenses estimated to increase from \$9,148,222 to \$9,161,957 for an overall increase of \$13,735.

Program Expenses

- **Communications** – increase by \$12,000
 - Higher run rate in 2022: more staff requiring cell phones and underbudgeted.
- **Service Provider Contract** – decrease by \$100,000
 - Staffing issues at PEF have resulted in lower expenses and decreased enrollments. Contract is up in June. In process of preparing RFP for Youth Services effective July 1, 2023.
- **On-the-Job Training** – increase of \$100,000
 - Focus has been on Work-based training activities. Have dedicated Business Services Supervisor concentrating on Work-based opportunities. Starting to see a lot of positive traction.
- **Youth Stipends** – increase of \$8,000
 - Spent \$10,000 on 2022 Summer PAYS program; budgeting additional youth stipends for 2023 program.
- **Customer Training** – decrease of \$144,850
 - Delayed and decreased spending in Get There Faster Grant and focus on Work-based learning opportunities the rest of the fiscal year.

- **Customer Supportive Services** – decrease by \$9,000
 - No spending through January. Rolled-out reloadable cards in February for supportive services. Eliminated pre-paid cards in first quarter of 2021.

Professional Fees

- **Professional Service – increase by \$63,800**
 - Compensation Study - \$30,800
 - Tucker Hall - \$23,000 increase to agree to contracted amount
 - Employee Engagement Survey for 2023 - \$10,000

Insurance

- **Workers Compensation – decrease by \$20,500**
 - Refund from 2021-2022 audit (\$6,100), dividend received (\$4,400) and lower rates with new carrier (\$10,000).
- **Auto Insurance – decrease by \$3,500**
 - Cancellation of auto insurance upon donation of unused vans.

Occupancy

- **Other Leases – decrease by \$4,440**
 - Cancelled PODS storage trailers prior to July 1, 2022; no expense this fiscal year.
- **Repairs and Maintenance – increase by \$6,500**
 - Spent almost \$7,700 on repairs at career centers through December

Office Equipment

- **Computer Software – increase by \$26,000**
 - 2021-2022 VOS Greeter expenses not billed until August 2022
- **Equipment < \$5,000 – increase by \$15,000**
 - Increased headcount resulted in new PCs and peripherals for staff

Other

- **Travel – Out of Town – increase by \$8,000**
 - More attendees to Florida Summit plus Veterans Conference in Fall not budgeted
- **HRIS Administrative Fees – increase \$3,000**
 - Fees charged by Third Party Administrator for required amendments to 401K Plan documents
- **Other Expenses – increase by \$18,175**
 - Write-off of expired education vouchers and travel credits
- **Vehicle Expenses – decrease by \$4,450**
 - Vehicles not used; donated in February

RECOMMENDATION

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

Discussion: None.

Motion:	Jack Geller
Second:	Esther Matthews

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

ACTION ITEM 3 – Approval of Financial Policies & Procedures

REVENUE

Background Information

In alignment with best practices, federal regulations and DEO recommendations, CareerSource Pinellas is updating the organization’s Financial Policies and Procedures that were previously revised in March 2020.

The following highlights some the changes:

- **Cash Disbursements:** Updated with current procedures for voiding checks and the use of Positive Pay.
- **Financial Reports:** Included the *Grant Status Report* to the list of financial reports prepared and reviewed monthly.
- **Supportive Services Reloadable Cards:** Replaced the policy for prepaid Visa cards (discontinued last year) with a new policy for reloadable debit cards for supportive services and youth incentives.
- **Authority:** Updated reference to DEO’s *Resolution of Recipient and Subrecipient Monitoring and Audit Findings*.
- **Positions:** Changes made throughout document to reflect updated positions and responsibilities for specific functions.
- **Travel policies:** Removed sections on travel authorization, reimbursement of interview travel expense, and business meeting expense, as these are addressed fully in the new *Business Travel Reimbursement Policy*, to be brought to the Committee for approval.
- **Fixed Assets:** Amended procedures for recording annual depreciation expense.

RECOMMENDATION

Staff recommends the approval of the Financial Policies and Procedures.

Discussion: None

Motion:	Jack Geller
Second:	Esther Matthews

The Finance Committee made a motion for approval of the Financial Policies and Procedures. There was no further discussion. The motion carried unanimously.

ACTION ITEM 4 – Approval of Business Travel Reimbursement Policy

Background Information

This travel policy contains procedures for authorizing and obtaining reimbursement of travel expenses by employees and other authorized persons of CareerSource Pinellas (CSP). All requests for approval and payment for travel expenses will be in accordance with Section 112.061, F.S. and these procedures. The requirements contained within apply to all travel whether paid for with State, Federal or local funds. In addition, the requirements apply whether paid by reimbursement, contractual agreements, or other methods of payment, including payment to a contractor or volunteer.

The policy also highlights the need for pre-authorization of all business travel (other than vicinity miles) and provides the necessary forms and procedures for seeking authorization and reimbursement.

This attached policy replaces and updates the travel policy segments previously found within the CareerSource Pinellas Financial policy.

RECOMMENDATION

Staff recommends the approval of the Business Travel Reimbursement Policy.

Discussion: None.

Motion:	Jack Geller
Second:	Esther Matthews

The Finance Committee made a motion for approval of the Business Travel Reimbursement Policy. There was no further discussion. The motion carried unanimously.

INFORMATION ITEM 1 - December 31, 2022 Financial Statements

- a. Statement of Activities: Current Year vs. Prior Year
- b. Statement of Activities: Current Year vs. Budget
- c. Cost Allocation/Expenditure Report for PE 12/31/2022
- d. Pooled Cost Report 12/31/2022
- e. Grant Status Report 12/31/2022

***Reports included in meeting packet.**

Adjournment – Chair Barclay Harless adjourned the meeting at 10:49 am.

DRAFT



ACTION ITEM 2

Program Year 2023-2024 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 \$70,450 for the year. This is comprised of \$102,900 of unrestricted revenues and \$32,450 of unrestricted expenses.

REVENUE

- **Total Revenues** are budgeted to increase 11.8% from \$9,244,682 to \$10,331,022. DEO Revenue will see an increase of \$771,000, or 8.5%
- **WIOA Revenues** are projected to increase \$447,000 or 8.8% year-over-year. The main driver is the organization's work-based learning and training focus for WIOA Adult, Dislocated Worker and Youth in addition to full staffing within the organization. The proposed budget for the Get There Faster Low-Income Returning Adult Learners grant represents the remaining funds for the \$750,000 grant. Representatives from DEO informed us that this grant will most likely be extended. 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.
- **Employment Services Revenue** is budgeted to increase year-over-year as the organization is fully staffed to provide services to job seekers and employers of Pinellas County.
- **Welfare Transition Revenue** is budgeted to increase as funds are expected to be carry forward from 2022-2023 into 2023-2024 to support our growth in our summer youth program.
- **Supplemental Nutrition Assistance Program (SNAP) Revenue** is budgeted to increase to return to historical levels.



- **Trade Adjustment Assistance (TAA) Revenue** is budgeted to decrease as the program was “sunsetting” by the Federal government effective July 1, 2022. 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. Only those individuals who had TAA “petitions” opened as of June 30, 2022, will be allowed to remain in this program. This program is unique in that if we need additional funding for open petitions, we are able to request additional funds at any time.
- **State Transition Funding** – CareerSource Florida intends to reimburse the organization for efforts spent on transition initiatives to consolidate CareerSource Pinellas with CareerSource Tampa Bay. Items budgeted to be spent on transition are salary, payroll taxes and benefits, legal services, public relations and marketing and information technology.
- **Other Revenue**
 - **Ticket to Work Revenue** – Budgeting \$100,000 which is consistent with 2022-2023 year-to-date activity. Ticket-to-work revenue is considered unrestricted.
 - **Interest** – Interest income is budgeted to increase due to rise in interest rates.

EXPENSES

Total expenses are budgeted to be approximately \$10,260,000.

Personnel Expenses

- Personnel expenses are budgeted to increase from prior year to about \$5,240,000, as the organization has made a conscientious effort to identify and fill critical positions within the organization.
- Salaries comprise 37% and Personnel expenses comprise 51% of the organization’s 2023-2024 budget.
- The budget consists of about 64 FTEs compared to 50 FTES in the previous year’s budget.
 - Headcount in 2023-2024 budget is consistent with pre-pandemic levels (2018-2019).
 - This does not include the 10-15 State employees that are not on the organization’s payroll
 - A portion of leadership teams’ salaries are budgeted for transition activities.

Program Expenses

- Program expenses are budgeted to be approximately \$3,448,000 which represents 34% of the organization’s budget.



- Included in budget is \$500,000 for **Service Provider** of Youth Services.
- **On-the-Job (OJT) Training** is a significant focus of the organization comprised of summer youth program for Welfare Transition (\$375,000) and traditional on-the-job training opportunities for WIOA Adult and Dislocated Worker constituents (\$570,000).
- Organizations are required to spend 20% of their youth dollars on **Paid-Work-Experience**. We are budgeting \$120,000 for this coming fiscal year.
- **Customer Training** is broken down as follows:

Program	Amount
WIOA Adult/Dislocated Worker	1,080,000
Get There Faster	250,000
WIOA Youth	120,000
Welfare Transition Vocational Training	18,000
Trade Adjustment Assistance	6,000
	\$ 1,474,000

- 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 represent the cost of the annual 401k Audit and annual financial statement audits.
- **Legal Fees** of \$96,000 represent estimate of GrayRobinson’s legal expenses. We anticipate that legal fees will be higher than 2022-2023 as we negotiate and set up a new entity consolidating CareerSource Pinellas with CareerSource Tampa Bay.
 - Half of the legal fees budgeted are estimated to support transition initiatives.
 - Nothing has been budgeted related to lawsuit with Chubb to recover insurance funds from the disallowed costs resulting from the U.S. DOL compliance review. Any costs incurred would be charged to unrestricted. do not expect same type of issues to arise.
- **Professional Services** – The majority of these expenses (\$84,000) represent those provided by external marketing/PR firm, Tucker Hall.



- **Contract Labor**

- \$80,000 of the expenses represent contract with Securance, LLC, for services provided by Paul Ashe as Chief Information Officer. We are estimating that half of these will be attributable to transition.
- \$50,000 of these expenses represent teachers' salaries/pay for summer Youth program.

- **Contract IT Services** represents annual cost of managed service provider. Costs are budgeted to increase slightly from current year as contracted services will increase 5% effective January 1.

- **Cybersecurity IT** is our 24/7 monitoring performed by Abacode.

Insurance

- Budgeting slight increases year-over-year.
- Workers Comp increasing due to higher estimated payroll.
- Auto insurance decreasing due to disposal of vans in February 2023.

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 - \$11,000
 - ERISS/SARA – case management system - \$55,000
 - Metrix online training resource that can be customized for individual customers - \$25,000
 - JobScan is a software based resume and assessment and screening tool used by Veterans staff - \$11,000
 - Smartsheet is an effective data management tool - \$9,000
 - GeoSol KIOSK System - \$25,000
 - Barracuda Email Archiver - \$5,000
 - Adobe Pro annual subscription - \$6,000
 - MIP Abila Financial Software - \$7,500
 - DocuSign annual subscription - \$5,500



Other

- **Travel – Out-of-Town/Meetings and Conferences** budgeting for select staff and board members to attend annual Florida Workforce Summit in Orlando and annual National Association of Workforce Boards forum in Washington D.C. In addition, budgeting for Veterans staff to attend annual Veterans Summit in Orlando.

Attachments:

1. 2023-2024 Budgeted Revenues and Variances from Prior Year
2. 2023-2024 CareerSource Pinellas Planning Budget
 - a. Full Organization
 - b. Federal, State and Unrestricted Funding
 - c. Unrestricted Activity
3. 2023-2024 Expenditure Report

RECOMMENDATION

Approval of the 2023-2024 planning budget subject to approval by Board of Directors and 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 2023 - 2024 Planning Budget Revenue Variances

Funding Streams	Proposed Budget for 2023- 2024	Approved Budget Mod 2 2022-2023	\$ Variance	% Variance
Workforce Innovation & Opportunity Act				
Adult	1,700,000	1,549,794	150,206	9.7%
Dislocated Worker	1,750,000	1,612,136	137,864	8.6%
Total Adult/Dislocated Worker	3,450,000	3,161,930	288,070	9.1%
Youth	1,583,069	1,187,924	395,145	33.3%
Get There Faster Low Income Returning Adults	400,000	650,000	(250,000)	(38.5%)
Rapid Response	100,000	85,958	14,042	16.3%
Total WIOA	5,533,069	5,085,812	447,257	8.8%
Employment Services				
Wagner-Peyser	800,000	650,000	150,000	23.1%
Veterans Services	144,000	150,000	(6,000)	(4.0%)
RESEA	425,000	360,000	65,000	18.1%
Apprenticeship Navigator	65,000	62,500	2,500	4.0%
Recovery Navigator	100,000	185,870	(85,870)	(46.2%)
Total Employment Services	1,534,000	1,408,370	125,630	8.9%
Welfare Transition	2,400,000	2,237,000	163,000	7.3%
Supplemental Nutrition Assistance Program	400,000	345,000	55,000	15.9%
Trade Adjustment Assistance	10,000	30,000	(20,000)	(66.7%)
TOTAL DEO	9,877,069	9,106,182	770,887	8.5%
State of Florida - Transition Funding	309,553	-	309,553	-
Other Revenue				
Ticket to Work	100,000	100,000	-	0.0%
Tobacco Free Florida	2,400	2,500	(100)	(4.0%)
Career Fair Sponsorships	-	3,000	(3,000)	(100.0%)
Interest	42,000	33,000	9,000	27.3%
TOTAL NON-DEO	453,953	138,500	315,453	227.8%
BUDGETED REVENUE	10,331,022	9,244,682	1,086,340	11.8%



CareerSource Pinellas
2023-2024 Planning Budget
For the Year Ended June 30, 2024

	Actual Yr Ended 6/30/2021	Actual Yr Ended 6/30/2022	Actual 2/28/2023 YTD	Proposed 2023-2024 Planning Budget	
G/L					
Revenue					
Operating Revenue					
Grant Revenue					
Grant Revenue - Federal	3000	8,075,590	7,501,208	5,617,661	9,877,069
Grant Revenue - State	3001	227,372	-	-	309,553
Grant Revenue - Local	3002	-	-	-	-
Total Grant Revenue		8,302,962	7,501,208	5,617,661	10,186,622
Contributions					
Corporate Revenue	3100	7,538	3,525	1,730	2,400
Sponsorship Revenue	3101	-	1,000	-	-
Donations	3102	-	1,000	-	-
Total Contributions		7,538	5,525	1,730	2,400
Program Revenue					
Ticket to Work Revenue	3103	109,259	82,552	66,423	100,000
Program Revenue	3502	1,290	-	-	-
Total Program Revenue		110,549	82,552	66,423	100,000
Investment Income					
Interest/Dividends	3200	14,090	7,772	19,183	42,000
Unrealized Gain/Loss	3201	-	-	-	-
Total Investment Income		14,090	7,772	19,183	42,000
Other Income					
Other Revenues	3300	691	263	431	-
Gain <Loss> on Sale/Disposal	5703	-	-	-	-
Total Other Income		691	263	431	-
Total Revenue		8,435,830	7,597,320	5,705,428	10,331,022
Expenditures					
Personnel Expenses					
Salary Expense	5000	2,740,401	2,558,365	2,029,665	3,783,672
Salary Expense - Benefit Stipend	5005	598,815	498,589	451,835	830,280
Payroll Taxes	5050	246,689	239,296	183,970	358,860
Fringe Benefits (ER Paid)	5060	36,905	27,822	23,258	40,860
Retirement	5090	146,695	131,556	92,012	226,071
Total Personnel Expenses		3,769,505	3,455,628	2,780,740	5,239,743
Program Expenses					
Operating Supplies	5303	873	-	-	-
Food and Beverages	5310	787	1,999	2,481	4,200
Communications	5500	95,528	91,746	65,568	95,520
Outreach/Marketing	5520	16,745	37,078	20,957	35,400
Service Provider Contract	8000	498,623	415,005	219,248	500,000
One-Stop Operator	8100	17,531	37,300	31,706	48,000
Internal Monitoring	8200	34,133	47,270	60,801	68,000



**CareerSource Pinellas
2023-2024 Planning Budget
For the Year Ended June 30, 2024**

	G/L	Actual Yr Ended 6/30/2021	Actual Yr Ended 6/30/2022	Actual 2/28/2023 YTD	Proposed 2023-2024 Planning Budget
OJT	8300	59,396	265,112	363,242	945,000
Paid-Work Experience	8320	20,125	21,061	19,432	120,000
DW Work Experience	8325	155,498	215,680	-	-
Apprenticeships	8330	-	-	-	-
Contracted Workforce Services	8335	54,400	57,200	45,500	24,000
Youth Stipends	8340	31,611	8,926	10,388	16,500
Other Customer Support Services	8341	34,414	31,178	16,433	25,200
Customer Training	8342	1,876,719	1,157,588	931,376	1,474,000
Customer Supportive Services	8343	3,575	59	-	18,000
Licensures	8344	(220)	-	110	-
Training Related Material	8345	92,446	51,828	27,858	48,600
Fees/exams/certifications	8346	34,861	28,355	10,031	25,200
Total Program Expenses		3,027,045	2,467,385	1,825,131	3,447,620
Professional Fees					
Accounting/Audit Fees	5100	31,188	45,943	22,407	56,250
Legal Fees	5101	49,898	147,262	41,984	96,000
Legal (Lobbying)	5105	15,270	35,245	25,245	25,000
Professional Service	5104	37,874	79,107	100,077	85,920
Contract Labor	5170	130,885	227,318	77,494	131,800
Contract IT Services	5171	331,373	331,758	163,112	245,340
Cybersecurity - IT	5172	40,791	40,788	32,790	47,160
Total Professional Fees		637,279	907,421	463,109	687,470
Supplies					
Office Supplies	5302	41,358	15,463	13,667	22,450
Postage/Shipping	5307	2,158	2,682	1,983	3,300
Document Shredding	5308	875	1,141	741	1,404
Total Supplies		44,391	19,286	16,391	27,154
Insurance					
Insurance - Commercial Property	5400	5,370	7,450	4,485	9,000
Insurance - General Liability	5401	55,619	88,265	51,894	77,000
Insurance - Workers Comp	5403	30,618	33,384	8,030	34,054
Insurance - Auto	5404	6,673	7,607	5,376	-
Insurance - Claims	5405	-	-	-	-
Total Insurance		98,280	136,706	69,785	120,054
Occupancy					
Office Rent/Lease	5200	260,597	254,856	181,891	256,415
Other Leases	5201	7,880	2,840	-	-
Utilities	5202	35,414	32,139	21,966	36,700
Repairs & Maintenance	5203	24,941	18,715	8,004	4,680
Security	5204	467	22,215	312	468
Janitorial Expense	5205	43,878	43,867	25,367	39,780
Pest Control	5206	2,321	2,409	1,720	2,580
Total Occupancy		375,498	377,041	239,260	340,623
Office Equipment					



**CareerSource Pinellas
2023-2024 Planning Budget
For the Year Ended June 30, 2024**

	G/L	Actual Yr Ended 6/30/2021	Actual Yr Ended 6/30/2022	Actual 2/28/2023 YTD	Proposed 2023-2024 Planning Budget
Equipment Rent/Lease	5300	38,543	36,829	19,296	24,012
Copy Machine Usage/Maintenance	5301	8,492	9,629	3,772	9,000
Comp Software/License/Maintenance	5304	105,145	103,814	142,740	166,577
Equipment < \$5,000	5305	157,958	7,189	15,998	18,000
Other	5207	-	-	-	-
Total Office Equipment		310,138	157,461	181,806	217,589
Travel and Meetings					
Travel - Mileage	5540	3,499	7,049	5,786	10,900
Travel - Out of Town	5541	-	13,235	28,336	37,750
Meetings/Conferences	5560	4,651	7,680	12,015	18,850
Total Travel and Meetings		8,150	27,964	46,137	67,500
Licences, Dues and Other Fees					
Staff Training/Education	5052	11,435	48,446	16,124	43,050
Other Employee expenses	5055	3,455	(976)	-	-
Recruitment	5095	1,851	8,460	3,376	4,800
Payroll Processing Fees	5103	8,066	7,914	6,247	6,500
License/Dues & Other Fees	5581	30,407	30,805	27,816	40,339
FSA Administrative Expenses	5582	-	-	-	1,080
401k Administrative Fees	5583	6,123	2,250	13,450	9,250
HRIS Administrative Fees	5584	5,109	5,205	7,558	7,800
Total Licences, Dues and Other Fees		66,446	102,104	74,571	112,819
Amortizatoin and Depreciation					
Depreciation Expense	5901	25,677	22,769	629	-
Amortization Expense	5902	-	-	-	-
Total Amortizatoin and Depreciation		25,677	22,769	629	-
Miscellaneous					
Bank Fees	5102	1,122	875	45	-
Other Expense	5700	4,422	(6,526)	13,209	-
Vehicle Expenses	5701	941	230	230	-
Penalties\Disallowed Expenses	5710	341	1,862,990	2,215	-
Interest Expense	5900	-	-	-	-
Total Miscellaneous		6,826	1,857,569	15,699	-
Total Expenditures		8,369,235	9,531,334	5,713,258	10,260,572
Net Revenue over (under) Expenditures		66,595	(1,934,014)	(7,830)	70,450



**CareerSource Pinellas
2023-2024 Planning Budget
For the Year Ended June 30, 2024**

	G/L	Federal Grants	Transition Costs - State	Unrestricted	Total
Revenue					
Operating Revenue					
Grant Revenue					
Grant Revenue - Federal	3000	9,877,069		-	9,877,069
Grant Revenue - State	3001	-	309,553	-	309,553
Grant Revenue - Local	3002	-		-	-
Total Grant Revenue		9,877,069	309,553	-	10,186,622
Contributions					
Corporate Revenue	3100	-		2,400	2,400
Sponsorship Revenue	3101	-		-	-
Donations	3102	-		-	-
Total Contributions		-	-	2,400	2,400
Program Revenue					
Ticket to Work Revenue	3103	-		100,000	100,000
Total Program Revenue		-	-	100,000	100,000
Investment Income					
Interest/Dividends	3200	41,500		500	42,000
Unrealized Gain/Loss	3201	-		-	-
Total Investment Income		41,500	-	500	42,000
Other Income					
Other Revenues	3300	-		-	-
Gain <Loss> on Sale/Disposal	5703	-		-	-
Total Other Income		-	-	-	-
Total Operating Revenue		9,918,569	309,553	102,900	10,331,022
Total Revenue		9,918,569	309,553	102,900	10,331,022
Expenditures					
Personnel Expenses					
Salary Expense	5000	3,632,845	150,827	-	3,783,672
Salary Expense - Benefit Stipend	5005	815,184	15,096	-	830,280
Payroll Taxes	5050	346,884	11,976	-	358,860
Fringe Benefits (ER Paid)	5060	40,860		-	40,860
Retirement	5090	217,774	8,297	-	226,071
Total Personnel Expenses		5,053,547	186,196	-	5,239,743
Program Expenses					
Operating Supplies	5303	-		-	-
Food and Beverages	5310	-		4,200	4,200
Communications	5500	95,520		-	95,520
Outreach/Marketing	5520	35,400		-	35,400
Service Provider Contract	8000	500,000		-	500,000
One-Stop Operator	8100	48,000		-	48,000
Internal Monitoring	8200	68,000		-	68,000
OJT	8300	945,000		-	945,000
EWT	8310	-		-	-



**CareerSource Pinellas
2023-2024 Planning Budget
For the Year Ended June 30, 2024**

	G/L	Federal Grants	Transition Costs - State	Unrestricted	Total
Paid-Work Experience	8320	120,000		-	120,000
Apprenticeships	8330	-		-	-
Contracted Workforce Services	8335	24,000		-	24,000
Youth Stipends	8340	16,500		-	16,500
Other Customer Support Services	8341	25,200		-	25,200
Customer Training	8342	1,474,000		-	1,474,000
Customer Supportive Services	8343	18,000		-	18,000
Licensures	8344	-		-	-
Training Related Material	8345	48,600		-	48,600
Fees/exams/certifications	8346	25,200		-	25,200
Total Program Expenses		3,443,420		4,200	3,447,620
Professional Fees					
Accounting/Audit Fees	5100	56,250		-	56,250
Legal Fees	5101	48,000	48,000	-	96,000
Legal (Lobbying)	5105	-		25,000	25,000
Professional Service	5104	51,920	34,000	-	85,920
Contract Labor	5170	91,800	40,000	-	131,800
Contract IT Services	5171	245,340		-	245,340
Cybersecurity - IT	5172	47,160		-	47,160
Total Professional Fees		540,470	122,000	25,000	687,470
Supplies					
Office Supplies	5302	22,200		250	22,450
Postage/Shipping	5307	3,300		-	3,300
Document Shredding	5308	1,404		-	1,404
Total Supplies		26,904	-	250	27,154
Insurance					
Insurance - Commercial Property	5400	9,000		-	9,000
Insurance - General Liability	5401	77,000		-	77,000
Insurance - Workers Comp	5403	32,697	1,357	-	34,054
Insurance - Claims	5405	-		-	-
Total Insurance		118,697	1,357	-	120,054
Occupancy					
Office Rent/Lease	5200	256,415		-	256,415
Utilities	5202	36,700		-	36,700
Repairs & Maintenan	5203	4,680		-	4,680
Security	5204	468		-	468
Janitorial Expense	5205	39,780		-	39,780
Pest Control	5206	2,580		-	2,580
Total Occupancy		340,623	-	-	340,623
Office Equipment					
Equipment Rent/Lease	5300	24,012		-	24,012
Copy Machine Usage/Maintenance	5301	9,000		-	9,000
Comp Software/License/Maintenance	5304	166,577		-	166,577
Equipment < \$5,000	5305	18,000		-	18,000
Other	5207	-		-	-
Total Office Equipment		217,589	-	-	217,589



**CareerSource Pinellas
2023-2024 Planning Budget
For the Year Ended June 30, 2024**

	G/L	Federal Grants	Transition Costs - State	Unrestricted	Total
Travel and Meetings					
Travel - Mileage	5540	10,900		-	10,900
Travel - Out of Town	5541	37,750		-	37,750
Meetings/Conferences	5560	18,850		-	18,850
Total Travel and Meetings		67,500	-	-	67,500
Licences, Dues and Other Fees					
Staff Training/Education	5052	43,050		-	43,050
Other Employee expenses	5055	-		-	-
Recruitment	5095	4,800		-	4,800
Payroll Processing Fees	5103	6,500		-	6,500
License/Dues & Other Fees	5581	37,339		3,000	40,339
FSA Administrative Expenses	5582	1,080		-	1,080
401k Administrative Fees	5583	9,250		-	9,250
HRIS Administrative Fees	5584	7,800		-	7,800
Total Licences, Dues and Other Fees		109,819	-	3,000	112,819
Amortizatoin and Depreciation					
Depreciation Expense	5901	-		-	-
Amortization Expense	5902	-		-	-
Total Amortizatoin and Depreciation		-	-	-	-
Miscellaneous					
Bank Fees	5102	-		-	-
Other Expense	5700	-		-	-
Vehicle Expenses	5701	-		-	-
Penalties\Disallowed Expenses	5710	-		-	-
Interest Expense	5900	-		-	-
Total Miscellaneous		-	-	-	-
Total Expenditures		9,918,569	309,553	32,450	10,260,572
Net Revenue over (under) Expenditures		-	-	70,450	70,450



CareerSource Pinellas
2023-2024 Planning Budget
Unrestricted Activity - For the Year Ended June 30, 2024

G/L	Actual Yr Ended 6/30/2021	Actual Yr Ended 6/30/2022	Actual 2/28/2023 YTD	Unrestricted	
Revenue					
Operating Revenue					
Grant Revenue					
Corporate Revenue	3100	7,538	3,525	1,730	2,400
Sponsorship Revenue	3101	-	1,000	-	-
Donations	3102	-	1,000	-	-
Total Contributions		7,538	5,525	1,730	2,400
Program Revenue					
Ticket to Work Revenue	3103	109,259	82,552	66,423	100,000
Program Revenue	3502	-	-	-	-
Total Program Revenue		109,259	82,552	66,423	100,000
Investment Income					
Interest/Dividends	3200	500	500	500	500
Unrealized Gain/Loss	3201	-	-	-	-
Total Investment Income		500	500	500	500
Other Income					
Other Revenues	3300	691	263	431	-
Gain <Loss> on Sale/Disposal	5703	-	-	-	-
Total Other Income		691	263	431	-
Total Operating Revenue		117,988	88,840	69,084	102,900
Total Revenue		117,988	88,840	69,084	102,900
Expenditures					
Personnel Expenses					
Salary Expense	5000	-	5,557	-	-
Payroll Taxes	5050	111	-	-	-
Total Personnel Expenses		111	5,557	-	-
Program Expenses					
Food and Beverages	5310	787	1,999	2,481	4,200
Communications	5500	(237)	1,430	1,210	-
DW Work Experience	8325	896	-	-	-
Other Customer Support Services	8341	376	1,074	1,513	-
Customer Training	8342	-	9,600	-	-
Total Program Expenses		1,823	14,103	5,205	4,200
Professional Fees					
Accounting/Audit Fees	5100	-	-	-	-
Legal Fees	5101	620	28,528	16,447	-
Legal (Lobbying)	5105	15,270	35,245	25,245	25,000
Total Professional Fees		15,890	63,773	41,692	25,000
Supplies					
Office Supplies	5302	736	331	210	250
Postage/Shipping	5307	-	27	-	-
Total Supplies		736	358	210	250



CareerSource Pinellas
2023-2024 Planning Budget
Unrestricted Activity - For the Year Ended June 30, 2024

	G/L	Actual Yr Ended 6/30/2021	Actual Yr Ended 6/30/2022	Actual 2/28/2023 YTD	Unrestricted
Occupancy					
Other Leases	5201	7,880	2,840	-	-
Total Occupancy		7,880	2,840	-	-
Travel and Meetings					
Travel - Out of Town	5541	-	-	1,477	-
Total Travel and Meetings		-	-	1,477	-
Licences, Dues and Other Fees					
Other Employee expenses	5055	3,300	(976)	-	-
License/Dues & Other Fees	5581	177	4,479	3,000	3,000
Total Licences, Dues and Other Fees		3,477	3,503	3,000	3,000
Amortizaton and Depreciation					
Depreciation Expense	5901	20,642	18,154	629	-
Amortization Expense	5902	-	-	-	-
Total Amortizaton and Depreciation		20,642	18,154	629	-
Miscellaneous					
Bank Fees	5102	182	756	42	-
Other Expense	5700	(7,875)	(6,221)	5,428	-
Vehicle Expenses	5701	-	-	2,215	-
Penalties\Disallowed Expenses	5710	341	1,862,990	-	-
Allocations		8,186	62,599	11,461	-
Total Miscellaneous		835	1,920,124	19,145	-
Total Expenditures		51,393	2,022,854	76,914	32,450
Net Revenue over (under) Expenditures		66,595	(1,934,014)	(7,830)	70,450



CareerSource Pinellas
Cost Allocation/Expenditure Report
Planning Budget for the Year Ended June 30, 2024

	WIOA	Employment Services	WTP	SNAP	TAA	Transition Costs	Cost Pools/Other	Total
Proposed 2023-2024 Budget	5,533,069	1,534,000	2,400,000	400,000	10,000	309,553	73,950	10,260,572
Budgeted Expenditures								
Pooled Costs								
Program Cost Pool	406,281	509,473	361,938	28,691	-	-	-	1,306,383
Business Services	593,644	112,028	654,762	-	-	-	-	1,360,434
One-Stop Operating	129,313	141,625	61,581	32,220	-	-	-	364,739
MIS\Technology	43,650	47,806	20,786	10,876	-	-	-	123,118
Outreach and Marketing	21,012	23,012	10,006	5,235	-	-	-	59,265
Staff Training and Development	11,522	12,620	5,487	2,871	-	-	-	32,500
Administrative\Program Indirect	455,521	131,965	185,500	33,814	3,900	-	-	810,700
Total Pooled Costs	1,660,943	978,529	1,300,060	113,707	3,900	-	-	4,057,139
	30%	64%	54%	28%	39%	0%		40%
Direct Costs								
Personnel Expenses	1,023,554	339,041	484,292	256,322	-	186,196	-	2,289,406
Service Provider Contracts	500,000	-	-	-	-	-	-	500,000
Subsidized Employment (OJT/EWT)	690,000	-	375,000	-	-	-	-	1,065,000
Training and Support Services	1,546,360	16,248	34,500	1,500	6,000	-	-	1,604,608
Other Costs	112,212	200,182	206,148	28,471	100	123,357	73,950	744,420
Total Direct Costs	3,872,126	555,471	1,099,940	286,293	6,100	309,553	73,950	6,203,433
	70%	36%	46%	72%	61%	100%	100%	60%
Total Costs	5,533,069	1,534,000	2,400,000	400,000	10,000	309,553	73,950	10,260,572



ACTION ITEM 3

Contract Renewal

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 extended the contract through June 30, 2022 and renewed the contract for an additional year through June 30, 2023, for \$75,000. We have incurred \$56,450 of expenses for the period July 1, 2022, through March 31, 2023. Due to current year spending, we are requesting an increase to the current contract from \$75,000 to \$85,000; an increase of \$10,000.

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, it is important to continue to work with Paul Ashe (Securance, LLC) to oversee and manage all IT projects and vendors for 2023 – 2024 in addition to managing the transition to a new entity because of the consolidation CareerSource Pinellas and CareerSource Tampa Bay due to the REACH Act.

RECOMMENDATION

1. Approval to modify contract for Securance, LLC for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$85,000.
2. Approval to renew contract for Securance, LLC, for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$80,000.



ACTION ITEM 4

Contract Amendment and Contract Renewal Tucker/Hall, Inc.

The Board approved the hiring Tucker/Hall, Inc. for Strategic Public Relations Outreach and Communication Services at the May 20, 2020, Board of Directors Meeting for a period of one-year. The contract with Tucker/Hall, Inc. was renewed effective July 1, 2022, for a period of one year for an amount not to exceed \$95,000. In addition to performing strategic public relations outreach and communication services, Tucker/Hall, Inc. has been instrumental in assisting the organization with research and communications related to the REACH Act realignment evaluation conducted by Ernst & Young (EY) and CareerSource Florida. Due to increased involvement as a result of the REACH Act initiatives, the organization has incurred \$78,842 of expenses through March 31, 2023. Accordingly, we are requesting an increase to the current contract from \$95,000 to \$115,000; an increase of \$20,000.

With EY and CareerSource Florida's realignment evaluation completed and recommendation to consolidate CareerSource Pinellas with CareerSource Tampa Bay, spending with Tucker/Hall, Inc. for 2023-2024 is expected to return to pre-REACH Act rates; an amount not to exceed \$84,000 (\$7,000 per month). 2023-2024 will be the third and final annual renewal for Tucker/Hall, Inc.

RECOMMENDATION

1. Approval to modify contract for Tucker Hall for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$115,000.
2. Approval to renew contract for Tucker Hall for the period July 1, 2023, through June 30, 2024, for an amount not to exceed \$84,000.



ACTION ITEM 5

Authorized Check Signer

The former Chief Executive Officer (CEO) of CareerSource Pinellas, and all past CEOs, were authorized check signers for the organization's bank accounts. When Mr. Steven Meier was appointed Interim CEO on February 11, 2022, Mr. Meier was performing dual roles of CEO and Chief Financial Officer (CFO). Due to Mr. Meier's CFO duties, it was not an appropriate internal control of segregation of duties to authorize Mr. Meier to be a check signer on the organization's bank accounts. With the hiring of a new Director of Finance, Mr. Meier has relinquished most of his CFO responsibilities. In addition, the Board is moving forward to hire Mr. Meier as the permanent CEO. Accordingly, it is appropriate for Mr. Meier to be approved as an authorized check signer for the organization's bank accounts. All checks still will require two signatures which would necessitate at least one signature on all checks from a Board member. Current check signers are as follows:

- Scott Thomas – Board Chair
- Elizabeth Siplin – Chair-Elect
- Barclay Harless – Treasurer
- Ken Williams - Secretary

RECOMMENDATION

Approve Steven Meier as an authorized check signer for the organization's bank accounts.



INFORMATION ITEM 1

February 28, 2023 Financial Statements

1. February 28, 2023 Financial Statements	
a. Statement of Activities: Current Year vs. Prior Year.....	Page 25
b. Statement of Activities: Current Year vs. Budget	Page 28
c. Cost Allocation/Expenditure Report for PE 2/28/2023	Page 31
d. Pooled Cost Report 2/28/2023	Page 32
e. Grant Status Report 2/28/2023	Page 33

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		<u>Actual 2022-2023</u>	<u>Actual 2021-2022</u>	<u>Variance</u>
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	5,617,661	5,282,189	335,472
Total Grant Revenue		<u>5,617,661</u>	<u>5,282,189</u>	<u>335,472</u>
Contributions				
Corporate Revenue	3100	1,730	1,725	5
Sponsorship Revenue	3101	0	1,000	(1,000)
Donations	3102	0	1,000	(1,000)
Total Contributions		<u>1,730</u>	<u>3,725</u>	<u>(1,995)</u>
Program Revenue				
Ticket to Work Revenue	3103	66,423	43,384	23,039
Total Program Revenue		<u>66,423</u>	<u>43,384</u>	<u>23,039</u>
Investment Income				
Interest/Dividends	3200	19,183	5,869	13,314
Total Investment Income		<u>19,183</u>	<u>5,869</u>	<u>13,314</u>
Other Income				
Other Revenues	3300	431	102	329
Total Other Income		<u>431</u>	<u>102</u>	<u>329</u>
Total Operating Revenue		<u>5,705,428</u>	<u>5,335,269</u>	<u>370,159</u>
Total Revenue		<u>5,705,428</u>	<u>5,335,269</u>	<u>370,159</u>
Expenditures				
Personnel Expenses				
Salary Expense	5000	2,029,665	1,722,924	(306,741)
Salary Expense - Benefit Stipend	5005	451,835	362,618	(89,216)
Payroll Taxes	5050	183,970	164,503	(19,467)
Fringe Benefits (ER Paid)	5060	23,258	22,367	(891)
Retirement	5090	92,012	99,389	7,377
Total Personnel Expenses		<u>2,780,739</u>	<u>2,371,801</u>	<u>(408,938)</u>
Program Expenses				
Food and Beverages	5310	2,481	1,671	(810)
Communications	5500	65,568	61,486	(4,082)
Outreach/Marketing	5520	20,957	17,107	(3,850)
Service Provider Contract	8000	219,248	278,740	59,492
One-Stop Operator	8100	31,706	22,477	(9,229)
Internal Monitoring	8200	60,801	34,115	(26,686)
OJT	8300	363,242	172,064	(191,178)
Paid Work Experience	8320	19,432	4,740	(14,692)
DWG Work Experience	8325	0	216,401	216,401
Workforce Services	8335	45,500	34,400	(11,100)
Youth Stipends	8340	10,388	14,005	3,617
Other Customer Support Services	8341	16,433	20,384	3,951
Customer Training	8342	931,376	850,401	(80,975)
Licensures	8344	110	0	(110)
Training Related Material	8345	27,858	44,370	16,513
Fees/exams/certifications	8346	10,031	20,646	10,615
Total Program Expenses		<u>1,825,132</u>	<u>1,793,008</u>	<u>(32,124)</u>
Professional Fees				
Accounting/Audit Fees	5100	22,407	30,645	8,238
Legal Fees	5101	41,984	91,117	49,132
Professional Service	5104	100,077	45,870	(54,207)
Legal (Lobbying)	5105	25,245	30,245	5,000

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		<u>Actual 2022-2023</u>	<u>Actual 2021-2022</u>	<u>Variance</u>
Contract Labor	5170	77,494	143,104	65,610
Contract IT Services	5171	163,112	255,748	92,636
Cybersecurity - IT	5172	<u>32,790</u>	<u>27,192</u>	<u>(5,598)</u>
Total Professional Fees		463,109	623,920	160,811
Supplies				
Office Supplies	5302	13,667	11,172	(2,496)
Postage/Shipping	5307	1,983	1,797	(186)
Document Shredding	5308	<u>741</u>	<u>712</u>	<u>(29)</u>
Total Supplies		16,392	13,681	(2,711)
Insurance				
Insurance - Commercial Property	5400	4,485	4,701	216
Insurance - General Liability	5401	51,894	54,258	2,364
Insurance - Workers Comp	5403	8,030	22,010	13,980
Insurance - Auto	5404	<u>5,376</u>	<u>5,071</u>	<u>(305)</u>
Total Insurance		69,784	86,040	16,256
Occupancy				
Office Rent/Lease	5200	181,891	174,343	(7,548)
Other Leases	5201	0	2,220	2,220
Utilities	5202	21,966	20,705	(1,261)
Repairs & Maintenan	5203	8,004	18,155	10,151
Security	5204	312	4,318	4,007
Janitorial Expense	5205	25,367	27,185	1,818
Pest Control	5206	<u>1,720</u>	<u>1,568</u>	<u>(152)</u>
Total Occupancy		239,259	248,494	9,235
Office Equipment				
Equipment Rent/Lease	5300	19,296	25,174	5,878
Copy Machine Usage/Maintenance	5301	3,772	6,407	2,635
Comp	5304	142,740	77,772	(64,968)
Software/License/Maintenance				
Equipment < \$5,000	5305	<u>15,998</u>	<u>2,389</u>	<u>(13,609)</u>
Total Office Equipment		181,806	111,743	(70,063)
Travel and Meetings				
Travel - Mileage	5540	5,786	3,035	(2,750)
Travel - Out of Town	5541	28,336	13,235	(15,101)
Meetings/Conferences	5560	<u>12,015</u>	<u>6,662</u>	<u>(5,353)</u>
Total Travel and Meetings		46,136	22,932	(23,204)
Licenses, Dues and Other Fees				
Staff Training/Education	5052	16,124	20,725	4,602
Recruitment	5095	3,376	856	(2,520)
Payroll Processing Fees	5103	6,247	5,319	(929)
License/Dues & Other Fees	5581	27,816	24,936	(2,880)
401k Administrative Fees	5583	13,450	500	(12,950)
HRIS Administrative Fees	5584	<u>7,558</u>	<u>3,521</u>	<u>(4,036)</u>
Total Licenses, Dues and Other Fees		74,571	55,858	(18,713)
Amortization and Depreciation				
Depreciation Expense	5901	<u>629</u>	<u>0</u>	<u>(629)</u>
Total Amortization and Depreciation		629	0	(629)
Miscellaneous				
Bank Fees	5102	45	694	649
Other Expense	5700	13,209	0	(13,209)
Vehicle Expenses	5701	230	230	0
Penalties\Disallowed Expenses	5710	<u>2,215</u>	<u>0</u>	<u>(2,215)</u>
Total Miscellaneous		15,699	925	(14,774)

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

	<u>Actual 2022-2023</u>	<u>Actual 2021-2022</u>	<u>Variance</u>
Allocations			
MIS Cost Pool Allocation	9801 0	0	(0)
Outreach Cost Pool Allocation	9802 0	0	(0)
One-Stop Cost Pool Allocation	9804 (0)	0	0
Total Allocations	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>5,713,256</u>	<u>5,328,401</u>	<u>(384,855)</u>
Net Revenue over (under) Expenditures	<u>(7,828)</u>	<u>6,868</u>	<u>(14,696)</u>

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Revenue						
Operating Revenue						
Grant Revenue						
Grant Revenue - Federal	3000	5,617,661	5,856,069	(238,408)	9,106,182	(3,488,521)
Total Grant Revenue		5,617,661	5,856,069	(238,408)	9,106,182	(3,488,521)
Contributions						
Corporate Revenue	3100	1,730	1,399	331	2,500	(770)
Sponsorship Revenue	3101	0	1,500	(1,500)	3,000	(3,000)
Total Contributions		1,730	2,899	(1,169)	5,500	(3,770)
Program Revenue						
Ticket to Work Revenue	3103	66,423	66,371	52	100,000	(33,577)
Total Program Revenue		66,423	66,371	52	100,000	(33,577)
Investment Income						
Interest/Dividends	3200	19,183	19,185	(2)	33,000	(13,817)
Total Investment Income		19,183	19,185	(2)	33,000	(13,817)
Other Income						
Other Revenues	3300	431	0	431	0	431
Total Other Income		431	0	431	0	431
Total Operating Revenue		5,705,428	5,944,524	(239,096)	9,244,682	(3,539,254)
Total Revenue		5,705,428	5,944,524	(239,096)	9,244,682	(3,539,254)
Expenditures						
Personnel Expenses						
Salary Expense	5000	2,029,665	1,999,470	(30,195)	3,018,523	988,858
Salary Expense - Benefit Stipend	5005	451,835	417,296	(34,539)	637,500	185,665
Payroll Taxes	5050	183,970	188,998	5,028	295,230	111,260
Fringe Benefits (ER Paid)	5060	23,258	24,106	848	37,200	13,942
Retirement	5090	92,012	111,130	19,118	181,871	89,859
Total Personnel Expenses		2,780,739	2,741,000	(39,739)	4,170,324	1,389,585
Program Expenses						
Operating Supplies	5303	0	600	600	1,200	1,200
Food and Beverages	5310	2,481	1,638	(843)	2,400	(81)
Communications	5500	65,568	65,488	(80)	95,856	30,288
Outreach/Marketing	5520	20,957	20,252	(705)	36,400	15,443
Service Provider Contract	8000	219,248	239,271	20,023	425,000	205,752
One-Stop Operator	8100	31,706	31,451	(255)	45,000	13,294
Internal Monitoring	8200	60,801	65,000	4,199	65,000	4,199
OJT	8300	363,242	363,243	1	485,000	121,758

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Paid Work Experience	8320	19,432	73,977	54,545	144,000	124,568
Apprenticeships	8330	0	45,000	45,000	90,000	90,000
Workforce Services	8335	45,500	47,000	1,500	72,000	26,500
Youth Stipends	8340	10,388	10,175	(213)	20,000	9,612
Other Customer Support Services	8341	16,433	20,784	4,351	33,600	17,167
Customer Training	8342	931,376	1,002,876	71,500	1,750,950	819,574
Customer Supportive Services	8343	0	0	0	30,000	30,000
Licensures	8344	110	0	(110)	0	(110)
Training Related Material	8345	27,858	43,738	15,880	72,600	44,742
Fees/exams/certifications	8346	10,031	20,988	10,957	33,000	22,969
Total Program Expenses		1,825,132	2,051,481	226,349	3,402,006	1,576,874
Professional Fees						
Accounting/Audit Fees	5100	22,407	17,891	(4,516)	35,000	12,593
Legal Fees	5101	41,984	62,341	20,357	90,000	48,016
Professional Service	5104	100,077	100,077	0	137,480	37,403
Legal (Lobbying)	5105	25,245	25,000	(245)	30,000	4,755
Contract Labor	5170	77,494	77,494	0	116,800	39,306
Contract IT Services	5171	163,112	157,917	(5,195)	230,628	67,516
Cybersecurity - IT	5172	32,790	30,514	(2,276)	43,200	10,410
Total Professional Fees		463,109	471,234	8,125	683,108	219,999
Supplies						
Office Supplies	5302	13,667	12,321	(1,346)	17,940	4,273
Postage/Shipping	5307	1,983	2,628	645	4,500	2,517
Document Shredding	5308	741	670	(71)	950	209
Total Supplies		16,392	15,619	(773)	23,390	6,998
Insurance						
Insurance - Commercial Property	5400	4,485	13,072	8,587	23,900	19,415
Insurance - General Liability	5401	51,894	42,867	(9,027)	59,784	7,890
Insurance - Workers Comp	5403	8,030	11,037	3,007	37,043	29,013
Insurance - Auto	5404	5,376	4,900	(476)	4,900	(476)
Total Insurance		69,784	71,876	2,092	125,627	55,843
Occupancy						
Office Rent/Lease	5200	181,891	174,794	(7,097)	253,679	71,788
Utilities	5202	21,966	23,222	1,256	34,300	12,334
Repairs & Maintenananc	5203	8,004	7,947	(57)	9,980	1,976
Security	5204	312	312	0	468	156
Janitorial Expense	5205	25,367	28,058	2,691	44,130	18,763
Pest Control	5206	1,720	1,608	(112)	2,352	632

CareerSource Pinellas
Statement of Revenues and Expenditures
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Total Occupancy		239,259	235,941	(3,318)	344,909	105,650
Office Equipment						
Equipment Rent/Lease	5300	19,296	21,268	1,972	31,636	12,340
Copy Machine Usage/Maintenance	5301	3,772	6,446	2,674	9,120	5,348
Comp Software/License/Maintenance	5304	142,740	140,751	(1,989)	139,573	(3,167)
Equipment < \$5,000	5305	15,998	15,998	0	32,500	16,502
Total Office Equipment		181,806	184,463	2,657	212,829	31,023
Travel and Meetings						
Travel - Mileage	5540	5,786	5,741	(45)	9,000	3,214
Travel - Out of Town	5541	28,336	28,336	0	32,700	4,364
Meetings/Conferences	5560	12,015	11,144	(871)	16,750	4,735
Total Travel and Meetings		46,136	45,221	(915)	58,450	12,314
Licenses, Dues and Other Fees						
Staff Training/Education	5052	16,124	14,472	(1,652)	24,950	8,827
Recruitment	5095	3,376	2,005	(1,371)	18,700	15,324
Payroll Processing Fees	5103	6,247	6,683	436	8,950	2,703
License/Dues & Other Fees	5581	27,816	29,498	1,682	40,384	12,568
HSA\FSA Administrative Expenses	5582	0	300	300	600	600
401k Administrative Fees	5583	13,450	8,826	(4,624)	12,000	(1,450)
HRIS Administrative Fees	5584	7,558	7,558	0	8,400	842
Total Licenses, Dues and Other Fees		74,571	69,342	(5,229)	113,984	39,413
Amortization and Depreciation						
Depreciation Expense	5901	629	0	(629)	8,900	8,271
Total Amortization and Depreciation		629	0	(629)	8,900	8,271
Miscellaneous						
Bank Fees	5102	45	0	(45)	0	(45)
Other Expense	5700	13,209	13,208	(1)	18,175	4,966
Vehicle Expenses	5701	230	230	(0)	255	25
Penalties\Disallowed Expenses	5710	2,215	0	(2,215)	0	(2,215)
Total Miscellaneous		15,699	13,438	(2,261)	18,430	2,731
Allocations						
MIS Cost Pool Allocation	9801	0	0	(0)	0	(0)
Outreach Cost Pool Allocation	9802	0	0	(0)	0	(0)
One-Stop Cost Pool Allocation	9804	(0)	0	0	0	0
Total Allocations		0	0	0	0	0
Total Expenditures		5,713,256	5,899,615	186,359	9,161,957	3,448,701
Net Revenue over (under) Expenditures		(7,828)	44,909	(52,737)	82,725	(90,553)



**CareerSource Pinellas
Cost Allocation/Expenditure Report
For the Eight Months Ended February 28, 2023**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Approved 2022-2023 Planning Budget	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764
Approved Budget Modification #1	55,958	62,500			(66,000)	5,000	57,458
Approved Budget Modification #2	-		-	-	-	-	-
Approved 2022-2023 Planning Budget	5,085,812	1,408,370	2,237,000	345,000	30,000	42,040	9,148,222
Expenditures to Date:							
Pooled Costs							
Administrative	240,832	94,516	178,071	34,099	268	11,250	559,036
MIS\Technology	18,256	42,353	19,701	5,561	26	-	85,897
Outreach and Marketing	22,137	50,277	23,184	6,433	26	-	102,057
One-Stop Cost Pool	60,772	135,129	65,087	18,896	188	-	280,072
Program Management	378,583	134,127	244,606	83,644	-	-	840,960
Staff Training and Development	1,514	5,521	2,122	-	-	-	9,157
Business Services	404,264	37,888	168,822	10,848	-	-	621,822
Indirect Program	6,409	1,532	2,718	572	6	211	11,448
Total Pooled Costs	1,132,767	501,343	704,311	160,053	514	11,461	2,510,449
	37%	60%	50%	54%	10%	12%	44%
Direct Costs							
Personnel Expenses	544,021	161,506	333,369	115,255	-	5,557	1,159,708
Service Provider Contracts	216,180	-	3,068	-	-	-	219,248
Workbased Learning Initiatives	163,528	-	219,147	-	-	-	382,675
Training and Support Services	952,981	30,379	37,168	972	3,516	1,513	1,026,529
Other Direct Operating Costs	74,043	140,033	103,440	18,813	1,253	77,064	414,646
Total Direct Costs	1,950,753	331,918	696,192	135,040	4,769	84,134	3,202,807
	63%	40%	50%	46%	90%	88%	56%
Total Costs	3,083,520	833,261	1,400,503	295,093	5,283	95,595	5,713,256
Unexpended Budget Balance	2,002,292	575,109	836,497	49,907	24,717	(53,555)	3,434,966
Percentage of Budget Expended	60.6%	59.2%	62.6%	85.5%	17.6%	227.4%	62.5%



CareerSource Pinellas
Pooled Cost Expenditure Report
For the Eight Months Ended February 28, 2023

Expenditure	Outreach &						Business Services Cost Pool	Program Indirect	Total
	Admin	MIS/Tech Cost Pool	Marketing Cost Pool	Staff Training Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool			
Salary Expense	288,355	-	-	-	-	506,282	404,042	7,490	1,206,169
Salary Expense - Benefit Stipend	40,487	-	-	-	-	114,209	90,959	749	246,404
Payroll Taxes	23,844	-	-	-	-	42,423	39,657	582	106,506
Fringe Benefits (ER Paid)	3,259	-	-	-	-	6,244	4,177	-	13,680
Retirement	11,171	-	-	-	-	20,719	15,994	389	48,273
Total Salary and Benefits	367,116	-	-	-	-	689,877	554,829	9,210	1,621,032
Office Rent/Lease	21,817	-	-	-	104,631	22,450	23,280	634	172,812
Professional Service	30,307	-	67,340	-	-	-	-	493	98,140
Comp Software/License/Maintenance	5,467	13,070	-	-	51,188	16,036	-	151	85,912
Internal Monitoring	17,868	-	-	-	-	42,934	-	-	60,802
Contract Labor	570	49,450	-	-	-	-	-	15	50,035
Insurance - General Liability	10,311	56	-	-	-	18,380	5,255	275	34,277
One-Stop Operator	-	-	-	-	31,706	-	-	-	31,706
Communications	4,148	310	-	-	13,754	6,629	6,508	114	31,463
Legal Fees	25,538	-	-	-	-	-	-	-	25,538
Janitorial Expense	-	-	-	-	25,367	-	-	-	25,367
License/Dues & Other Fees	1,618	250	13,785	-	-	815	8,240	33	24,741
Accounting/Audit Fees	22,407	-	-	-	-	-	-	-	22,407
Utilities	-	-	-	-	21,966	-	-	-	21,966
Contract IT Services	4,242	3,422	-	-	-	7,413	3,953	113	19,143
Outreach/Marketing	-	322	18,640	-	-	-	8	-	18,970
Travel - Out of Town	8,407	-	-	-	-	2,958	5,011	-	16,376
Equipment < \$5,000	-	15,998	-	-	-	-	-	-	15,998
Equipment Rent/Lease	1,024	-	-	-	13,135	856	873	32	15,920
Workforce Services	-	-	-	-	-	15,167	-	-	15,167
Staff Training/Education	2,993	-	-	9,157	-	999	1,475	-	14,624
401k Administrative Fees	13,450	-	-	-	-	-	-	-	13,450
Office Supplies	1,285	-	1,138	-	3,756	1,612	2,181	34	10,006
Meetings/Conferences	4,400	-	-	-	-	3,190	1,975	-	9,565
Repairs & Maintenan	-	-	1,155	-	5,112	-	1,736	-	8,003
HRIS Administrative Fees	7,340	-	-	-	-	-	-	218	7,558
Payroll Processing Fees	6,076	-	-	-	-	-	-	171	6,247
Cybersecurity - IT	598	3,020	-	-	-	1,346	524	-	5,488
Insurance - Auto	-	-	-	-	-	5,376	-	-	5,376
Insurance - Workers Comp	720	-	-	-	-	2,767	1,782	(69)	5,200
Insurance - Commercial Property	306	-	-	-	3,453	314	314	8	4,395
Copy Machine Usage/Maintenance	475	-	-	-	1,853	490	509	15	3,342
Travel - Mileage	158	-	-	-	-	-	2,242	-	2,400
Recruitment	202	-	-	-	-	958	949	-	2,109
Postage/Shipping	169	-	-	-	1,456	142	155	-	1,922
Pest Control	-	-	-	-	1,720	-	-	-	1,720
Document Shredding	23	-	-	-	663	23	23	-	732
Security	-	-	-	-	312	-	-	-	312
Vehicle Expenses	-	-	-	-	-	230	-	-	230
Other/Rounding	1	(1)	(1)	-	-	(2)	-	1	(2)
	559,036	85,897	102,057	9,157	280,072	840,960	621,822	11,448	2,510,449



INFORMATION ITEM 2

Unrestricted Cash

As of March 31, 2023, CareerSource Pinellas had almost \$856,000 of unrestricted funds available deposited in the following accounts:

Valley National Bank	Balance
Unrestricted Checking	154,584
Unrestricted Money Market	521,284
Operating Money Market	179,947
Total	\$ 855,815

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: Represents 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 \$176,000 in the Capital Improvement Fund to unrestricted.

With the potential consolidation of CareerSource Pinellas with CareerSource Tampa Bay, it is important that any unrestricted cash attributable to Pinellas County remain available only for Pinellas County purposes and not commingled with cash of the consolidated entity. It also should be noted that any recovery of funds (up to \$1 Million) from the litigation with Chubb would be unrestricted as well.



INFORMATION ITEM 3

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.

Working with Martin, Martin, Randall & Associates, Inc., the Third Party Administrator of the Plan, the plan document was revised to use business positions or titles as the Trustees in the Plan Document instead of specific names. As a result, the Plan Document was restated to list the trustees as:

1. Chief Executive Official/Executive Director/Chief Executive Officer (or highest-ranking officer, currently Steven Meier)
2. Chief Financial Officer (or highest-ranking financial position, currently David Zirilli, Director of Finance.)

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

At the March 16, 2022, Board meeting, the Board approved Steven Meier, Interim CEO and CFO to be trustee. Once the permanent CEO was named, that individual would also be appointed as trustee of the plan. With the intent to name Steven Meier permanent CEO, it is appropriate to name David Zirilli, Director of Finance, as a trustee of the 401K plan also.