



May 17, 2023 - 11:45 A.M.  
Hybrid Meeting – EpiCenter  
13805 58<sup>th</sup> St. N.  
Room 1-451 & 1-453  
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

## Board of Directors Agenda

- I. **Welcome and Introductions** ..... Scott Thomas, Chair
- II. **Public Comment**  
*Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.*
- III. **Roll Call**
- IV. **Chair’s Report**
- V. **CEO Report**
- VI. **General Counsel Update – Gray|Robinson**..... Page 1  
*Rob McNeely from Messer Caparello, P.A., will also be giving an update on coverage litigation.*
- VII. **Action/Discussion Items**
  - 1. Approval of minutes - March 15, 2023 Board of Directors Meeting ..... Page 2  
*Ad Hoc Nominating Committee*
  - 2. PY’2023-2024 Board of Directors Reappointment Recommendations ..... Page 12
  - 3. PY’2023-2024 Board Officer Recommendations ..... Page 13  
*Ad Hoc Search Committee*
  - 4. CEO Search and Selection..... Page 14  
*Finance Committee*
  - 5. Program Year 2023-2024 Planning Budget..... Page 19
  - 6. Contract renewal for vCIO ..... Page 34
  - 7. Contract Amendment for Tucker Hall ..... Page 35
  - 8. Authorized Check Signers ..... Page 36
  - 9. 401K Trustee ..... Page 37

**One-Stop Committee**

10. MOU IFA ARM Institute ..... Page 38  
 11. Contract Award for Youth Services..... Page 60  
 12. Updated Schedule of Operations..... Page 61

**Workforce Solutions Committee**

13. Extension as Direct Provider of Services..... Page 63  
 14. Training Provider CodeBoxx..... Page 72  
 15. Training Provider Jersey College-Largo Campus ..... Page 73  
 16. Training Provider Renewals..... Page 74  
 17. CSP Related Party Contracts – PY’2023-2024..... Page 75

**VIII. Information Items**

1. REACH Act Realignment Update ..... Page 77  
 2. PY’2023-2024 Board Calendar Draft..... Page 79

**Ad Hoc Nominating Committee**

3. Board Member Roster PY’2022-2023 ..... Page 80  
 4. Board Composition PY’2022-2023 ..... Page 82

**Finance Committee**

5. February 28, 2023 Financial Statements ..... Page 83  
     a. Statement of Activities: Current Year vs. Prior Year..... Page 84  
     b. Statement of Activities: Current Year vs. Budget ..... Page 87  
     c. Cost Allocation/Expenditure Report for PE 2/28/2023..... Page 90  
     d. Pooled Cost Report 2/28/2023 ..... Page 91  
     e. Grant Status Report 2/28/2023 ..... Page 92  
 6. Unrestricted Cash..... Page 93

**One-Stop Committee**

7. WIOA Primary Indicators ..... Page 94  
 8. Letter Grades ..... Page 96  
 9. One-Stop Operator Update ..... Page 97  
 10. The Demographic Drought ..... Page 100  
 11. Veterans Quarterly Manager’s Report..... Page 126

**Workforce Solutions Committee**

12. Training Providers Performance Report ..... Page 128  
 13. Training Providers Spending Report ..... Page 132  
 14. Work Based Learning Providers through 2.28.2023 ..... Page 133  
 15. Business Services Update ..... Page 134  
 16. Workforce Solutions Goals Update ..... Page 135  
 17. Center Traffic Flow ..... Page 139

**Board Administration**

18. Annual Board Paperwork Reminder



## IX. Open Discussion

## X. Adjournment

**Audit Committee – TBA**  
**Compensation Committee – TBA**  
**Finance Committee – June 28, 2023 (10:00 am - 11:00 am)**  
**Workforce Solutions Committee – June 22, 2023 (2:30 pm - 3:30 pm)**  
**One-Stop Committee – June 22, 2023 (9:00 am - 10:00 am)**  
**Next Board of Directors Meeting – TBA**

*\*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](mailto:admin@careersourcepinellas.com) at least two business days in advance of the meeting.*

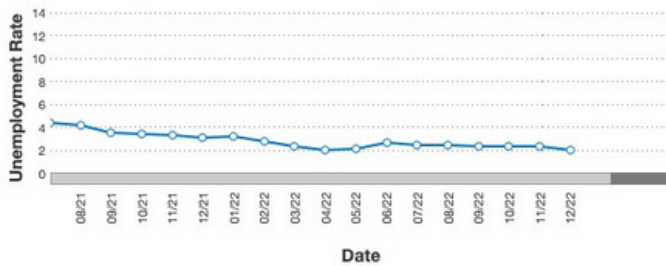
## Updates for the Board of CareerSource Pinellas



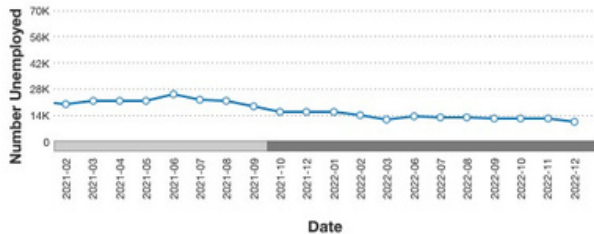
### Florida Unemployment: At A Glance

The Pinellas County unemployment rate is 2.4%, which is 0.2% lower than the state unemployment rate of 2.6% and 1.0% lower than the national unemployment rate of 3.4%. In December, there were 10,687 unemployed residents of Pinellas County. There are currently 60 unemployed people per 100 jobs.

**Unemployment Rate**  
Pinellas County



**Unemployed People**  
Pinellas County



### Hiring Events By the Numbers

Career Fairs	<b>8</b>
Recruiting Events	<b>9</b>
Employers Served	<b>1804</b>
Job Seekers	<b>3073</b>



### CareerSource Pinellas Success Story



On Wednesday, April 26, CareerSource Pinellas and St. Petersburg College hosted a career fair focused on IT-related professions.

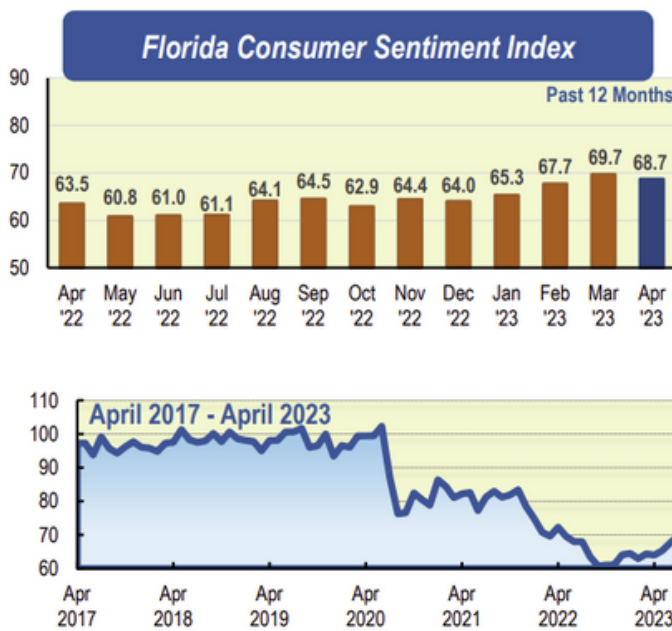
- 10 employers
- 5 service providers
- 2 training providers
- Almost 150 job seekers

We were pleased to join with SPC and one of the participating employers, NetWolves, to speak with the St. Pete Catalyst about the skyrocketing demand for talent in this industry and the importance of recruiting and upskilling for employees to meet the challenges of the future in information technology.

[Read more in the St. Pete Catalyst.](#)

## Florida Consumer Sentiment Index

After three consecutive monthly increases, consumer sentiment among Floridians dropped one point in April to 68.7, from a revised figure of 69.7 in March. In contrast, national consumer sentiment increased 1.5 points. "Overall, Floridians' outlook became more pessimistic in April, largely due to concerns about the long-term national economic situation. The negative expectations regarding the U.S. economic conditions are somewhat unexpected, given the overall economic expansion in the U.S. during the first quarter of 2023 and the favorable economic indicators in Florida."



## New CareerSource Partnership with PSTA



Later this year, CareerSource Pinellas will be featured on PSTA buses throughout the county, as we take to the streets spreading the message that CareerSource Pinellas is a one-stop resource for job seekers or people who want to increase their skill set for today's job market.

More information about when and where the buses will be visible throughout the county will be available soon.

## Partner Highlight Pinellas County Job Corps



CareerSource Pinellas has taken its partnership with Pinellas County Job Corps to a new level by offering paid internships in targeted industries to students interested in gaining real work experience. These internships are focused on the trades with certifications offered on Job Corps' campus. In the healthcare industry, students can earn experience toward becoming a certified nursing assistant (CNA), clinical medical assistant, medical administrative assistant or pharmacy technician. In the construction industry, students can focus on carpentry, electrical, facilities maintenance or plumbing.

By partnering with Pinellas County Job Corps and CareerSource Pinellas, an employer can now offer internships at no cost to themselves while the students earn an hourly wage of \$15 funded by CareerSource Pinellas. Most internships run for six weeks with many employers choosing to hire the most successful interns after they complete the program. CareerSource offers an additional incentive for employers who hire successful interns by funding 50 percent of the new hire's compensation for up to 6 months.

## MEMORANDUM

**TO:** CareerSource Pinellas Board of Directors  
**FROM:** Stephanie Marchman, CareerSource Pinellas General Counsel  
**DATE:** May 3, 2023  
**SUBJECT:** Legal Services Summary and Litigation Report

---

The following is a summary of legal services provided to CareerSource Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors at its meeting on March 15, 2023:

- Provided legal counsel regarding REACH Act implementation and consolidation.
- Coordinated with coverage counsel regarding the response to the Department of Labor final determination and possible insurance coverage for disallowed costs, including the filing of a lawsuit on behalf CareerSource Pinellas against its insurance carrier and consideration of affect consolidation may have on litigation (*see* case citation below).
- Reviewed Board of Directors and Ad Hoc Search, Finance, One-Stop, and Workforce Solutions Committee agenda packets as to form and legality; attended Board of Directors meeting.
- Review agreements for form and legality, including agreements with Coptic Orthodox Charities and Black Business Investment Fund.
- Provided legal counsel on Ad Hoc Nominating Committee and Board Officer (Secretary) requirements.
- Provided Board legal counsel on CEO compensation.

Pending litigation report:

*Worknet Pinellas, Inc., Tampa Bay Workforce Alliance, Inc., v. Federal Insurance Company, Westchester Fire Insurance Company*, currently pending in the United States District Court, Middle District of Florida, Case Number 8:23-cv-00602-SDM-TGW.



## **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 March 15, 2023, Board of Directors meeting have been prepared and are enclosed.

#### **RECOMMENDATION**

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

**CareerSource Pinellas  
Board of Directors Minutes**

**Date:** Wednesday, March 15, 2023, at 11:45 am.

**Location:** Hybrid meeting – Zoom/EpiCenter, 13805 58<sup>th</sup> St. N., Rooms 1 - 451 & 1 - 453, Clearwater, FL 33760

**Call to Order**

Chair, Scott Thomas, called the meeting to order at 11:46 a.m. There was a quorum with the following board members present.

**Board Members in Attendance**

Scott Thomas (In person), Barclay Harless (In person), Belinthia Berry (Zoom), Candida Duff (Zoom), Elizabeth Siplin (In person), Jack Geller (Zoom), John Howell (In person), Kevin Knutson (In person), Mark Hunt (In person), Patricia Sawyer (Zoom), Shawn McDonnell (Zoom), Esther Matthews (In person), David Fetkenher (Zoom), Zachary White (In person), Dr. Rebecca Sarlo (In person), Glenn Willocks (Zoom), Bart Diebold (In person), Zac Holland (Zoom)

**Board Members Not in Attendance**

Celeste Fernandez, Commissioner René Flowers, Kenneth Williams, Lisa Cane, Ivonne Alvarez, Michael Jalazo, Michelle Radcliffe, Angel Barton

**Board Counsel**

Heather Ramos (Zoom)

**Staff in Attendance (all attended in person)**

Steven Meier, Jay Burkey, Mary jo Schmick, Leah Geis, David Zirilli, Jason Druding, Lysandra Montijo, Juan Toribio, Raymond Westergard

**Guests in Attendance**

Adrienne Johnston – President & CEO of CareerSource Florida (Zoom)  
Danielle Weitlauf – Tucker Hall (In person)  
Rob McNeely – Messer Caparello, P.A. (Zoom)  
Adriane Grant – CareerSource Florida (Zoom), Jerome Salantino – CareerSource Pasco/Hernando (Zoom), Austin T. (Zoom), J. Weightman (Zoom)

**Public Comments**

There were no public comments.

**CEO Report**

Steve Meier gave a report of activities since the last Board meeting.

**Discussion with Adrienne Johnston, CareerSource Florida**

Mrs. Adrienne Johnston, President & CEO from CareerSource Florida, attended the meeting via Zoom to answer questions from the Board related to the decision to consolidate CareerSource Pinellas with CareerSource Tampa Bay. The recommendation to consolidate the two regions was approved by the CareerSource Florida Board at their February 23, 2023, board meeting.

**Action Item 1 – Approval of the Minutes**

The minutes of the January 18, 2023, Board of Directors meeting were presented for approval.

**RECOMMENDATION**

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

**Discussion:** None



Motion:	Jack Geller
Second:	Barclay Harless

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

**Action Item 2 – General Counsel Performance Review**

On November 17, 2021, the Board of Directors approved the renewal of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2021, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual performance review for the General Counsel. The review addresses the approved General Counsel Performance Goals. The review period is 17 months, July 2, 2021 – November 30, 2022, in order for the evaluation period to correspond with the anniversary date of Gray|Robinson’s contract.

**\*The General Counsel review was included in the packet.**

**RECOMMENDATION**

Approval of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY’2021-2022.

**Discussion:** None

Motion:	Jack Geller
Second:	Mark Hunt

*The Board of Directors made a motion for approval of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY’2021-2022. The motion carried unanimously.*

**Action Item 3 – Approval of PY’2022-2023 General Counsel Performance Goals**

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance for the General Counsel. The Performance Review provides the annual goals, initiatives, actions to be taken, and metrics.

**\*The PY’2022-2023 General Counsel Performance Goals were included in the packet.**

**RECOMMENDATION**

Approval of the PY’2022-2023 General Counsel Performance Goals.

**Discussion:** None

Motion:	Jack Geller
Second:	Barclay Harless

*The Board of Directors made a motion for approval of the PY’2022-2023 General Counsel Performance Goals. The motion carried unanimously.*

**Action Item 4 – Approval of CEO Performance Review**

On November 17, 2021, the Board of Directors approved the CEO performance review, which provided the annual goals, initiatives, actions to be taken, and metrics.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance and compensation for the CEO. The review addresses the approved CEO Performance Goals, including Financial Management, Legal Compliance, Strategic Planning, Governance, Accountability and Transparency, Workforce Development Performance, Key Relationships and Partnerships, and Organizational Leadership.

**\*The CEO review was included in the packet.**

**RECOMMENDATION**

Approval of the CEO Performance Review for Mr. Steven Meier for the period February 11, 2022 – December 31, 2022.

**Discussion:** None

Motion:	Mark Hunt
Second:	Dr. Rebecca Sarlo

*The Board of Directors made a motion for approval of the CEO Performance Review for Mr. Steven Meier for the period February 11, 2022 – December 31, 2022. The motion carried unanimously.*

**Action Item 5 – Salary Consideration For Interim CEO**

In November 2022, the results of the Board approved Compensation Study were released and the pay ranges approved. Included in that study was a review of the CEO Salary. The approved pay range for the CEO position is as follows: **Grade level – 221, Job Title Family – CEO, Low Minimum - \$148,830, Middle Band: 30<sup>th</sup> Percentile - \$175,619, Midpoint - \$193,479, 70<sup>th</sup> – Percentile - \$211,338, High Maximum - \$238,128**

Based on information provided in the packet it is proposed that Steven Meier’s salary be increased retroactively to January 1, 2023. The compensation study, along with Mr. Meier’s annual performance review justify a salary increase as outlined below. The three options are as follows:

1. \$175,000 annual base salary retroactive to January 1, 2023 (equivalent to 30<sup>th</sup> percentile)
2. \$165,000 annual base salary retroactive to January 1, 2023, with a \$7,500 bonus
3. \$162,500 annual base salary retroactive to January 1, 2023, with a \$10,000 bonus (salary approximates average of low and 30<sup>th</sup> percentile)

**RECOMMENDATION**

Approval of option 1, an annual base salary of \$175,000 retroactive to January 1, 2023.

**Discussion:** None

Motion:	Jack Geller
Second:	Mark Hunt

*The Board of Directors made a motion for approval of option 1, an annual base salary of \$175,000 retroactive to January 1, 2023. The motion carried unanimously.*

**Action Item 6 – Approval of 2023 CEO Performance Goals**

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of Performance for the CEO. The Performance Review provides the annual goals, initiatives, actions to be taken, and metrics. The CEO Performance Goals were included in the packet.

**RECOMMENDATION**

Approval of the 2023 CEO Performance Goals.

**Discussion:** None

Motion:	Zachary White
Second:	Barclay Harless

*The Board of Directors made a motion for approval of the 2023 CEO Performance Goals. The motion carried unanimously.*

**Action Item 7 – REACH Act Impact & CEO Position**

Florida’s 2021 Reimagining Education and Career Help Act, known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment, and accountability across the state’s workforce development system. CareerSource Florida has spent the last year, along with EY, exploring approaches to aligning Florida’s 24 local workforce development boards, consistent with the charge for reducing the number of local boards under the Reimagining Education and Career Help (REACH) Act.

At the February 23, 2023, CareerSource Florida Board meeting, EY presented three options in their report:

1. Reduction from 24 to 21 local workforce development boards
2. Reduction from 24 to 19 local workforce development boards
3. Reduction from 24 to 16 local workforce development boards

**Each included a recommendation for the consolidation of Regions 14 and 15; Pinellas and Tampa Bay.** The CareerSource Florida Board approved Option 1 which included a consolidation of area 14 and area 15. At the July 26, 2022, Ad Hoc Search Committee meeting it was approved to postpone the search for a new CEO until the recommendations for realignment were presented to the CareerSource Florida Board.

The current interim CEO, Steven Meier, has met all qualifications of the CEO position. Accordingly, the Ad Hoc Committee recommends moving forward with posting the CEO position internally to satisfy the recruitment process requirements of the organization’s bylaws. Also, because of the potential merger, it is imprudent to expend resources on an external recruiter and recruit external candidates.

**RECOMMENDATION**

Approval to post the CEO position internally, for three days, to satisfy the recruitment process requirements of the organization’s bylaws.

**Discussion:** None

Motion:	Jack Geller
Second:	Zachary White

*The Board of Directors made a motion for approval to post the CEO position internally, for three days, to satisfy the recruitment process requirements of the organization’s bylaws. The motion carried unanimously.*

**Action Item 8 – Performance & Merit Increases**

To improve employee performance and morale, remain a competitive workforce, and hold employees accountable for their work the organization has implemented 360 Reviews via Paycor for this program/fiscal year.

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

The handling of performance evaluation review and benefits is brought to the board annually for consideration. Again, this program year, CareerSource Pinellas is recommending that only merit increases be offered for employees from 0% to 5% of the employee’s base salary determined by the employee’s overall rating on his/her annual performance evaluation.

**RECOMMENDATION**

Approval for a merit increase for employees upon the completion of the annual performance evaluation. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year ending in June 2023.

**Discussion:** None

Motion:	Jack Geller
Second:	Zachary White

*The Board of Directors made a motion for approval for a merit increase for employees upon the completion of the annual performance evaluation. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year ending in June 2023. The motion carried unanimously.*

**Action Item 9 – Employee Engagement Survey**

CareerSource Pinellas hired DecisionWise to administer an employee engagement survey in July 2022. CareerSource Pinellas would like to contract with DecisionWise again this year to conduct a follow-up engagement survey to measure organizational improvements and to continue to solicit employee feedback for ongoing improvements.

**RECOMMENDATION**

Approval to enter into contract with DecisionWise to conduct a follow-up employee engagement survey after July 1, 2023.

**Discussion:** None

Motion:	Mark Hunt
Second:	Barclay Harless

*The Board of Directors made a motion for approval to enter into contract with DecisionWise to conduct a follow-up employee engagement survey after July 1, 2023. The motion carried unanimously.*

**Action Item 10 – Approval of Budget Modification II**

**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.

**The details of the budget modification were included in the packet.**

**RECOMMENDATION**

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

**Discussion:** None

Motion:	Jack Geller
Second:	Zachary White

*The Board of Directors made a motion for approval of adjustments to the revenue budget and resultant modifications to the expenditures budget. The motion carried unanimously.*

**Action Item 11 – Approval of Financial Policies & Procedures**

**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 redline version of the proposed changes to the Financial Policies and Procedures was included in the packet.

**RECOMMENDATION**

Staff recommends the approval of the Financial Policies and Procedures.

**Discussion:** None

Motion:	Barclay Harless
Second:	Dr. Rebecca Sarlo

*The Board of Directors made a motion for approval of the Financial Policies and Procedures. The motion carried unanimously.*

**Action Item 12 – 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).

The proposed policy changes, which replace and update the travel policy segments previously found within the CareerSource Pinellas Financial policy, were included in the packet.

**RECOMMENDATION**

Staff recommends the approval of the Business Travel Reimbursement Policy.

**Discussion:** None

Motion:	Zachary White
Second:	Dr. Rebecca Sarlo

*The Board of Directors made a motion for approval of the Business Travel Reimbursement Policy. The motion carried unanimously.*

**Action Item 13 – Approval of Audit of 6.30.2023 Financial Statements**

Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc., which comprise the statement of financial position as of June 30, 2023, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

The fees for the audit and the preparation of the Form 990 will be \$26,350 which will include travel and other out-of-pocket costs.

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

**RECOMMENDATION**

Approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2023.

**Discussion:** None

Motion:	Dr. Rebecca Sarlo
Second:	Zachary White

*The Board of Directors made a motion for approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2023. The motion carried unanimously.*

**Action Item 14 – Approval of Annual 401K Audit**

401(k) Plan audits are required to have an audit if there are more than 100 eligible plan participants at the beginning of the plan year. At the beginning of 2022, there were 75 active participants. As of February 2023, there were 89 participants in the plan. Due to possible growth, the number of participants may exceed 100 participants again in the future. As a result, and for full transparency and fiduciary responsibility, staff is recommending that the WorkNet Pinellas, Inc. 401(k) Plan be audited for 2022.

Thomas Howell Ferguson P.A. in its third year as the organization’s auditors, will audit the financial statements of WorkNet Pinellas, Inc. 401(k) Plan, which are comprised of the statement of net assets available for benefits as of December 31, 2022, the statement of changes in net assets available for benefits for the year then ended, and the related notes and report on the supplemental schedules for the year ended December 31, 2022.

For calendar year 2022 and similar to prior years. ERISA Section 103(a)(3)(C) allows for the audit not extend to any statements or information related to assets held for investment of the Plan by a bank or similar institutions that is regulated, supervised, and subject to periodic examination by a state or federal agency, The audit will not exceed \$7,875.

The annual audit is to be completed and filed along with the Form 5500 by October 15, 2023.

**RECOMMENDATION**

Approval for Thomas Howell Ferguson P.A. to commence an audit of the WorkNet Pinellas, Inc. 401(k) for 2022.

**Discussion:** None

Motion:	Mark Hunt
Second:	Barclay Harless

*The Board of Directors made a motion for approval for Thomas Howell Ferguson P.A. to commence an audit of the WorkNet Pinellas, Inc. 401(k) for 2022. The motion carried unanimously.*

**Action Item 15 – Approval of Area Designation for CSPIN 2023**

**INFORMATION**

The Governor must designate Local Workforce Development Areas in order for the State to receive adult, dislocated worker, and youth funding under Title I, subtitle B of the *Workforce Innovation and Opportunity Act (WIOA)*.

Local Workforce Development Areas that received an initial designation may be granted a subsequent designation if, for the two most recent program years, the local area performed successfully and sustained fiscal integrity. The current designation is effective July 1, 2021 through June 30, 2023.

The subsequent designation will cover a two-year term, beginning July 1, 2023 through June 30, 2025.

Upon review and approval by the Local Workforce Development Board (LWDB), the attached will be submitted to the Pinellas Board of County Commissioners (BCC). The executed form is due to DEO by April 15, 2023.

**RECOMMENDATION**

Approve the Local Workforce Area Designation and continued charter of CareerSource Pinellas under the *Workforce Innovation and Opportunity Act (WIOA)*.

**Discussion:** None

Motion:	Dr. Rebecca Sarlo
Second:	Zachary White

*The Board of Directors made a motion for approval of the Local Workforce Area Designation and continued charter of CareerSource Pinellas under the Workforce Innovation and Opportunity Act (WIOA). The motion carried unanimously.*

**Action Item – Joint Board Letter**

After discussing the possible merger between CareerSource Pinellas and CareerSource Tampa Bay, Scott Thomas recommended the board draft a letter to send to CareerSource Florida in regard to the concerns the CareerSource Pinellas board has to a potential merger. The letter will be submitted by April 7, 2023, the deadline for feedback, via the CareerSource Florida website.

**RECOMMENDATION**

Submit a letter to CareerSource Florida detailing the concerns of the CareerSource Pinellas board in regard to a merger between CareerSource Pinellas and CareerSource Tampa Bay.

**Discussion:** None

Motion:	Zachary White
Second:	Bart Diebold

*The Board of Directors made a motion for approval send a letter to CSFL detailing the concerns of the CSPIN board in regard to a merger between CSPIN and CSTB. The motion carried unanimously.*

**General Counsel Update – Gray|Robinson**

Stephanie Ramos, legal counsel from Gray|Robinson, gave General Counsel update. The memo was included in the packet.

**vCIO Report**

Steve Meier gave an IT update.

**INFORMATION ITEM 1 – Updated Pay Ranges**

In October 2022 CareerSource Pinellas conducted a compensation review via Compensation Resources. Their findings and suggestion were to increase our pay ranges by 4.7% in order to be in alignment with the current job market. The approved pay ranges, which went into effect January 1, 2023, were included in the packet for review.

**INFORMATION ITEM 2 – Organizational Chart**

As part of the requirements for our annual Compliance Review, and updated organizational chart was included in the packet for review.

**INFORMATION ITEM 3 – Staffing Report**

As of December 31, 2022, there were 56 FTEs compared to 44 on December 31, 2021. Since the beginning of the current Program Year (7/1/2022), the organization has had 14 new hires and 7 terminations. A full staffing report was included in the packet.

**INFORMATION ITEM 4 – December 31, 2022 Financial Statements**

The December 31, 2022 Financial Statements were included in the packet for the Board’s review.

**INFORMATION ITEM 5 – Subrecipient Monitoring for Period July 2022 – June 2023**

The Internal Control Questionnaire from DEO that each Local Workforce Develop Board (LWDB) is required to complete on an annual basis specifically asks whether LWDB monitors all subrecipients and communicates the monitoring results to the LWDB’s board of directors. The subrecipient monitoring report for Dynamic Workforce Solutions was included in the packet.

**INFORMATION ITEM 6 – Board Orientation Reminder**

CareerSource Pinellas has contracted with Taylor, Hall, Miller, Parker, CPAs to provide an online Board Member Orientation module that complies with the Florida Department of Economic Opportunity’s requirements.

A flyer on how to access the course was included in the packet.

**Other Administrative Matters** – There were no other administrative matters.

**Adjournment** – Barclay Harless, who oversaw the end of the meeting due to Scott Thomas (board chair) needing to leave before the meeting concluded, adjourned the meeting at 1:28pm.





## ACTION ITEM 2

### PY'2023 - 2024 Board of Directors Reappointment Recommendations

The Board members listed below have terms which are expiring on 6/30/2023. If re-appointed, they will serve an additional two-year term period, effective July 1, 2023 through June 30, 2025.

Representation	Name	Term Ends	Reappoint?
Business	Ivonne Alvarez	6/30/2023	Yes
Education	Belinthia Berry	6/30/2023	Yes
Other (School Board Member)	Lisa Cane	6/30/2023	No
Business	Candida Duff	6/30/2023	Yes
Governmental	Commissioner René Flowers	6/30/2023	Yes
Business	Jack Geller	6/30/2023	Yes
Business	Barclay Harless	6/30/2023	Yes
Vocational Rehabilitation	John Howell	6/30/2023	Yes
(CBO) Community Based Organization – Individuals-w-Barriers	Michael Jalazo	6/30/2023	Yes
Economic Development	Kevin Knutson	6/30/2023	Yes
Other – OSY (out-of-school Youth)	Pattye Sawyer	6/30/2023	Yes
Business	Scott Thomas	6/30/2023	Yes
(CBO) Community Based Organization – Individuals-w-Barriers	Zachary White	6/30/2023	Yes

The board members whose term will expire on June 30, 2023 were contacted to determine whether he/she intends to seek reappointment. All members, except for one individual, are being presented for reappointment.

#### RECOMMENDATION

Approval of those directors whose term will expire on June 30, 2023 to be reappointed for an additional two-year term period, effective July 1, 2023 through June 30, 2025.

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



## **ACTION ITEM 3**

### **PY'2023 – 2024 Board Officer Recommendations**

**INFORMATION**

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

**SECTION 1- Election of Officers**

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

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

**SECTION 3 – Terms of Office**

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

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

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

Officers	2022 – 2023 Board Officers	2023 – 2024 Nominees
Chair	Scott Thomas	Scott Thomas
Chair-Elect	Elizabeth Siplin	Elizabeth Siplin
Treasurer	Barclay Harless	Barclay Harless
Secretary	Kenneth Williams	Kenneth Williams

*\* Note: None of the officers have served two consecutive terms in the same office.*

**RECOMMENDATION**

Approval of the 2023 - 2024 Board Officer nominees.



## **ACTION ITEM 4**

### **Chief Executive Officer Search and Selection**

The Board approved at the March 15, 2023, Board meeting to post the Chief Executive Officer (CEO) position internally to satisfy the recruitment process requirements of the organization's bylaws. The Bylaws state as follows:

#### **1. Section 2 – Authority and Responsibilities of the Board**

- Selecting, hiring and terminating, subject to the approval of the Pinellas County Board of County Commissioners, the Chief Executive Official who shall report directly to the CSPIN Board

#### **2. Section 11 - Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee Membership, Duties and Responsibilities**

- Establishing the recruitment process for the Chief Executive Official/Executive Director.
- Screening and ranking applications for the executive director for submittal to the Board of Directors for final approval and hiring.

The organization received one application from the current interim CEO, Steven Meier. Mr. Meier meets all requirements for the position and possesses the skillset needed to successfully perform the essential functions of the position (see attached resume). In addition, Mr. Meier has satisfactorily performed in the position since February 11, 2022. Furthermore, Mr. Meier received a favorable evaluation at the March 15, 2023, Board meeting for the period February 11, 2022, through December 31, 2022. At that meeting, a salary of \$175,000 was approved for Mr. Meier retroactive to January 1, 2023.

#### **RECOMMENDATION**

Approval to hire Mr. Steven Meier as Chief Executive Officer, subject to the approval of the Pinellas County Board of County Commissioners. A formal contract will be negotiated by the Compensation Committee with Mr. Meier consistent with past contracts.

# Steven J. Meier, CPA, MBA, CGMA

Clearwater, FL 33760 ♦ steven.meier.cpa@gmail.com

---

## CAREER ADVANCEMENT

**WORKNET PINELLAS, INC. dba CareerSource Pinellas. Clearwater, FL** **2018-Present**

*The CareerSource Pinellas mission is to build the talent pipeline for today and the future by providing easy access to workforce solutions for Pinealls County.*

### **Interim Chief Executive Officer and Chief Financial Officer**

- Improved morale and culture of the organization by implementing employee engagement committee, implementing diversity committee, hiring/filling critical positions, improving transparency and communication and realigned teams to support program fundamentals.
- Facilitated 30 board, committee, and board-related meetings to fulfill governance functions. In addition, led organization and stakeholders in meetings with Ernst Young relating to REACH Act realignment study.
- Oversaw the conclusion of the USDOL's Compliance Review. CareerSource Pinellas was responsible for paying back \$1,862,990 without any exposure to the taxpayers of Pinellas County.
- Achieved program expectations by meeting/exceeding 17 of the 18 U.S Department of Labor "Performance Indicators" for the Workforce Investment and Opportunity Act (WIOA) Program Year ending June 30, 2022.
- Received a base-line score of B+ in accordance with the REACH Act Letter Grade requirements.
- 75% of customers enrolled in WIOA Adult, Dislocated Worker, and Youth training programs successfully ended their training activities and over 40% of WIOA customers have exited the program with employment.
- Strengthened partnerships and successfully facilitated the integration of the organization into the fabric of the community by maintaining 42 operational and strategic partnerships, to leverage resources to expand and enhance services through One-Stop Operator.
- Worked with outside marketing firm to create a comprehensive marketing and communications plan to support external communications, optimize social media and create brand and program awareness.

### **Chief Financial Officer**

- Designed and implemented a new finance organization for a \$12 Million organization. Developed standardized processes and knowledge systems to ensure consistency in application.
- Manage grants awarded by Florida Department of Economic Opportunity to ensure that funds are spent in accordance with federally accepted cost principles.
- Continually develop and improve financial reporting to ensure full transparency for all stakeholders.
- Successfully work with U.S. DOL to negotiate organization's annual indirect cost rate.
- Prepare and present organization's annual budget to Board and Directors and Board of County Commissioners.
- Coordinated successful annual audits of organization's financial statements and 401K plan.

**PARADY FINANCIAL GROUP, INC, The Villages, FL****2014-2017**

*A \$12 Million privately owned financial services firm that has helped thousands of retirees, and people nearing retirement age, achieve peace of mind by designing personalized retirement planning strategies.*

**Chief Financial Officer**

- Responsible for all accounting and financial functions for nine different legal entities affiliated with Parady Financial Group, Inc. Functions included, but not limited to, payroll, accounts payable, cash management, commission monitoring, monthly and annual reporting and variance analysis.
- Liaison with Bank of America, SunTrust and Regions Bank to manage all cash and financing needs of this growing organization. Secured over \$2.5 Million in term loans, \$500,000 Line of Credit and over \$200,000 credit limit for company credit cards (Visa, MasterCard and American Express).
- Facilitated personal mortgage refinance and Home Equity Lines of Credit (HELOC) for two residences, sale of former residence and purchase of fishing cabin for owner of Parady Financial Group, Inc. Total value of personal loans finalized was in excess of \$3 Million.

**DAVE THOMAS FOUNDATION FOR ADOPTION, Columbus, OH****2004-2014**

*The Dave Thomas Foundation for Adoption is America's only nonprofit public charity dedicated exclusively to finding permanent homes for the more than 100,000 children waiting in foster care to be adopted.*

**Senior Director, Finance**

- Member of leadership team that drove growth of the Foundation through execution of the strategic plan and other initiatives. During my tenure, the Foundation grew from \$7,000,000 in revenues to over \$27,000,000.
- Responsible for all financial aspects and analysis of \$27 Million national 501(c)3 foundation including annual budgeting, forecasting, variance analysis, preparation of annual and month-end reporting, banking relationships, financial presentations to the board of trustees, state charitable solicitation requirements (46), annual audit process and preparation of Form 990.
- Oversaw Foundation's operating investments of approximately \$10.8 Million and 403b retirement plan assets of \$1.4 Million. Managed the Investment Advisory Committee to maximize returns while managing the downside risk associated with market uncertainties. Operating investments increased over 100% during my tenure.
- Contract Administration for more than 200 contracts with both public and private grantees and grantors in all fifty states, the District of Columbia and Canada. Resolved and coordinated all contract issues with grantees/grantors and outside counsel.
- Designed and implemented Foundation's finance/accounting processes utilizing Blackbaud's Financial Edge and affiliated modules.
- Managed Foundation's benefits and risk management program. Working with outside insurance broker, restructured medical insurance program that saved the Foundation more than \$150,000 over five years.

**COLUMBUS JEWISH FEDERATION, Columbus, OH****2003-2004**

*Not-for-profit organization raising in excess of \$8 Million annually that enriches Jewish identity and enhances the quality of Jewish life locally in Columbus, in Israel, and throughout the world.*

**Director of Finance & Administration**

- Redesigned accounting function, including chart of accounts, and streamlined accounting processes to reduce accounting close and monthly reporting to less than 2 weeks (50% reduction).
- Facilitated and managed a diverse group of individuals from affiliated not-for-profit agencies to examine current health insurance program and investigate ways to reduce costs, offer benefits that were important to the employees, all while maintaining a competitive level of benefits.

**KOCH INDUSTRIES INC.****1997 - 2003**

*Second largest privately held company in the United States with revenues in excess of \$120 Billion. Koch has extensive holdings in oil and gas, chemicals, minerals, and securities. Other operations include commodity trading and transport, asphalt marketing, and the manufacture of chemical technology equipment for processing industries.*

**Chief Financial Officer and Treasurer**, Koch Waterproofing Solutions, Reynoldsburg, OH (Sold to Tremco, Inc. effective March 31, 2003)

- Designed and implemented a new finance organization for a \$30 Million division. Transitioned all accounting and IT support for the company from Group Headquarters in Wichita, KS. Developed standardized processes and knowledge systems to ensure consistency in application. Hired, managed and developed accounting and IT staff of 4 individuals.
- Streamlined accounting and IT processes by reducing accounting close from two weeks to 4 days and providing financial results and management reports within 4 days.
- Facilitated divestiture of company from Koch Industries and assisted in transition of company to new owner.

**Manager, Financial Reporting and Analysis**, Koch Chemical Company, Wichita, KS

- Managed and developed accounting staff of 7 individuals, responsible for ensuring sales were recorded (over \$1 Billion annually), receivables paid and monthly reporting completed in a timely and accurate manner.
- Initiated the restructuring and integration of Chemical accounting processes and systems to take advantage of synergies between divisions. As a result of the integration, five positions were eliminated, saving the company over \$325,000 per year.
- Participated on due diligence team for \$2 Billion acquisition and assisted in identifying list of items that would impact valuation of purchase price. Subsequent to acquisition, set up ledgers for new entities and managed the equity accounting for this non-consolidated entity. Within 12 months, managed the conversion of these various legal entities to Oracle Financial Software.
- Provided financial support on a cross-functional team that analyzed viability of an underperforming division comprising a net book value of \$30 million. Analysis performed and Point of View developed, supported decision to exit business.

**HOECHST CELANESE CORPORATION****1989 – 1997**

*A \$7 Billion Fortune 100 Corporation that manufactures a diversified line of chemicals, fibers, advanced materials and life sciences products. An affiliate of the Hoechst Group, a \$36 Billion global conglomerate.*

**Senior Financial Analyst**, Polyester Intermediates, Wilmington, NC

- Designed and implemented all accounting and financial processes for new product line in Polyester Intermediates portfolio. Improved communications and workflow among 4 locations. Ultimately responsible for all financial aspects and analysis of \$200 Million product line.

**Supervising Senior Internal Auditor**, U.S. Corporate Headquarters, Bridgewater, NJ

- Managed, conducted and trained auditors on financial and operational audits at both manufacturing and office locations in the United States, Canada and Mexico.
- Uncovered misappropriations of funds in excess of \$500,000 and \$100,000.

**SCIENCE MANAGEMENT CORPORATION, Basking Ridge, NJ****1987 - 1989**

*\$70 Million publicly traded international professional services firm providing management consulting, computer consulting, recruiting services, and environmental consulting and engineering.*

**Manager, Corporate Accounting**

Supervised and developed Corporate accounting staff, including payroll, general accounting and accounts payable. In addition, reviewed and supervised monthly closing and consolidation. Prepared internal management reports and SEC reports (10K and 10Q). Backed-up cash management desk.

**PRICE WATERHOUSE, Morristown, NJ****1983 - 1987****Senior Auditor**

Supervised audit field work for clients in the chemical, pharmaceutical and service industries; performed audits for not-for-profit organizations; trained audit staff. Clients: Allied-Signal, Warner Lambert, National Starch and Chemical, Martindell-Hubbell, Science Management and Upper Raritan Watershed Association.

---

**EDUCATION**

- University Of North Carolina Wilmington - Masters in Business Administration (1997)
- Rider College, Lawrenceville, NJ - B.S. in Commerce, Major in Accounting (1983)

**PROFESSIONAL CERTIFICATIONS / AFFILIATIONS**

- Certified Public Accountant, Florida
- Chartered Global Management Accountant
- Member American Institute of Certified Public Accountants
- Member The Financial Executives Networking Group



## ACTION ITEM 5

### 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
	<b>\$ 1,474,000</b>

- 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 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
<b>Workforce Innovation &amp; Opportunity Act</b>				
Adult	1,700,000	1,549,794	150,206	9.7%
Dislocated Worker	1,750,000	1,612,136	137,864	8.6%
<b>Total Adult/Dislocated Worker</b>	<b>3,450,000</b>	<b>3,161,930</b>	<b>288,070</b>	<b>9.1%</b>
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%
<b>Total WIOA</b>	<b>5,533,069</b>	<b>5,085,812</b>	<b>447,257</b>	<b>8.8%</b>
<b>Employment Services</b>				
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%)
<b>Total Employment Services</b>	<b>1,534,000</b>	<b>1,408,370</b>	<b>125,630</b>	<b>8.9%</b>
<b>Welfare Transition</b>	<b>2,400,000</b>	<b>2,237,000</b>	<b>163,000</b>	<b>7.3%</b>
<b>Supplemental Nutrition Assistance Program</b>	<b>400,000</b>	<b>345,000</b>	<b>55,000</b>	<b>15.9%</b>
<b>Trade Adjustment Assistance</b>	<b>10,000</b>	<b>30,000</b>	<b>(20,000)</b>	<b>(66.7%)</b>
<b>TOTAL DEO</b>	<b>9,877,069</b>	<b>9,106,182</b>	<b>770,887</b>	<b>8.5%</b>
<b>State of Florida - Transition Funding</b>	<b>309,553</b>	-	<b>309,553</b>	-
<b>Other Revenue</b>				
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%
<b>TOTAL NON-DEO</b>	<b>453,953</b>	<b>138,500</b>	<b>315,453</b>	<b>227.8%</b>
<b>BUDGETED REVENUE</b>	<b>10,331,022</b>	<b>9,244,682</b>	<b>1,086,340</b>	<b>11.8%</b>



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

	<b>G/L</b>	<b>Actual Yr Ended 6/30/2021</b>	<b>Actual Yr Ended 6/30/2022</b>	<b>Actual 2/28/2023 YTD</b>	<b>Proposed 2023-2024 Planning Budget</b>
<b>Revenue</b>					
<b>Operating Revenue</b>					
<b>Grant Revenue</b>					
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	-	-	-	-
<b>Total Grant Revenue</b>		<b>8,302,962</b>	<b>7,501,208</b>	<b>5,617,661</b>	<b>10,186,622</b>
<b>Contributions</b>					
Corporate Revenue	3100	7,538	3,525	1,730	2,400
Sponsorship Revenue	3101	-	1,000	-	-
Donations	3102	-	1,000	-	-
<b>Total Contributions</b>		<b>7,538</b>	<b>5,525</b>	<b>1,730</b>	<b>2,400</b>
<b>Program Revenue</b>					
Ticket to Work Revenue	3103	109,259	82,552	66,423	100,000
Program Revenue	3502	1,290	-	-	-
<b>Total Program Revenue</b>		<b>110,549</b>	<b>82,552</b>	<b>66,423</b>	<b>100,000</b>
<b>Investment Income</b>					
Interest/Dividends	3200	14,090	7,772	19,183	42,000
Unrealized Gain/Loss	3201	-	-	-	-
<b>Total Investment Income</b>		<b>14,090</b>	<b>7,772</b>	<b>19,183</b>	<b>42,000</b>
<b>Other Income</b>					
Other Revenues	3300	691	263	431	-
Gain <Loss> on Sale/Disposal	5703	-	-	-	-
<b>Total Other Income</b>		<b>691</b>	<b>263</b>	<b>431</b>	<b>-</b>
<b>Total Revenue</b>		<b>8,435,830</b>	<b>7,597,320</b>	<b>5,705,428</b>	<b>10,331,022</b>
<b>Expenditures</b>					
<b>Personnel Expenses</b>					
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
<b>Total Personnel Expenses</b>		<b>3,769,505</b>	<b>3,455,628</b>	<b>2,780,740</b>	<b>5,239,743</b>
<b>Program Expenses</b>					
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**

	<b>G/L</b>	<b>Actual Yr Ended 6/30/2021</b>	<b>Actual Yr Ended 6/30/2022</b>	<b>Actual 2/28/2023 YTD</b>	<b>Proposed 2023-2024 Planning Budget</b>
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
<b>Total Program Expenses</b>		<b>3,027,045</b>	<b>2,467,385</b>	<b>1,825,131</b>	<b>3,447,620</b>
<b>Professional Fees</b>					
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
<b>Total Professional Fees</b>		<b>637,279</b>	<b>907,421</b>	<b>463,109</b>	<b>687,470</b>
<b>Supplies</b>					
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
<b>Total Supplies</b>		<b>44,391</b>	<b>19,286</b>	<b>16,391</b>	<b>27,154</b>
<b>Insurance</b>					
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	-	-	-	-
<b>Total Insurance</b>		<b>98,280</b>	<b>136,706</b>	<b>69,785</b>	<b>120,054</b>
<b>Occupancy</b>					
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 & Maintenan	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
<b>Total Occupancy</b>		<b>375,498</b>	<b>377,041</b>	<b>239,260</b>	<b>340,623</b>
<b>Office Equipment</b>					



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

	<b>G/L</b>	<b>Actual Yr Ended 6/30/2021</b>	<b>Actual Yr Ended 6/30/2022</b>	<b>Actual 2/28/2023 YTD</b>	<b>Proposed 2023-2024 Planning Budget</b>
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	-	-	-	-
<b>Total Office Equipment</b>		<b>310,138</b>	<b>157,461</b>	<b>181,806</b>	<b>217,589</b>
<b>Travel and Meetings</b>					
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
<b>Total Travel and Meetings</b>		<b>8,150</b>	<b>27,964</b>	<b>46,137</b>	<b>67,500</b>
<b>Licences, Dues and Other Fees</b>					
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
<b>Total Licences, Dues and Other Fees</b>		<b>66,446</b>	<b>102,104</b>	<b>74,571</b>	<b>112,819</b>
<b>Amortizatoin and Depreciation</b>					
Depreciation Expense	5901	25,677	22,769	629	-
Amortization Expense	5902	-	-	-	-
<b>Total Amortizatoin and Depreciation</b>		<b>25,677</b>	<b>22,769</b>	<b>629</b>	<b>-</b>
<b>Miscellaneous</b>					
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	-	-	-	-
<b>Total Miscellaneous</b>		<b>6,826</b>	<b>1,857,569</b>	<b>15,699</b>	<b>-</b>
<b>Total Expenditures</b>		<b>8,369,235</b>	<b>9,531,334</b>	<b>5,713,258</b>	<b>10,260,572</b>
<b>Net Revenue over (under) Expenditures</b>		<b>66,595</b>	<b>(1,934,014)</b>	<b>(7,830)</b>	<b>70,450</b>





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

	<b>G/L</b>	<b>Federal Grants</b>	<b>Transition Costs - State</b>	<b>Unrestricted</b>	<b>Total</b>
<b>Revenue</b>					
<b>Operating Revenue</b>					
<b>Grant Revenue</b>					
Grant Revenue - Federal	3000	9,877,069		-	9,877,069
Grant Revenue - State	3001	-	309,553	-	309,553
Grant Revenue - Local	3002	-		-	-
<b>Total Grant Revenue</b>		<b>9,877,069</b>	<b>309,553</b>	<b>-</b>	<b>10,186,622</b>
<b>Contributions</b>					
Corporate Revenue	3100	-		2,400	2,400
Sponsorship Revenue	3101	-		-	-
Donations	3102	-		-	-
<b>Total Contributions</b>		<b>-</b>	<b>-</b>	<b>2,400</b>	<b>2,400</b>
<b>Program Revenue</b>					
Ticket to Work Revenue	3103	-		100,000	100,000
<b>Total Program Revenue</b>		<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>
<b>Investment Income</b>					
Interest/Dividends	3200	41,500		500	42,000
Unrealized Gain/Loss	3201	-		-	-
<b>Total Investment Income</b>		<b>41,500</b>	<b>-</b>	<b>500</b>	<b>42,000</b>
<b>Other Income</b>					
Other Revenues	3300	-		-	-
Gain <Loss> on Sale/Disposal	5703	-		-	-
<b>Total Other Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Revenue</b>		<b>9,918,569</b>	<b>309,553</b>	<b>102,900</b>	<b>10,331,022</b>
<b>Total Revenue</b>		<b>9,918,569</b>	<b>309,553</b>	<b>102,900</b>	<b>10,331,022</b>
<b>Expenditures</b>					
<b>Personnel Expenses</b>					
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
<b>Total Personnel Expenses</b>		<b>5,053,547</b>	<b>186,196</b>	<b>-</b>	<b>5,239,743</b>
<b>Program Expenses</b>					
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**

	<b>G/L</b>	<b>Federal Grants</b>	<b>Transition Costs - State</b>	<b>Unrestricted</b>	<b>Total</b>
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
<b>Total Program Expenses</b>		<b>3,443,420</b>		<b>4,200</b>	<b>3,447,620</b>
<b>Professional Fees</b>					
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
<b>Total Professional Fees</b>		<b>540,470</b>	<b>122,000</b>	<b>25,000</b>	<b>687,470</b>
<b>Supplies</b>					
Office Supplies	5302	22,200		250	22,450
Postage/Shipping	5307	3,300		-	3,300
Document Shredding	5308	1,404		-	1,404
<b>Total Supplies</b>		<b>26,904</b>	<b>-</b>	<b>250</b>	<b>27,154</b>
<b>Insurance</b>					
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	-		-	-
<b>Total Insurance</b>		<b>118,697</b>	<b>1,357</b>	<b>-</b>	<b>120,054</b>
<b>Occupancy</b>					
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
<b>Total Occupancy</b>		<b>340,623</b>	<b>-</b>	<b>-</b>	<b>340,623</b>
<b>Office Equipment</b>					
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	-		-	-
<b>Total Office Equipment</b>		<b>217,589</b>	<b>-</b>	<b>-</b>	<b>217,589</b>



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

	<b>G/L</b>	<b>Federal Grants</b>	<b>Transition Costs - State</b>	<b>Unrestricted</b>	<b>Total</b>
<b>Travel and Meetings</b>					
Travel - Mileage	5540	10,900		-	10,900
Travel - Out of Town	5541	37,750		-	37,750
Meetings/Conferences	5560	18,850		-	18,850
<b>Total Travel and Meetings</b>		<b>67,500</b>	<b>-</b>	<b>-</b>	<b>67,500</b>
<b>Licences, Dues and Other Fees</b>					
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
<b>Total Licences, Dues and Other Fees</b>		<b>109,819</b>	<b>-</b>	<b>3,000</b>	<b>112,819</b>
<b>Amortizatton and Depreciation</b>					
Depreciation Expense	5901	-		-	-
Amortization Expense	5902	-		-	-
<b>Total Amortizatton and Depreciation</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
Bank Fees	5102	-		-	-
Other Expense	5700	-		-	-
Vehicle Expenses	5701	-		-	-
Penalties\Disallowed Expenses	5710	-		-	-
Interest Expense	5900	-		-	-
<b>Total Miscellaneous</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>9,918,569</b>	<b>309,553</b>	<b>32,450</b>	<b>10,260,572</b>
<b>Net Revenue over (under) Expenditures</b>		<b>-</b>	<b>-</b>	<b>70,450</b>	<b>70,450</b>



**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	
<b>Revenue</b>					
<b>Operating Revenue</b>					
<b>Grant Revenue</b>					
Corporate Revenue	3100	7,538	3,525	1,730	2,400
Sponsorship Revenue	3101	-	1,000	-	-
Donations	3102	-	1,000	-	-
<b>Total Contributions</b>		<b>7,538</b>	<b>5,525</b>	<b>1,730</b>	<b>2,400</b>
<b>Program Revenue</b>					
Ticket to Work Revenue	3103	109,259	82,552	66,423	100,000
Program Revenue	3502	-	-	-	-
<b>Total Program Revenue</b>		<b>109,259</b>	<b>82,552</b>	<b>66,423</b>	<b>100,000</b>
<b>Investment Income</b>					
Interest/Dividends	3200	500	500	500	500
Unrealized Gain/Loss	3201	-	-	-	-
<b>Total Investment Income</b>		<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Other Income</b>					
Other Revenues	3300	691	263	431	-
Gain <Loss> on Sale/Disposal	5703	-	-	-	-
<b>Total Other Income</b>		<b>691</b>	<b>263</b>	<b>431</b>	<b>-</b>
<b>Total Operating Revenue</b>		<b>117,988</b>	<b>88,840</b>	<b>69,084</b>	<b>102,900</b>
<b>Total Revenue</b>		<b>117,988</b>	<b>88,840</b>	<b>69,084</b>	<b>102,900</b>
<b>Expenditures</b>					
<b>Personnel Expenses</b>					
Salary Expense	5000	-	5,557	-	-
Payroll Taxes	5050	111	-	-	-
<b>Total Personnel Expenses</b>		<b>111</b>	<b>5,557</b>	<b>-</b>	<b>-</b>
<b>Program Expenses</b>					
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	-	-
<b>Total Program Expenses</b>		<b>1,823</b>	<b>14,103</b>	<b>5,205</b>	<b>4,200</b>
<b>Professional Fees</b>					
Accounting/Audit Fees	5100	-	-	-	-
Legal Fees	5101	620	28,528	16,447	-
Legal (Lobbying)	5105	15,270	35,245	25,245	25,000
<b>Total Professional Fees</b>		<b>15,890</b>	<b>63,773</b>	<b>41,692</b>	<b>25,000</b>
<b>Supplies</b>					
Office Supplies	5302	736	331	210	250
Postage/Shipping	5307	-	27	-	-
<b>Total Supplies</b>		<b>736</b>	<b>358</b>	<b>210</b>	<b>250</b>



**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
<b>Occupancy</b>					
Other Leases	5201	7,880	2,840	-	-
<b>Total Occupancy</b>		<b>7,880</b>	<b>2,840</b>	<b>-</b>	<b>-</b>
<b>Travel and Meetings</b>					
Travel - Out of Town	5541	-	-	1,477	-
<b>Total Travel and Meetings</b>		<b>-</b>	<b>-</b>	<b>1,477</b>	<b>-</b>
<b>Licences, Dues and Other Fees</b>					
Other Employee expenses	5055	3,300	(976)	-	-
License/Dues & Other Fees	5581	177	4,479	3,000	3,000
<b>Total Licences, Dues and Other Fees</b>		<b>3,477</b>	<b>3,503</b>	<b>3,000</b>	<b>3,000</b>
<b>Amortizatton and Depreciation</b>					
Depreciation Expense	5901	20,642	18,154	629	-
Amortization Expense	5902	-	-	-	-
<b>Total Amortizatton and Depreciation</b>		<b>20,642</b>	<b>18,154</b>	<b>629</b>	<b>-</b>
<b>Miscellaneous</b>					
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	-
<b>Total Miscellaneous</b>		<b>835</b>	<b>1,920,124</b>	<b>19,145</b>	<b>-</b>
<b>Total Expenditures</b>		<b>51,393</b>	<b>2,022,854</b>	<b>76,914</b>	<b>32,450</b>
<b>Net Revenue over (under) Expenditures</b>		<b>66,595</b>	<b>(1,934,014)</b>	<b>(7,830)</b>	<b>70,450</b>



**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	<b>5,533,069</b>	<b>1,534,000</b>	<b>2,400,000</b>	<b>400,000</b>	<b>10,000</b>	<b>309,553</b>	<b>73,950</b>	<b>10,260,572</b>
<b>Budgeted Expenditures</b>								
<b>Pooled Costs</b>								
Program Cost Pool	406,281	509,473	361,938	28,691	-	-	-	<b>1,306,383</b>
Business Services	593,644	112,028	654,762	-	-	-	-	<b>1,360,434</b>
One-Stop Operating	129,313	141,625	61,581	32,220	-	-	-	<b>364,739</b>
MIS\Technology	43,650	47,806	20,786	10,876	-	-	-	<b>123,118</b>
Outreach and Marketing	21,012	23,012	10,006	5,235	-	-	-	<b>59,265</b>
Staff Training and Development	11,522	12,620	5,487	2,871	-	-	-	<b>32,500</b>
Administrative\Program Indirect	455,521	131,965	185,500	33,814	3,900	-	-	<b>810,700</b>
<b>Total Pooled Costs</b>	<b>1,660,943</b>	<b>978,529</b>	<b>1,300,060</b>	<b>113,707</b>	<b>3,900</b>	-	-	<b>4,057,139</b>
	30%	64%	54%	28%	39%	0%		40%
<b>Direct Costs</b>								
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
<b>Total Direct Costs</b>	<b>3,872,126</b>	<b>555,471</b>	<b>1,099,940</b>	<b>286,293</b>	<b>6,100</b>	<b>309,553</b>	<b>73,950</b>	<b>6,203,433</b>
	70%	36%	46%	72%	61%	100%	100%	60%
<b>Total Costs</b>	<b>5,533,069</b>	<b>1,534,000</b>	<b>2,400,000</b>	<b>400,000</b>	<b>10,000</b>	<b>309,553</b>	<b>73,950</b>	<b>10,260,572</b>



## **ACTION ITEM 6**

### **Contract Amendment & 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 7**

### **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 8**

### **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.



## **ACTION ITEM 9**

### **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.

### **RECOMMENDATION**

Approval to name David Zirilli, Director of Finance, as a trustee of the 401K plan, in addition to Steven Meier.



## **ACTION ITEM 10**

### **Initial MOU/IFA: CareerSource Pinellas and WIOA Required Partners**

#### **Information**

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

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

The ARM Institute has a US Department of Labor National Dislocated Worker Grant to promote robotics through virtual reality and training. Their grant requires a MOU/IFA with the local board.

This MOU/IFA is a DOL requirement for the grant awarded to the ARM Institute. CareerSource Pinellas does not have any financial implications for the grant but have agreed to refer participants and have offered partnership opportunities. Recent monitoring by DOL determined our current MOA is insufficient and that ARM must also pay infrastructure costs. DEO is requiring an MOU/IFA with the local board for the duration of the ARM NDWG grant.

#### **RECOMMENDATION**

Approval of the MOU/IFA with the ARM Institute for the NDWG grant, retroactive to July 1, 2022.



## MEMORANDUM OF UNDERSTANDING

### **Memorandum of Understanding Between WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas And The ARM Advanced Robotics for Manufacturing Institute (ARM)**

#### **I. PARTIES**

This Memorandum of Understanding (“MOU”) is made pursuant to the Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act of 2014 (WIOA), and is entered into between WorkNet Pinellas, Inc., d/b/a CareerSource Pinellas, (hereafter referred to as “CareerSource Pinellas”) and The ARM Advanced Robotics for Manufacturing Institute (ARM), (hereafter referred to as the “Partner”).

#### **II. PURPOSE**

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-Stop system ensures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource Pinellas and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful One-Stop system.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Pinellas County. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Pinellas County.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services, and agencies.

#### **III. PROVISION OF SERVICES**

- A. The Pinellas local area workforce board and the Pinellas Board of County Commissioners have designated CareerSource Pinellas to act as the administrative



## MEMORANDUM OF UNDERSTANDING

entity, grant recipient and fiscal agent for this area. CareerSource Pinellas will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs through the One-Stop system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA Adult, Dislocated Worker and Youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; Adult Education and Family Literacy; Perkins Act programs; and Vocational Rehabilitation.
3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop system.
4. Coordinate with the Partner for the funding of the infrastructure costs of the One-Stop Career Centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
5. Maintain the statewide "CareerSource" branding of each center.
6. Provide an area for the Partner's meetings and/or co-location as space permits.
7. Maintain and operate at least one comprehensive One-Stop Career Center within the local workforce development area that shall be open to the public from 8:00am until 5:00pm, Monday through Friday (excluding recognized holidays and emergency situations).
8. Model CareerSource Pinellas core values and maintain a professional working environment.
9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

B. The Partner will perform the following functions:



## MEMORANDUM OF UNDERSTANDING

1. Coordinate with CareerSource Pinellas to provide access to its workforce services and programs through the One-Stop system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system.
2. Coordinate with CareerSource Pinellas to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop system.
3. Coordinate with CareerSource Pinellas for the funding of the infrastructure costs of the One-Stop Career Centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop system.
5. Provide feedback to CareerSource Pinellas management regarding the performance of the partnership, including its effectiveness and success.
6. Participate in the quarterly career center partner meeting to provide updates on the partners' programs and procedures to CareerSource Pinellas staff.

#### **IV. METHODS OF INTERNAL REFERRAL**

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system. The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the CareerSource Pinellas One-Stop network,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Develop and utilize common intake, eligibility determination, assessment, and registration forms,
- Provide substantive referrals – in accordance with the CareerSource Pinellas Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs,



## MEMORANDUM OF UNDERSTANDING

- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

### **V. CONFIDENTIALITY OF RECORDS**

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files, or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files, or other information to the same extent as such laws and regulations apply to the other party.

### **VI. INFRASTRUCTURE COSTS**

Costs of the infrastructure of One-Stop Career Centers will be funded in accordance with the infrastructure cost agreement incorporated into this MOU as Attachment A.

### **VII. CONFIDENTIALITY**

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII, and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII, or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.



## MEMORANDUM OF UNDERSTANDING

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

### **VIII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

### **IX. INDEMNIFICATION**

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State, or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge the Local Workforce Development Board and the one-stop





## MEMORANDUM OF UNDERSTANDING

operator have no responsibility and/or liability for any actions of the One-Stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the Local Workforce Development Board or the one-stop operator.

### **X. DRUG AND ALCOHOL-FREE WORKPLACE**

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

### **XI. TERM**

This MOU is effective from **July 1, 2022**, through **June 30, 2024**, and may be renewed for successive three-year terms upon written agreement by the parties. This MOU may be terminated by convenience at any time by either party upon thirty (30) days written notice. This MOU will be reviewed not less than every three years to ensure appropriate funding and delivery of services and reflect any changes in the signatory official of the board of CareerSource Pinellas, Partner, and Chief Elected Officials. Additionally, this MOU will be revised if substantial changes occur prior to the three-year renewal period. This MOU will not be considered executed without the signature of all parties.

Neither this MOU nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

### **XII. MERGER**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating, and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations, or covenants not herein expressed shall be binding upon the parties.

### **XIII. THIRD PARTY BENEFICIARY**



## MEMORANDUM OF UNDERSTANDING

This MOU is for the benefit of CareerSource Pinellas, the Partner, and the Pinellas County Board of County Commissioners and no third party is an intended beneficiary.

### **XIV. GOVERNANCE**

The accountability and responsibility for the One-stop system's organizational activity and accomplishments will rest with CareerSource Pinellas and the Pinellas County Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the Chief Elected Official shall conduct oversight with respect to the One-stop system. Any dispute concerning the MOU will be resolved in accordance with CareerSource Pinellas's Grievance/Complaint and Hearing/Appeal Procedures QA-010.

### **XV. DISPUTE RESOLUTION**

The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. (Note: This is separate from the CareerSource Pinellas's Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the CareerSource Pinellas Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

1. All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
2. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CareerSource Pinellas Chair (or designee) and all Parties to the MOU regarding the conflict within ten (10) business days.
3. The CareerSource Pinellas Chair (or designee) shall place the dispute on the agenda of a special meeting of the CareerSource Pinellas Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
4. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
5. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
6. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.



## MEMORANDUM OF UNDERSTANDING

7. The CareerSource Pinellas Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution. If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

*(The Remainder of this Page Left Blank Intentionally)*



## MEMORANDUM OF UNDERSTANDING

### XVII. SIGNATURES

**IN WITNESS WHEREOF**, authorized parties are executing this MOU as of the date set forth below.

**The ARM Advanced Robotics for Manufacturing Institute (ARM):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Ira Moskowitz, Chief Executive Officer

\_\_\_\_\_  
Date

**WorkNet Pinellas, Inc. dba CareerSource Pinellas:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Steven Meier, CEO

\_\_\_\_\_  
Date

**WorkNet Pinellas, Inc. dba CareerSource Pinellas:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Scott Thomas, Board Chair

\_\_\_\_\_  
Date

**Chief Elected Official, Board of County Commissioners,  
Pinellas County, Florida:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## MEMORANDUM OF UNDERSTANDING

### Attachment A

#### INFRASTRUCTURE FUNDING AGREEMENT

for the

#### ONE-STOP CAREER CENTER SYSTEM

between

**WORKNET PINELLAS, INC., dba CAREERSOURCE PINELLAS**

and

**The ARM Advanced Robotics for Manufacturing Institute (ARM)**

#### I. PARTIES

This Infrastructure Agreement (“IFA”) is made pursuant to the Workforce Innovation Act of 2014 (“the Act”) and is entered into by The ARM Advanced Robotics for Manufacturing Institute (ARM) (“Partner”) and CareerSource Pinellas (“CareerSource Pinellas”).

The contact information for Partner is as follows:

**Melissa Dunlap, Program Manager**  
**484-468-5991**  
**melissa.dunlap@arminstitute.org**

#### II. PURPOSE

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its One-Stop customer delivery system. The One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDB) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level



## MEMORANDUM OF UNDERSTANDING

- that meets the needs of the job seekers and businesses in the local area,
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
  - Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
  - Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
  - Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the one-stop centers and relative benefits received and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this one-stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA)),
- Career services, and
- Shared services.

All costs included in the IFA, allocated according to Partners' proportionate use and relative benefits received, will be reconciled on a regular basis. The One-Stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

### III. PARTNERS

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement.

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the one-stop operator,
- Joint planning, policy development, and system design processes,



## MEMORANDUM OF UNDERSTANDING

- Commitment to the joint goals, strategies, and performance measures,
- The use of common and/or linked data management systems and data sharing methods, as appropriate
- Leveraging of resources including other public agency and non-profit organization services.
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

#### IV. ONE-STOP OPERATING BUDGET

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop Centers.

Below is the overall operating budget for the local One-Stop system:

#### CareerSource Pinellas One-Stop Operating Budget PY 2022/2023

Description	Estimated IFA Budget	
Communications	\$ 10,692.00	
Utilities	\$ 33,100.00	
Office Rent/Lease	\$ 134,184.00	
Equip Rent/Lease	\$ 23,556.00	
Repairs & Maintenance	\$ 19,710.00	
Building Security	\$ 468.00	
Janitorial Services	\$ 44,310.00	
Copy Mach Usage/Maint	\$ 4,140.00	
Office Supplies	\$ 5,940.00	
Pest Control	\$ 2,316.00	
Operating Supplies	\$ 600.00	
IT Software/License/Maint	\$ 275.00	
Equipment <\$5,000	\$ 12,000.00	
Postage/Shipping	\$ 156.00	
Document Shredding	\$ 750.00	
Insurance	\$ 4,299.00	
<b>Total Infrastructure Costs</b>	<b>\$ 296,496.00</b>	
<b>Total FTE's</b>		<b>53.40</b>
<b>Cost Per FTE</b>	<b>\$ 5,552.36</b>	



## MEMORANDUM OF UNDERSTANDING

### V. COST ALLOCATION METHODOLOGY

All required One-Stop Career Center Partners have agreed to provide access to their programs in the comprehensive centers and contribute infrastructure costs to those centers. These Partners are linked virtually through online service access to a program staff member via One-Stop Career Center resource rooms and through cross-trained front desk staff and other, physically co-located partner staff, who can provide information and referrals. The UI program, as a required partner, must contribute to the cost of infrastructure and certain additional services.

CareerSource Pinellas selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the one-stop center(s) and relative benefit received.

As outlined in the MOU, the costs of the infrastructure of One-Stop Centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

### VI. PARTNER CONTRIBUTION

Below are the partner contribution costs:

<b>Partner On-Site Representation Schedule – Attachment B</b>							
<b>CareerSource Pinellas</b>							
<b>Required Program Partner</b>	<b>Governance</b>	<b>Local Grantee</b>	<b># of Staff</b>	<b>Total Weekly Staff Hours</b>	<b>Total # of FTEs</b>	<b>% of Total FTEs</b>	<b>Partner Contribution</b>
Adult, Dislocated Worker and Youth Programs	DOL	CareerSource Pinellas	14	560.00	14.00	26.12%	\$77,442.99
RESEA	DOL	CareerSource Pinellas	4	160.00	4.00	7.46%	\$22,126.57
Program Cost Pool	DOL	CareerSource Pinellas	9.4	376.00	9.40	17.54%	\$51,997.43





## MEMORANDUM OF UNDERSTANDING

State Unemployment Insurance (UI)**	DOL	CareerSource Pinellas	0	0.00	0.00	0.00%	\$0.00
Welfare Transition Program and SNAP	DOL	CareerSource Pinellas	8.4	336.00	8.40	15.67%	\$46,465.79
State Staff (DVOP, LVER, Wagner Peyser)	DOL, JVSG	CareerSource Pinellas	16	640.00	16.00	29.85%	\$88,506.27
Job Corps	DOL	Job Corps	0	8.00	0.20	0.37%	\$1,106.33
DOL NDWG	DOL	ARM Institute	0	8.00	0.20	0.37%	\$1,106.33
Adult Education and Family Literacy and Perkins V+	DOE, DOL	Pinellas County School District	0	8.00	0.20	0.37%	\$1,106.33
Florida Department of Education, Division of Vocational Rehabilitation*	DOE	Vocational Rehabilitation	0	8.00	0.20	0.37%	\$1,106.33
Florida Department of Education, Division of Blind Services*	DOE	Blind Services	0	8.00	0.20	0.37%	\$1,106.33
Senior Community Service Employment Programs (SCSEP)*	DOL	American Association of Retired Persons	0	8.00	0.20	0.37%	\$1,106.33
Community Services Block Grants*	DOL	Pinellas Opportunity Council	0	8.00	0.20	0.37%	\$1,106.33
Housing and Urban Development - Employment and Training Programs*	DOL	St Petersburg Housing Authority	0	8.00	0.20	0.37%	\$1,106.33
Programs Authorized under Sec. 212 of the Second Chance Act of 2007*	DOL	People Empowering and Restoring Communities	0	8.00	0.20	0.37%	\$1,106.33
<b>Totals</b>			<b>51.80</b>	<b>2144.00</b>	<b>53.6</b>	<b>100.00%</b>	<b>\$296,496.00</b>

**Estimated Infrastructure Budget Total =**

**\$296,496.00**

Total required to determine the Cost per FTE



## MEMORANDUM OF UNDERSTANDING

### Infrastructure Contribution (Estimated)

Estimated Cost per FTE = Estimated IFA Budget Total /  
Total FTEs

Estimated Cost per FTE = \$5,531.64

**Direct Linkage is defined as a minimum of 8 hours / week (.2 FTE) of time for access through technology**

Direct Linkage = \$1,106.33

### Estimated Partner Infrastructure Contribution

Estimated Cost per FTE x Partner  
total FTEs

### †Pinellas County School District Calculation

***Market Lease =	<b>\$23.66 sqft</b>
Current Lease =	<b>\$11.25 sqft</b>
Difference =	<b>\$12.41 sqft</b>
Annual Lease Total =	<b>\$124,031.25</b>

### Notes:

\*Direct Linkage Partners

\*\*Unemployment Compensation - not in AJC

\*\*\*Average from Pinellas County Economic Development

*Note: The Pinellas County School District's contribution to support AJC infrastructure costs will be \$1,711.34. The actual cost of housing CareerSource Pinellas on the Pinellas County Schools' PTC St. Petersburg campus to conduct WIOA services exceeds the Pinellas County School District's commitment of the .20 FTE at the AJC.*

## **VII. COST RECONCILIATION**

All Parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

CareerSource Pinellas will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to CareerSource Pinellas in writing. CareerSource Pinellas will review the disputed cost items and respond accordingly to the Partner. When necessary, CareerSource Pinellas will revise the invoice and the adjusted budget upon resolution of the dispute.

## MEMORANDUM OF UNDERSTANDING

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the One-Stop Career Centers, including, but not limited to: Rental of the facilities; Utilities and maintenance; Equipment, including assessment-related products and assistive technology for individuals with disabilities; and Technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center (WIOA sec.121 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the one-stop center. Such costs would include service contracts with vendors or contractors, equipment, and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430-200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the one-stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that one-stop center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop Career Center or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance.

### **VIII. METHODS OF INTERNAL REFERRAL**

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services, and program need, to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

## MEMORANDUM OF UNDERSTANDING

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the local American Job Center network,
- Develop materials summarizing their program requirements and making them available for Partners and customers,
- Provide a paragraph regarding a description of services with website link to organization/entity to be placed on CareerSource Pinellas website for ease and consistency of referrals.
- Develop and utilize common intake, eligibility determination, assessment, and registration forms,
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and,
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

### **IX. DATA SHARING**

This section is designed to guide partners on the complexity of privacy and confidentiality raised by the need to match various records for purposes of meeting performance accountability, reporting, and evaluation requirements for state agencies, workforce program partners, local educational institutions, eligible training providers, service providers, and CareerSource Pinellas. CareerSource Pinellas, its contracted service provider staff, and required partners will provide employment services to individuals participating in the regional workforce development system. It is responsible to provide aggregated information to assist the partner(s) in the audit and evaluation of the effectiveness of programs to meet the required performance indicators, as described under sections 116 and 122 of the Workforce Innovation and Opportunity Act (WIOA), Pub L. No. 113-128. The partner will utilize the information in this agreement to acknowledge compliance with Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records and affords parents and eligible students certain rights with respect to these education records. The general rule is that a parent or eligible student must provide a signed and dated written consent before an educational agency or institution discloses PII from the student's education records, unless an exception, such as FERPA's audit or evaluation exception, applies. FERPA's audit and evaluation exception permits disclosure of personally identifiable information (PII) from education records for WIOA performance accountability purposes.



## MEMORANDUM OF UNDERSTANDING

All data received will remain confidential and CareerSource Pinellas will only allow those employees who have a legitimate need to access the information with access to the personally identifiable information provided by the partner.

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Individuals receiving workforce services as a participant with CareerSource Pinellas or partner programs will sign a release of information that provides consent to share education records (including acceptance, enrollment status, attendance, financial aid records, grades/transcript, and certification/degree verification), employment information/status, and unemployment and wage records to comply with audit, reporting and evaluation of performance requirements.
- PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as



## MEMORANDUM OF UNDERSTANDING

HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All One-Stop Center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

### **X. TERM**

The Term of this MOU/IFA shall commence on **July 1, 2022**, or the date last executed by both parties, whichever is later, through **June 30, 2024**, and may be renewed for successive three-year terms upon written agreement between the parties. The parties agree to review this MOU/IFA no less than once every three-year period to ensure appropriate funding and delivery of services. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice.

### **XI. AMENDMENTS AND MODIFICATIONS**

Neither this MOU/IFA nor any provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

### **XII. MERGER**

This MOU/IFA constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating, and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations, or covenants not herein expressed shall be binding upon the parties.

### **XIII. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU/IFA. None of the Parties intend to directly or substantially benefit a third-party by this MOU/IFA. The Parties agree that there are no third-party beneficiaries to this MOU/IFA and that no third-party shall be entitled to assert a claim against any of the Parties based upon this MOU/IFA.

### **XIV. GOVERNANCE**

The accountability and responsibility for the One-Stop Career Center system's organizational activity and accomplishments will rest with CareerSource Pinellas. Pursuant to the Act CareerSource Pinellas shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this MOU/IFA will be resolved in



## MEMORANDUM OF UNDERSTANDING

accordance with CareerSource Pinellas' Grievance/Complaint and Hearing/Appeal Procedures QA-010.

### **XV. DISPUTE RESOLUTION**

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the CEO of CareerSource Pinellas and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the CEO of CareerSource Pinellas and to the Director of the Partner organization or impose other remedies to resolve the issue.

### **XVI. STEPS TO REACH CONSENSUS**

CareerSource Pinellas and the Partner conferred regarding the involvement of each partner at the CareerSource Pinellas centers. The appropriate allocation bases were discussed, and those bases included in this MOU/IFA were agreed upon as the most appropriate. CareerSource Pinellas proposed the initial Partner Contribution amount described above and the Partner concurred with its proposal. The parties discussed the best mechanism by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation section.

*[signatures on the following page]*



## INFRASTRUCTURE FUNDING AGREEMENT

### XVII. SIGNATURES

**IN WITNESS WHEREOF**, authorized parties are executing this MOU as of the date set forth below.

**The ARM Advanced Robotics for Manufacturing Institute (ARM):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Ira Moskowitz, Chief Executive Officer

\_\_\_\_\_  
Date

**WorkNet Pinellas, Inc. dba CareerSource Pinellas:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Steven Meier, CEO

\_\_\_\_\_  
Date

**WorkNet Pinellas, Inc. dba CareerSource Pinellas:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Scott Thomas, Board Chair

\_\_\_\_\_  
Date

**Chief Elected Official, Board of County Commissioners,  
Pinellas County, Florida:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





## **ACTION ITEM 11**

### **Youth Services Provider Selection**

The Board approved the issuance of a Request for Proposal (RFP) for Youth Workforce Services at the November 16, 2022, Board of Directors meeting. The RFP was issued on March 14, 2023, via email to qualified providers. In addition, the RFP was posted on the CareerSource Pinellas website and a public notice ad was placed in the Tampa Bay Times. CareerSource Pinellas followed standard procurement processes, followed Administrative Policy for Youth Service Provider Selection (Policy Number WIOA-P-120-14) and solicited proposals from qualified and experienced entities to provide Youth Services. CareerSource Pinellas received two proposals from qualified providers. As a result, staff surveyed email recipients of the RFP to solicit feedback whether they received the RFP, whether they are a provider of Youth Services and reasons for not pursuing submission of a proposal.

#### **Results of review:**

<b>Proposer</b>	<b>Overall Score</b>
SailFuture	83.2
Pinellas Education Foundation	73.4

SailFuture’s mission is to empower hard-to-reach youth to transform their life outcomes. SailFuture pursues their mission through an integrated network of programs, including a private high school, job training, residential foster care, international sailing expeditions, inpatient and outpatient mental health services, and independent living.

Based on overall score, ability to provide services, innovative and creative ways to provide youth services and past experience with CareerSource Pinellas, the One-Stop Committee approved staff’s recommendation to enter into contract negotiations with SailFuture to provide WIOA Youth Services for the period July 1, 2023, through June 30, 2024, with an option to renew annually for up to three (3) additional years, based on performance, organizational strategy and funding availability.

#### **RECOMMENDATION**

Approval to enter into contract negotiations and award a contract for the provision of Youth Services with SailFuture for the period July 1, 2023, through June 30, 2024, with an option to renew annually for up to three (3) additional years.



## **ACTION ITEM 12**

### **Updated Schedule of Operations**

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

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

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

Update shows closure for lunch from noon to 1:00 PM daily at the Lealman Exchange and Tarpon Springs satellite locations due to limited staff at those sites. Hours will be posted at each location.

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

#### **RECOMMENDATION**

Approval of the CareerSource Pinellas Schedule of Operations.

# Career Resource Centers



Career Resource Centers will be closed on the following holidays:

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

## Clearwater

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

## St. Petersburg

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

## Lealman Exchange

5175 45th Street North  
St. Petersburg, FL. 33714  
Monday - Friday, 8 am - 5 pm  
Closed daily for lunch from 12 pm - 1 pm  
(727) 871-2344

## Tarpon Springs

682 E. Klosterman Rd.  
Tarpon Springs, FL. 34689  
Monday - Friday, 8 am - 5 pm  
Closed daily for lunch from 12 pm - 1 pm  
(727) 608-2513



## **ACTION ITEM 13**

### **Extension of Designation as a Direct Provider of Services**

CareerSource Florida's Administrative Policy (CSF Admin Policy 83) regarding Direct Provider of Workforce Services, requires a formal extension request every three years. The new request is to extend the designation effective July 1, 2023-June 30, 2026.

Upon approval of the Board of Directors, the request for Extension of Designation as Direct Provider of Workforce Services will be forwarded to the Pinellas Board of County Commissioners for approval at the May 23, 2023 meeting.

#### **RECOMMENDATION**

Approval of the WorkNet Pinellas Inc, d/b/a/ CareerSource Pinellas, Region 14's Extension of Designation as a Direct Provider of Workforce Services, effective July 1, 2023 through June 30, 2026.



## **EXTENSION OF DESIGNATION REQUEST AS DIRECT SERVICES PROVIDER**

As indicated in the attached statement of intent, WorkNet Pinellas, Inc., d/b/a and herein referred to as CareerSource Pinellas, with the approval of the CareerSource Pinellas Board of Directors and the Pinellas County Board of County Commissioners, submits the following extension of designation request to CareerSource Florida for approval.

This extension request follows the process outlined by CareerSource Florida in their final guidance adopted on November 18, 2013 and updated on December 21, 2017 (CSF Admin Policy 83) regarding Extension of Designation as Direct Provider of Workforce Services. This final guidance requires:

1. A review of how the provision of direct services during the prior period fit the business mode that the local workforce development board (LWDB) proposed in its original request, and any proposed changes in the business model or the particular workforce services the LWDB intends to provide during the extension period.

Per our original request for designation as a Direct Provider of Workforce Services, CareerSource Pinellas has a business model that reflects CareerSource Florida's emphasis that each local workforce development board increase flexibility in their delivery of workforce programs and services, allowing for a swift response to both local and statewide demands, economic shifts and strategic priorities.

In order to meet CareerSource Florida's emphasis on flexibility, as well as its unified plan goal that "Florida will have a business-led, market-responsive, results-oriented and integrated workforce development system", the Board of Directors of CareerSource Pinellas identified and adopted several specific goals that are included in its approved plan. These goals drive the CareerSource Pinellas Board of Director's business model and decisions, including the Board's and Chief Elected Officials' original decision to seek approval to be a Direct Provider of Workforce Services and this subsequent request to seek an additional extension of the designation.

In addition, the CareerSource Pinellas Board of Directors has consistently acted to maximize the ability of the Local Workforce Development Board to respond effectively and efficiently to the demands of our customers, both employers and job seekers, within the workforce system in Pinellas County. The original proposal to directly provide services and this new request to extend for an additional three-year period, as well as a being a continued priority of the Board, reflects this position.

The proposed changes to the business model, in addition to promoting accountability and transparency, will focus on the deliberate collaboration among education, workforce, and economic development networks to increase prosperity of the Region's workforce.

2. The effective date for when the extension would begin.

This extension is requested to be effective July 1, 2023.

3. The period of time, not to exceed three years that the LWDB will directly provide the service.

This extension is requested to be effective July 1, 2023 and continue through June 30, 2026.

4. A review of the LWDB's stated reason(s) in its previous request why the LWDB has decided to directly provide the workforce services, and an explanation of how it is still in the best interest of the LWDB's customers that the LWDB continue to provide these services.

As described in our original request for designation, the CareerSource Pinellas Board of Directors is committed to meeting CareerSource Florida's challenge of increased flexibility and ability to quickly respond to economic shifts and strategic priorities. This is accomplished more effectively and in a timelier manner as the Board has the ability to move forward directly without the need to negotiate changes through a contract modification with a third party. With the designation as the Direct Provider of Workforce Services, CareerSource Pinellas has been able to work with our many partners in the area to better meet any new and/or changing needs of our business community and job seekers.

Additionally, CareerSource Pinellas originally estimated that by directly providing services to job seekers and employers, it would be able to redirect/reallocate approximately \$15,000 per year that was being paid in indirect costs to previous service providers. This estimate was achieved and surpassed. Based on our current Youth provider's percentage of indirect costs, CSPIN approximates an average of \$85,000 in savings annually. The savings realized are reallocated to an estimated 15-20 additional ITAs and increased OJT enrollments for occupational skills training for demand jobs in Pinellas County.

With continuous changes in the recent past coupled with the need and ability to be flexible and streamline processes for delivering services, it continues to be in the best interest of CareerSource Pinellas' customers that this LWDB continue to provide these services directly.

5. A review of the effectiveness of the firewall established by the LWDB to clearly separate existing roles as oversight body for the region's workforce delivery system and its role as the operational services directly provided by the LWDB, and an explanation of changes to be made to the firewall.

The administrative entity for LWDB–Region 14 is WorkNet Pinellas, Inc., d/b/a CareerSource Pinellas (CSPIN). CSPIN operates as the local sub-grant recipient and local fiscal agent for all WIOA and workforce development programs operating within the Local Workforce Development Area (LWDA). The board has developed appropriate firewalls between staff providing services and staff responsible for oversight and monitoring of services. The same person or department does not both provide services and oversee the provision of those services.

The board's committee structure is fully described in CareerSource Pinellas' By-laws, with a full description of each committee's functions and the responsibilities of each. The Committee structure is specifically designed to empower the board to perform its fiduciary, policymaking, goal setting, and oversight responsibilities.

The responsibilities of program development and implementation, as well as infrastructure, are assigned to the One-Stop Committee, oversight for business services and economic development activities falls under the purview of the Workforce Solutions Committee, and the responsibilities of budgeting and monitoring are assigned to the Finance Committee. CSPIN's Ad-Hoc Compensation Committee actively oversees internal staff and HR issues, such as benefits, HR policies, and employee performance guidelines.

Committees operate and report independently, with final approval and oversight for any proposed actions falling to the Board of Directors. A separate Audit Committee comprised of members of the Pinellas Board of County Commissioners and CareerSource Pinellas Board members provides additional oversight.

The scope and leadership of each CareerSource Pinellas Board committee ensure a deliberate, continuous pattern of identifying the needs of its customers and the community, as well as development of effective short- and long-range goals. The committees establish best practices for monitoring program services, outcomes, and overall program performance, and the ongoing review process facilitates integration of stakeholder feedback into the planning process.

As described in the CareerSource Pinellas Contracting Conflict of Interest Policy, each Board Member must complete a Disclosure and Certification of Conflict of Interest in a specific contract form. Our policy requires notification of conflicts of interest regarding board members and board employees to be disclosed prior to the board's vote to approve contracts. A board member who benefits financially or who has a relationship with the contracting vendor must abstain from the vote, and the contract must be approved by a two-thirds vote of the board after a quorum has been established.

Active and ongoing board-committee engagement results in the following:

- A. All programs directly delivered by CareerSource Pinellas are formally monitored on an annual basis by an independent monitoring firm and are also subject to unannounced and random monitoring throughout the program year. Monitoring activities are reported in detail to the One-Stop Committee and made available for further review. Ongoing internal monitoring of programs and program staff is carried out by MIS staff reporting to a separate Policy and Compliance department.
  
- B. Programmatic monitoring includes –
  - i. Analysis of data;
  - ii. Comparison of actual processes against policy;
  - iii. Compilation and delivery of a monitoring report within thirty (30) calendar days of the end of the monitoring;
  - iv. Development of a plan for corrective action(s) (if necessary); and
  - v. Prompt implementation of corrective action(s).

The establishment and adherence to board best-practices result in a sufficient “firewall” between the Board of Directors of CareerSource Pinellas and the conduct of LWDA operations. The board and its staff will have sole authority for the oversight, monitoring, and evaluation of the performance of the One-Stop Operator.

6. Identification of the grant program(s) that currently fund the workforce service delivery model.

CareerSource Pinellas will charge all expenses incurred in accordance with our approved cost allocation plan. Therefore, the costs associated with directly providing the services as proposed shall be allocated or directly charged to all grants (WIOA, Wagner-Peyser, Veterans, TANF, SNAP, etc.) as appropriate.

This extension will not change the description of grant programs and/or services currently contained in the approved plan and subsequent modifications. All such portions of the approved plan will remain in effect.

7. A cost analysis that documents the actual reduction in costs with the LWDB providing workforce services rather than contracting those services to another provider and an estimate of such costs and savings for the upcoming three-year period.

CareerSource Pinellas originally estimated that by directly providing services to job seekers and employers, it would be able to redirect/reallocate approximately \$15,000 per year that was being paid in indirect costs to previous service providers. This estimate was achieved and surpassed.

Based on our current Youth provider’s percentage of indirect costs, CSPIN approximates an average of \$85,000 in savings annually. As mentioned prior, the savings realized are reallocated to an estimated 15-20 additional ITAs and increased OJT enrollments for occupational skills training for demand jobs in Pinellas County.

We also expect to continue to exceed this original estimated savings with the approval of our extension request dependent on overall funding.

8. A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.

CareerSource Pinellas originally projected that our area's performance would improve in the areas of increased enrollments and placements as related to funding availability. CareerSource Pinellas has maintained performance, and continued robust enrollments and placements related to funding availability. CareerSource Pinellas also maintained performance during the three-year period.

In addition, the reorganization of management and oversight duties was another key improvement to service delivery and performance outcomes.



9. Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. Any submitted comments must be included.

A request for an extension of its designation as a Direct Provider of Workforce Services in Pinellas County was posted for public comment on the CareerSource Pinellas website on April 6, 2023.

Additionally, a notice was placed in the local newspaper advising the public of the opportunity to comment.

See Attachment 2

The public will also be offered the opportunity to submit or voice comments about the proposed extension request at a publicly held CareerSource Board of Directors meeting on May 17, 2023.

10. Documentation that the Chief Elected Official has agreed to the planned extension.
11. Completed Request for Extension to Serve as a Direct Service Provider of Workforce Services.

See Attachment 1 - Request for Extension

Requesting approval of Extension to Serve as a Direct Service Provider of Workforce Services. Forms can be signed by the Board Chair (May 17, 2023) and the Chief Elected Official/Board of County Commissioners (May 23).

**ATTACHMENT 1  
REQUEST FOR EXTENSION**

<b>LOCAL WORKFORCE AREA INFORMATION</b>	
Name of Local Area: <i>CareerSource Pinellas</i>	
LWDB Number: <i>14</i>	
Date of Submission:	
Contact Person Name: <i>Steven Meier</i>	Phone: <i>727-608-1709</i>
	Email Address: <a href="mailto:smeier@careersourcepinellas.com"><i>smeier@careersourcepinellas.com</i></a>
<b>AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN</b>	
<p>The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period <u>July 1, 2023</u> through <u>June 30, 2026</u>.</p> <p>The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.</p>	

<b>LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRMAN</b>	
Name: <i>Scott Thomas</i>	Title: <i>Board Chair</i>
Signature:	Date:

<b>LOCAL CHIEF ELECTED OFFICIAL</b>	
Name and Title:	County:
Signature:	Date:

ATTACHMENT 2

**SOLICITATION FOR  
PUBLIC COMMENTS**

**CareerSource Pinellas** is proposing extend its designation as the direct provider of services Through June 30, 2026. The propoasa may be viewed at <https://careersourcepinellas.com/reports-and-publications/> or at the Administrative Office. You may make public comments by submitting them in writing to the CareerSource Pinellas Administrative Office, 13805 58th St. N., #2-140 Clearwater, FL 33760 or email them to [admin@careersourcepinellas.com](mailto:admin@careersourcepinellas.com) Public comments will be taken under consideration through April 19, 2023.

4/12/23

0000282090

**SIGNATURE PAGE**

This plan represents the efforts of **CareerSource Pinellas** to implement the Workforce Innovation and Opportunity Act in the following county: **Pinellas**

We will operate in accordance with this plan and applicable federal and state laws, rules and regulations.

**Workforce Development Board Chair**

**Chief Elected Official**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Scott Thomas \_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_



## **ACTION ITEM 14**

### **Approval of Training Provider**

#### **CodeBoxx Technology School**

136 4<sup>th</sup> St. N. St. Petersburg, FL 33701

CodeBoxx Technology School is seeking initial provider approval. CEO, Director of Policy and Compliance and Director of Business Services visited CodeBoxx and met with their management on May 1, 2023.

#### **Courses/Certificate/Diploma Programs**

Type of Degree or Certificate	Tuition	Books & Fees	Total Cost	Duration Of Training
Full Stack Web Development	\$9,800	Included	\$9,800	16 weeks

- Years in operation: 2 years
- Total enrollments: 75 (35 in 2022, 40 in 2023)
- Completion Rate: 77%
- Average Wage at Placement: \$26 per hour
- Entered Employment Rate: 85%
- Retention Rate 100%

#### **RECOMMENDATION**

Approval to add the CodeBoxx Technology School to the Eligible Training Provider List.



## **ACTION ITEM 15**

### **Approval of Training Provider**

#### **Jersey College – Largo Campus** 2025 Indian Rocks Rd, Largo, FL 33774

Jersey College, Largo Campus, is seeking initial provider approval.  
Their Tampa campus is already an eligible training provider.

#### **Courses/Certificate/Diploma Programs**

Type of Degree or Certificate	Tuition	Books & Fees	Total Cost	Duration Of Training
Professional Nursing RN	\$44,669	\$4,835	\$49,504	24-32 months

- Years in operation: 14 years
- Total enrollments: 149
- Completion Rate: 73%
- Average Wage at Placement: \$28-\$34 per hour
- Entered Employment Rate: 91%
- Retention Rate: 67%

#### **RECOMMENDATION**

Approval to add the Jersey College-Largo Campus to the Eligible Training Provider List.



## **ACTION ITEM 16**

### **Approved Training Providers: Contract Renewal Agreements**

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. Initial agreements are reviewed annually and approved for a two year renewal period. Training providers are also annually required to:

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

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

Champion Truck Driving School CIE #9018
Galen School of Nursing-Sarasota Campus School CIE #3150
Academy for Dental Assistants CIE # 7538

### **RECOMMENDATION**

Approval to enter into two year (7/1/23-6/30/25) renewal agreements with approved training providers. The training providers listed are still within their initial one year term. Early renewal will get them on a PY renewal schedule along with all other providers.



## **ACTION ITEM 17**

### **Related Party Contracts for PY'2023-2024**

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

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

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

- **On the Job Training program (OJT)** assists companies find, interview, and hire the right person for their job vacancies. The OJT program provides a unique opportunity for employers to train the new employee to their processes and standards. The skills learned are directly relevant to the work the employee will perform. Employers who hire new, full-time workers under OJT receive reimbursement of 50% of the candidate's hourly wage or salary for up to 6 months of employment if the individual meets certain eligibility criteria.
- **Paid Work Experience (PWE)** is a CareerSource Pinellas program that works with local employers to place individuals who are just entering the workforce or others who are re-entering the job market into a position at their company. After placing them at the company, CareerSource Pinellas employs and pays them for up to 480 hours. CareerSource Pinellas also covers all unemployment taxes and workers comp during this "trial" period.
- **Grant Training** is defined as services not offered by CareerSource Pinellas that must be performed by educational institutions as outlined in the proposal and award.



- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITAs)** are provided to program-specific eligible individuals to receive funding for educational programs for the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions which provide occupational training in skill areas of sustained labor market demand or growth.
- **Contracts** with various institutions and organizations are necessary to cost effectively deliver services within the community.

A listing of related party contracts requiring two-third board approval is below. Each is a separate action and vote.

Action Item	Company	Board Member	OJT/PWE (not to exceed)	Leases (not to exceed)	Grant Training (not to exceed)	ITA (not to exceed)	Contracts
A	Ultimate Medical Academy	Rebecca Sarlo	\$100K			\$250K	
B	St. Petersburg College	Belinthia Berry		\$160K		\$500K	\$60K
C	Pinellas County Schools	Mark Hunt		\$130K		\$300K	
D	H&T Global Circuits	Candy Duff	\$20K				
E	Empact Solutions	Elizabeth Siplin	\$20K				
F	*Promedica	Scott Thomas	\$20K				

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

\*Potential contracts/in discussion. With approval, will submit to DEO when contracts are made.

**RECOMMENDATION**

Approval of the PY'2023-2024 related party contracts by a two-thirds (2/3<sup>rd</sup>) vote.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Berry-Belinthia		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 13805 58th St. N		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Clearwater	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED May 17, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Belinthia Berry, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of St. Petersburg College, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for Leases, ITAs, and Virtual Workshop contracts with St. Petersburg College.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/12/2023

Date Filed

DocuSigned by:

*Belinthia Berry*

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, William Mark Hunt, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Pinellas County Schools, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for ITAs and Lease Agreement with Pinellas County Schools.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/12/2023

Date Filed

DocuSigned by:

*Mark Hunt*

2649368DE026444

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Sarlo-Rebecca		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 255 Cleveland Street		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY Clearwater	COUNTY Pinellas	NAME OF POLITICAL SUBDIVISION: Pinellas County	
DATE ON WHICH VOTE OCCURRED May 17, 2023		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Dr. Rebecca Sarlo, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Ultimate Medical Academy, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for ITAs with Ultimate Medical Academy.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/12/2023

Date Filed

DocuSigned by:

*Dr. Rebecca Sarlo*

8CF18D4DC5914A0...  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Siplin-Elizabeth		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 260 1st Ave. S		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY St. Petersburg	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED May 17, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Elizabeth Siplin, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Empact Solutions, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for PWE/OJT Agreements with Empact Solutions.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/13/2023

Date Filed

DocuSigned by:

*Elizabeth Siplin*

B464F50A70F24BE...  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Candy Duff, hereby disclose that on May 17, 20 23 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of H&T Global Circuits, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related Party Contract votes for PWE/OJT Agreements with H&T Global Circuits.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/16/2023

Date Filed

DocuSigned by:

*Candida Duff*

34C3BDC27F3C44E...

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



## **INFORMATION ITEM 1**

### **REACH Act Realignment Transition Status**

#### **Background**

CareerSource Florida explored approaches to aligning Florida's 24 local workforce development boards, consistent with the charge for reducing the number of local boards under the 2021 Reimagining Education and Career Help Act (REACH Act). The REACH Act seeks to achieve a more coordinated approach in delivering and using essential workforce development resources and services through enhanced alignment and accountability. Many stakeholders from Pinellas County took part in numerous focus group meetings with Ernst & Young (EY) relating to the realignment project undertaken by CareerSource Florida to reduce the number of workforce boards. Even though stakeholders from both regions, Pinellas and Hillsborough, were resistant to the idea of a reduction in the number of workforce boards and specifically the consolidation of CareerSource Pinellas and CareerSource Tampa Bay, the decision was made by the CareerSource Florida Board to consolidate these two regions.

The feedback period closed April 7. Feedback was submitted, but not limited to, the following:

- Pinellas County Board of County Commissioners (see attached)
- CareerSource Pinellas Board of Directors
- Messer Caparello Attorneys At Law
- CareerSource Pinellas Leadership Team
- Individual Board members of CareerSource Pinellas

All feedback will be presented to the Governor and final recommendations will be approved at the June CareerSource Florida Board meeting. All indications are that the consolidation of CareerSource Pinellas and CareerSource Tampa Bay will move forward. Although not what leadership and stakeholders wanted, we will work together with Pinellas County, Hillsborough County and CareerSource Tampa Bay to ensure that the interests of Pinellas County job seekers and employers and the employees of CareerSource Pinellas are protected and that a smooth transition as possible occurs.

## What do we know and what are we currently doing?

Before anything can move forward, the Board of Commissioners from Pinellas and Hillsborough Counties will have to determine the consortium for the new entity. We have assurances from CareerSource Florida that the consortium will have equal representation from each of the counties. Once the consortium is formed, the consortium will negotiate a consortium agreement (interlocal agreement) that among other things will delineate the responsibilities and duties of the workforce board, the local workforce development board formation, the board composition, the nomination procedures/appointment process, terms of office, board activities, the allocation of funds, notice requirements, etc.

From a practical matter, the following need to be considered, addressed, negotiated and agreed to before operations can commence:

• Articles of incorporation	• New entity: FEIN, License	• Bylaws
• Grantee/Sub-grantee agreements	• Business Insurance	• Contracts: existing assigned or new contracts
• Leases of existing space	• Hiring legal counsel	• Appointing Board members and committees
• Unrestricted cash	• Payroll system	• Banking relationships
• Financial Systems	• Employees hired	• Benefit Stipend
• Accrued Vacation	• Seniority	• CEO and Leadership team (search will be required for CEO)
• Set up 401K	• Medical Insurance and other benefits negotiated	• IT Services and platforms
• Website	• Service Provider for programs	

\*Note: This list is not inclusive and still evolving.

In the meantime, leadership from CareerSource Pinellas and CareerSource Tampa Bay have begun discussions to determine if any processes that are mutually beneficial to employers and job seekers of both counties can be implemented before the new entity is formed and consolidation takes place. Some transition considerations that have been discussed have been:

- One Regional Eligible Training Provider List.
- One Regional Targeted Occupation List.
- Agreements to allow job seekers to perform work-based activities (e.g. PWE, OJT, apprenticeships) outside of the county of residence. CareerSource Pinellas currently limits to Pinellas employers only. CareerSource Tampa does not have this limitation.
- Contract with outside firm to perform Skills gap analysis for the region to include county specific information as well.
- Regional Strategic Plan for Pinellas and Hillsborough with input from CareerSource Pasco/Hernando and CareerSource Suncoast.
- Consider joint marketing efforts and strategies; cross-promote events.



# DRAFT

(Pinellas County Schools spring break March 11-15, 2024)

## 2023 - 2024 Schedule of Board & Committee Meetings

	July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	June 2024
<b>Board of Directors</b> 11:45 am - 1:00 pm	<b>12</b>		<b>6</b>		<b>15</b>		<b>17</b>		<b>20</b>		<b>15</b>	
<b>Executive Committee</b> (as needed)												
<b>Finance Committee</b> 10:00 am - 11:00 am		<b>23</b>		<b>25</b>		<b>13</b>		<b>21</b>		<b>24</b>		<b>26</b>
<b>One-Stop Committee</b> 9:00 am - 10:00 am		<b>10</b>		<b>12</b>				<b>8</b>		<b>11</b>		<b>13</b>
<b>Workforce Solutions</b> 2:30 pm - 3:30 pm		<b>17</b>		<b>19</b>				<b>15</b>		<b>18</b>		<b>20</b>
<b>Audit Committee</b> (as needed) 11:00 am - 12:00		<b>23</b>		<b>25</b>		<b>13</b>		<b>21</b>		<b>24</b>		
<b>Compensation Committee</b> (at least 3/yr) 11:00 am - 12:00		<b>3</b>		<b>5</b>				<b>1</b>		<b>4</b>		
<b>Ad Hoc CEO/Counsel Review</b> (as needed)				<b>12</b>			<b>24</b>					
<b>Ad Hoc Nominating Committee</b> 9:00 am - 9:30 am									<b>28</b>			
<b>Board of County Commissioners - Meeting (as needed)</b>												

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

*If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**Collaborate – Innovate – Lead**



## INFORMATION ITEM 3

### Local Workforce Development Board Members

**Ms. Ivonne Alvarez**

RealNet Brokerage  
Service Term: 7/01/20 - 6/30/23

**Ms. Angela Barton**

Aeromatrix Composites  
Service Term: 7/01/22 - 6/30/24

**Mr. Bart Diebold**

City of Pinellas Park  
Service Term: 1/18/22 - 6/30/24

**Ms. Belinthia Berry**

St. Petersburg College  
Service Term: 7/01/21 - 6/30/23

**Ms. Lisa Cane**

Pinellas County School Board  
Service Term: 3/09/21 – 6/30/23

**Ms. Candida Duff**

H&T Global Circuits  
Service Term: 4/01/18 - 6/30/23

**Ms. Celeste Fernandez**

Dept. of Children & Families  
Service Term: 2/01/16 - 6/30/24

**Mr. David Fetkenher**

Crown Automotive Group  
Service Term: 8/01/16 - 6/30/24

**Commissioner René Flowers**

Pinellas County Board of County  
Commissioners, District 7  
*Vice Chair*

Service Term: 01/01/21 - 6/30/23

**Mr. Jack Geller, Esq.**

Retired  
*Past Chair*  
Service Term: 8/01/03 - 6/30/23

**Mr. Barclay Harless**

Bank OZK  
*Treasurer*  
Service Term: 4/01/18 - 6/30/23

**Mr. Zac Holland**

Plumbers and Pipefitters  
Labor Union No. 123  
Service Term: 7/01/22 - 6/30/24

**Mr. John Howell**

Department of Education -  
Division of Vocational  
Rehabilitation  
Service Term: 12/01/09 - 6/30/23

**Mr. Mark Hunt**

Pinellas County Schools  
Service Term: 4/01/18 - 6/30/24



**Mr. Michael Jalazo**  
People Empowering & Restoring  
Communities (PERC)  
Service Term: 4/01/18-6/30/23

**Mr. Kevin Knutson**  
Pinellas County Economic  
Development  
Service Term: 4/01/03 - 6/30/23

**Ms. Esther Matthews, MSW,  
MLC**  
All Small Business Solutions  
dba All Enterprise Solutions  
Service Term: 9/22/22 - 6/30/24

**Mr. Shawn McDonnell**  
International Brotherhood  
of Electrical Workers  
Service Term: 7/01/22 - 6/30/24

**Dr. Rebecca Sarlo**  
Ultimate Medical Academy  
Service Term: 7/01/18 - 6/30/24

**Ms. Patricia Sawyer**  
Pinellas Opportunity Council  
Service Term: 7/01/20 - 6/30/23

**Ms. Elizabeth Siplin**  
Empact Solutions  
*Chair-Elect*  
Service Term: 10/12/21 - 6/30/24

**Mr. Scott Thomas**  
Promedica Senior Care  
*Board Chair*  
Service Term: 7/01/21 - 6/30/23

**Mr. Zachary White**  
Homeless Emergency Project, Inc.  
Service Term: 4/01/18 - 6/30/23

**Mr. Kenneth Williams**  
Teamster Local Union No. 7  
*Secretary*  
Service Term: 7/01/18 - 6/30/24

**Mr. Glenn Willocks**  
Innisbrook Golf Resort  
Service Term: 7/01/18 - 6/30/24





## INFORMATION ITEM 4

<b>WIOA Compliant/Proposed Board of Directors Composition 2022-2023</b>			
<b>Representatives of Business (Minimum 51%)</b>			
<b>1</b>	David	Fetkenher	Business
<b>2</b>	Jack	Geller	Business
<b>3</b>	Ivonne	Alvarez	Business
<b>4</b>	Glenn	Willocks	Business
<b>5</b>	Candida	Duff	Business
<b>6</b>	Barclay	Harless	Business
<b>7</b>	Scott	Thomas	Business
<b>8</b>	Elizabeth	Siplin	Business
<b>9</b>	Angel	Barton	Business
<b>10</b>	Esther	Matthews	Business
<b>Local Labor and CBO's serving Individuals -w- Barriers (Minimum 20%)</b>			
<b>11</b>	Kenneth	Williams	Labor Union
<b>12</b>	Patty	Sawyer	OTHER – OSY (out-of-school Youth)
<b>13</b>	Shawn	McDonnell	Labor Union
<b>14</b>	William	Holland	Labor Union
<b>15</b>	Michael	Jalazo	Community Based Organization - Individuals-w-Barriers
<b>16</b>	Zachary	White	Community Based Organization - Individuals-w-Barriers
<b>Representatives of Education</b>			
<b>17</b>	Rebecca	Sarlo	Education
<b>18</b>	Mark	Hunt	Education
<b>19</b>	Belinthia	Berry	Education
<b>Representatives of Governmental, Economic, and Community Development</b>			
<b>20</b>	John	Howell	Vocational Rehabilitation
<b>21</b>	Commissioner René	Flowers	Government (County Designee)
<b>22</b>	Celeste	Fernandez	Public Assistance
<b>23</b>	Kevin	Knutson	Economic Development
<b>24</b>	Bart	Diebold	Government
<b>OTHER (appropriate individuals as determined by the chief elected official)</b>			
<b>25</b>	Lisa	Cane	School Board Member



## **INFORMATION ITEM 5**

### **February 28, 2023 Financial Statements**

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

**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>
<b>Revenue</b>				
<b>Operating Revenue</b>				
<b>Grant Revenue</b>				
Grant Revenue - Federal	3000	5,617,661	5,282,189	335,472
<b>Total Grant Revenue</b>		<b>5,617,661</b>	<b>5,282,189</b>	<b>335,472</b>
<b>Contributions</b>				
Corporate Revenue	3100	1,730	1,725	5
Sponsorship Revenue	3101	0	1,000	(1,000)
Donations	3102	0	1,000	(1,000)
<b>Total Contributions</b>		<b>1,730</b>	<b>3,725</b>	<b>(1,995)</b>
<b>Program Revenue</b>				
Ticket to Work Revenue	3103	66,423	43,384	23,039
<b>Total Program Revenue</b>		<b>66,423</b>	<b>43,384</b>	<b>23,039</b>
<b>Investment Income</b>				
Interest/Dividends	3200	19,183	5,869	13,314
<b>Total Investment Income</b>		<b>19,183</b>	<b>5,869</b>	<b>13,314</b>
<b>Other Income</b>				
Other Revenues	3300	431	102	329
<b>Total Other Income</b>		<b>431</b>	<b>102</b>	<b>329</b>
<b>Total Operating Revenue</b>		<b>5,705,428</b>	<b>5,335,269</b>	<b>370,159</b>
<b>Total Revenue</b>		<b>5,705,428</b>	<b>5,335,269</b>	<b>370,159</b>
<b>Expenditures</b>				
<b>Personnel Expenses</b>				
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
<b>Total Personnel Expenses</b>		<b>2,780,739</b>	<b>2,371,801</b>	<b>(408,938)</b>
<b>Program Expenses</b>				
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
<b>Total Program Expenses</b>		<b>1,825,132</b>	<b>1,793,008</b>	<b>(32,124)</b>
<b>Professional Fees</b>				
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
<b>Revenue</b>						
<b>Operating Revenue</b>						
<b>Grant Revenue</b>						
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)
<b>Contributions</b>						
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)
<b>Program Revenue</b>						
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)
<b>Investment Income</b>						
Interest/Dividends	3200	19,183	19,185	(2)	33,000	(13,817)
Total Investment Income		19,183	19,185	(2)	33,000	(13,817)
<b>Other Income</b>						
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)
<b>Expenditures</b>						
<b>Personnel Expenses</b>						
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
<b>Program Expenses</b>						
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
<b>Total Program Expenses</b>		<b>1,825,132</b>	<b>2,051,481</b>	<b>226,349</b>	<b>3,402,006</b>	<b>1,576,874</b>
<b>Professional Fees</b>						
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
<b>Total Professional Fees</b>		<b>463,109</b>	<b>471,234</b>	<b>8,125</b>	<b>683,108</b>	<b>219,999</b>
<b>Supplies</b>						
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
<b>Total Supplies</b>		<b>16,392</b>	<b>15,619</b>	<b>(773)</b>	<b>23,390</b>	<b>6,998</b>
<b>Insurance</b>						
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)
<b>Total Insurance</b>		<b>69,784</b>	<b>71,876</b>	<b>2,092</b>	<b>125,627</b>	<b>55,843</b>
<b>Occupancy</b>						
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	<b>5,085,812</b>	<b>1,408,370</b>	<b>2,237,000</b>	<b>345,000</b>	<b>30,000</b>	<b>42,040</b>	<b>9,148,222</b>
<b>Expenditures to Date:</b>							
<b>Pooled Costs</b>							
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
<b>Total Pooled Costs</b>	<b>1,132,767</b>	<b>501,343</b>	<b>704,311</b>	<b>160,053</b>	<b>514</b>	<b>11,461</b>	<b>2,510,449</b>
	37%	60%	50%	54%	10%	12%	44%
<b>Direct Costs</b>							
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
<b>Total Direct Costs</b>	<b>1,950,753</b>	<b>331,918</b>	<b>696,192</b>	<b>135,040</b>	<b>4,769</b>	<b>84,134</b>	<b>3,202,807</b>
	63%	40%	50%	46%	90%	88%	56%
<b>Total Costs</b>	<b>3,083,520</b>	<b>833,261</b>	<b>1,400,503</b>	<b>295,093</b>	<b>5,283</b>	<b>95,595</b>	<b>5,713,256</b>
<b>Unexpended Budget Balance</b>	<b>2,002,292</b>	<b>575,109</b>	<b>836,497</b>	<b>49,907</b>	<b>24,717</b>	<b>(53,555)</b>	<b>3,434,966</b>
<b>Percentage of Budget Expended</b>	<b>60.6%</b>	<b>59.2%</b>	<b>62.6%</b>	<b>85.5%</b>	<b>17.6%</b>	<b>227.4%</b>	<b>62.5%</b>



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

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





## INFORMATION ITEM 6

### 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
<b>Total</b>	<b>\$ 855,815</b>

**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 7

LWDB 14

Measures	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals	PY2022-2023 1st Quarter Performance	PY2022-2023 % of Performance Goal Met For Q1	PY2022-2023 2nd Quarter Performance	PY2022-2023 % of Performance Goal Met For Q2	PY2022-2023 Performance Goals
<b>Adults:</b>								
Employed 2nd Qtr After Exit	82.60	91.78	90.00	81.80	88.91	75.80	82.39	92.00
Median Wage 2nd Quarter After Exit	\$11,068	153.72	\$7,200	\$10,506.00	97.82	\$10,619.00	98.87	\$10,740
Employed 4th Qtr After Exit	92.90	108.65	85.50	90.60	100.44	75.40	83.59	90.20
Credential Attainment Rate	86.90	120.69	72.00	80.40	92.41	67.10	77.13	87.00
Measurable Skill Gains	66.20	135.10	49.00	58.30	89.69	56.60	87.08	65.00
<b>Dislocated Workers:</b>								
Employed 2nd Qtr After Exit	80.30	89.22	90.00	78.60	89.32	71.80	8159.09%	88.00
Median Wage 2nd Quarter After Exit	\$12,112	170.59	\$7,100	\$11,409.00	121.77	\$11,667.00	124.53	\$9,369
Employed 4th Qtr After Exit	87.50	102.70	85.20	90.40	107.36	77.20	91.69	84.20
Credential Attainment Rate	93.30	133.29	70.00	93.50	108.09	86.90	100.46	86.50
Measurable Skill Gains	57.50	117.35	49.00	45.00	69.23	39.20	60.31	65.00
<b>Youth:</b>								
Employed 2nd Qtr After Exit	83.50	98.82	84.50	82.30	98.56	81.00	97.01	83.50
Median Wage 2nd Quarter After Exit	\$4,726	147.69	\$3,200	\$4,866.00	103.58	\$4,965	105.68	\$4,698
Employed 4th Qtr After Exit	86.00	110.26	78.00	86.40	106.67	77.00	95.06	81.00
Credential Attainment Rate	82.90	96.06	86.30	79.80	94.89	80.30	95.48	84.10
Measurable Skill Gains	69.20	141.22	49.00	55.70	85.69	50.70	78.00	65.00
<b>Wagner Peyser:</b>								
Employed 2nd Qtr After Exit	59.60	91.69	65.00	60.90	96.36	60.20	95.25	63.20
Median Wage 2nd Quarter After Exit	\$6,686	133.72	\$5,000	\$6,839.00	104.97	\$6,808.00	104.50	\$6,515
Employed 4th Qtr After Exit	60.40	94.08	64.20	63.60	100.63	61.40	97.15	63.20

Not Met (less than 90% of negotiated)

### Indicators of Performance Regional Comparison PY2022 Q2

PY2022 Q2	Statewide	LWDB 01	LWDB 02	LWDB 03	LWDB 04	LWDB 05	LWDB 06	LWDB 07	LWDB 08	LWDB 09	LWDB 10	LWDB 11	LWDB 12	LWDB 13	LWDB 14	LWDB 15	LWDB 16	LWDB 17	LWDB 18	LWDB 19	LWDB 20	LWDB 21	LWDB 22	LWDB 23	LWDB 24
<b>Adults:</b>																									
Employed 2nd Qtr After Exit	62.60	78.60	83.30	89.80	89.40	65.40	87.90	84.40	97.40	59.10	74.80	76.90	75.30	82.80	75.80	71.70	65.30	82.60	84.30	89.70	89.90	72.30	78.40	56.30	81.00
Median Wage 2nd Quarter After Exit	\$7,685	\$7,774	\$8,051	\$7,876	\$11,758	\$6,326	\$7,395	\$10,767	\$12,919	\$7,129	\$8,180	\$9,703	\$8,877	\$8,884	\$10,619	\$7,821	\$8,836	\$9,100	\$11,066	\$9,134	\$11,925	\$7,783	\$9,710	\$6,981	\$8,365
Employed 4th Qtr After Exit	61.60	80.30	87.30	77.50	91.30	56.10	86.50	88.00	96.00	65.40	80.40	73.40	70.70	82.60	75.40	73.30	67.50	83.80	88.30	78.80	88.30	73.50	78.90	55.10	79.50
Credential Attainment Rate	67.30	76.60	87.20	78.80	92.60	53.20	89.60	60.00	93.10	59.60	82.70	69.80	62.50	80.00	67.10	50.00	85.20	77.00	67.30	85.70	89.70	71.30	74.70	55.60	80.70
Measurable Skill Gains	69.90	52.10	83.10	84.60	51.60	56.50	72.30	55.60	79.60	54.20	69.20	81.40	66.50	72.50	56.60	67.10	78.20	78.10	78.30	86.00	85.40	67.50	67.90	91.70	52.80
<b>Dislocated Workers:</b>																									
Employed 2nd Qtr After Exit	70.60	90.00	80.00	91.70	100.00	75.00	100.00	0.00	92.70	46.70	60.00	75.50	75.90	93.90	71.80	70.80	66.90	81.40	71.30	100.00	74.10	71.10	70.90	66.50	84.60
Median Wage 2nd Quarter After Exit	\$9,639	\$7,047	\$12,898	\$7,934	\$6,761	\$9,118	\$9,239	\$0	\$12,899	\$6,529	\$13,475	\$9,704	\$8,931	\$10,456	\$11,667	\$10,112	\$11,115	\$8,128	\$10,025	\$7,800	\$11,511	\$9,455	\$11,026	\$9,178	\$9,184
Employed 4th Qtr After Exit	71.00	60.00	50.00	87.50	100.00	75.00	100.00	100.00	83.30	45.50	80.00	80.90	75.70	91.80	77.20	72.30	63.60	80.20	68.70	100.00	82.10	78.10	74.50	66.50	74.50
Credential Attainment Rate	78.80	80.00	100.00	85.70	50.00	100.00	100.00	100.00	86.70	66.70	100.00	87.50	79.80	93.80	86.90	57.60	87.40	78.90	25.90	100.00	93.80	84.40	82.40	76.80	92.70
Measurable Skill Gains	69.00	47.40	66.70	0.00	81.80	0.00	0.00	66.70	82.00	62.50	33.30	69.20	78.50	73.90	39.20	64.10	59.60	68.90	56.50	100.00	92.30	75.80	78.70	87.70	65.20
<b>Youth:</b>																									
Employed 2nd Qtr After Exit	70.50	72.20	40.00	67.40	61.90	64.40	61.30	60.50	84.40	62.00	82.00	87.00	66.40	78.00	81.00	75.80	63.80	78.80	54.10	76.00	66.90	71.50	70.40	69.80	79.20
Median Wage 2nd Quarter After Exit	\$5,031	\$4,341	\$2,123	\$4,814	\$3,031	\$3,493	\$1,257	\$3,166	\$4,446	\$3,788	\$4,432	\$3,783	\$5,211	\$4,735	\$4,965	\$4,736	\$3,611	\$3,441	\$7,001	\$4,540	\$3,453	\$4,767	\$4,718	\$5,468	\$4,871
Employed 4th Qtr After Exit	68.00	75.00	54.10	64.40	58.30	65.20	60.00	59.50	82.40	61.90	70.90	88.90	63.90	80.20	77.00	75.00	62.90	72.00	70.00	78.40	67.80	75.00	75.10	65.60	79.80
Credential Attainment Rate	62.20	71.90	33.30	43.70	33.30	41.00	63.50	30.80	82.40	85.20	96.70	100.00	68.20	64.30	80.30	39.70	94.60	67.20	87.00	93.40	100.00	94.10	39.80	55.10	64.60
Measurable Skill Gains	65.60	54.90	50.00	58.20	55.60	22.60	84.70	56.40	79.80	0.00	80.80	86.60	47.40	76.50	50.70	52.20	78.90	60.00	66.70	68.60	86.00	85.00	81.20	81.60	54.50
<b>Wagner Peyser:</b>																									
Employed 2nd Qtr After Exit	61.40	60.10	59.80	66.90	58.90	65.70	65.50	56.10	64.10	64.30	70.10	61.60	68.40	60.70	60.20	63.40	56.60	60.80	63.60	67.20	61.90	66.60	67.40	56.90	62.60
Median Wage 2nd Quarter After Exit	\$6,742	\$6,378	\$7,754	\$5,768	\$6,541	\$4,861	\$5,883	\$5,061	\$7,385	\$6,751	\$5,925	\$6,877	\$7,009	\$6,216	\$6,808	\$6,962	\$6,470	\$5,893	\$6,768	\$6,184	\$6,734	\$6,570	\$8,622	\$6,948	\$6,474
Employed 4th Qtr After Exit	60.50	61.70	59.00	64.10	58.10	64.10	64.80	58.70	65.60	65.80	67.80	61.60	67.30	62.30	61.40	65.10	48.30	63.00	61.00	66.20	65.20	63.30	67.90	57.10	56.80

Not Met (less than 90 of negotiated)
Met (90-100 of negotiated)
Exceeded (greater than 100 of negotiated)



## INFORMATION ITEM 8 CareerSource Pinellas Letter Grade - Historical Data

Metric	Max Points	Baseline				
		6/30/2022	9/30/2022	12/31/2022	3/31/2023	6/30/2023
1. Participants with Increased Earnings	25	20.64	21.28	21.65		
2. Reduction in Public Assistance	25	25.00	25.00	25.00		
3. Employment and Training Outcomes	20	18.89	14.44	12.22		
4. Participants in Work-Related Training	10	5.89	6.45	6.59		
5. Continued Repeat Business	5	2.56	2.52	3.00		
6. Year-over-Year Business Penetration	5	4.00	3.50	4.00		
7. Completion-to-Funding Ratio	10	10.00	10.00	10.00		
Extra Credit: Serving Individuals on Public Assistance	5	1.00	-	4.00	-	-
<b>Total Grade</b>	<b>105</b>	<b>87.98</b>	<b>83.19</b>	<b>86.46</b>	<b>-</b>	<b>-</b>
<b>GRADE</b>		<b>B+</b>	<b>B</b>	<b>B</b>		



## INFORMATION ITEM 9

### One Stop Operator Report

The One Stop Operator is dedicated to coordinating between Career Center partners, service providers and serves both employers and job seekers.



#### Maintain Linkages

DWFS has the One Stop Operator has a responsibility to maintain an up-to-date list of partners, and coordinate opportunities for cross-training of services, and leveraging of resources, through partner referrals.

Number of Required Partners	9
Number of Community-Based Partners	25
Number of New Partners this Program Year	3
<b>Total Number of Partners</b>	<b>37</b>

#### New Partner Update

CSPIN is in developing a partnership with Year Up Tampa Bay and Alpha House Pinellas to join the Partner Forum.

#### Partner Referrals

CSPIN continues its use of the Crosswalk Partner Referral systems ([www.crosswalkrs.com](http://www.crosswalkrs.com)) to connect partner agencies for referrals for community-based services.

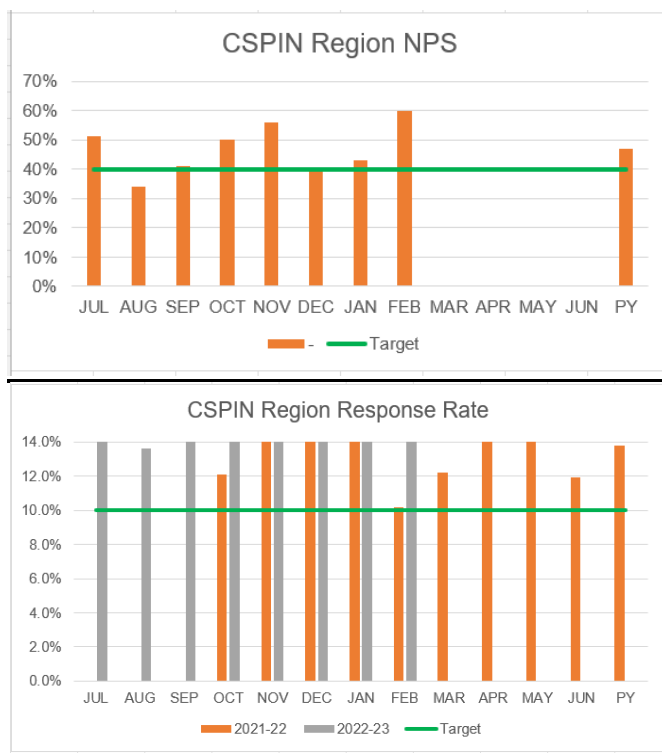
- There are 19 agencies signed up that can send and receive referrals.
- 8 referrals have been sent and 4 referrals received to date, only test referrals.



## Customer Experience Survey

Net promoter score (NPS) is a widely used market research metric that typically takes the form of a single survey question asking respondents to rate the likelihood that they would recommend CareerSource Pinellas to a friend or colleague.

- The February 2023 NPS score was 60%, with Tarpon Springs has a 78%, Lealman has a 69% rating, St. Pete has a rating of 59%, Gulf to Bay has a rating of 42%, and virtual services has a rating of 38%.
- YTD average is 47% exceeding the target of 40%.
- 98% of customers felt staff was friendly to extremely friendly.
- CSPIN has a 10% survey response rate target, and our customers are responding at an average of 17.4%.



## Pinellas Remote Workshops

St. Pete College hosts various workshops virtual workshops for job seekers. This program year to date there has been 23 survey respondents.

Career Source Pinellas – Region 14 Workshop Satisfaction		
Workshop Survey - YTD (07/01/22-03/31/23)		
Which Workshop did you attend?		
Answer Options	Response Percent	Response Count
How to Get Hired: Tips on Researching Employers	0.00%	0
Cleaning Up Your Online Presence	9.00%	2
LinkedIn	9.00%	2
Interview Preparation	0.00%	0
Professional Etiquette: How to Make a First Impression	4.00%	1
Branding the Professional YOU	9.00%	2
Resume	0.00%	0
How to Navigate the Employ Florida Website	0.00%	0
Professional Networking Group	35.00%	8
Career Networking Group	17.00%	4
Other	17.00%	4
<b>Answered question</b>		<b>23</b>
<b>Skipped question</b>		<b>0</b>

- Overall satisfaction with the workshop attended was 4.85 out of 5.
- 96% of respondents were likely to attend another workshop.

CareerSource Pinellas is now offering in-person workshops, at the Gulf to Bay and St. Petersburg.

Career Source Pinellas – Region 14 Live Workshop Satisfaction		
Workshop Survey - March 2023 (03/01-03/31)		
Which Workshop did you attend?		
Answer Options	Response Percent	Response Count
How to Navigate Employ Florida	0.00%	0
Basic Computer Literacy	0.00%	0
Overcoming Barriers	100.00%	4
Get Hired - Resume and Interviewing Tips (Gulf to Bay)	0.00%	0
Other	0.00%	0
<b>Answered question</b>		<b>4</b>
<b>Skipped question</b>		<b>0</b>

### Staff Training

CareerSource Pinellas Customer Service - Empathy is a Positive Emotion- Live, Virtual webinar was conducted on 4/27/2023 at 10 am.

THE **DEMOGRAPHIC DROUGHT**

# Bridging the Gap in our Labor Force



# Table of Contents

3 Introduction

4 Section 1: How did we get here?

5 Working-age population is declining

7 Labor force participation rate is down

9 Childcare and personal savings are impacting engagement

13 Section 2: What can we do now?

14 Engage People on the Sidelines

19 Consider the impact of Immigration

24 Conclusion

26 About Lightcast

## WRITTEN BY

Ron Hetrick

Cassandra Martinez

Hannah Grieser

## DESIGNED BY

Laurel Gieselmann

## Takeaways

» Our working-age population is increasing, but the labor force participation rate is down.

» The US is witnessing a record number of job openings (11 million).

» Recovering our workforce is not about the employed vs. unemployed; it's about the unengaged.


» Declining birth rates have led to a greater reliance on the foreign-born workforce.

» Immigration numbers are down for a variety of complex reasons.

» Addressing the labor shortage involves understanding the role of immigration and strategies that will engage people on the sidelines.

» Workers can come from only two sources: the population we already have or the population we can gain through immigration.

# The Current Labor Shortage Crisis



Early in 2021, Lightcast released *The Demographic Drought*, a sobering look at the current and future state of the US labor force. We explored how surging Baby Boomer retirements, declines in labor force participation amongst millennials, ebbing birth rates, and falling immigration numbers help explain why the US is facing talent shortages and near record-low unemployment.

In that report, we also projected that the US labor force would eventually start to decline—with far more job openings than people available to fill them—as permanent retirees outpace new labor force entrants. Even before the pandemic, the US was set up to face a talent deficit of six million people by the end of the decade.

Then, the COVID-19 pandemic struck and hit the accelerator on many of these long-term trends. Almost overnight, our future labor crisis became a present reality. We now face a record 11 million job openings. With 5 million unengaged workers on the sidelines and more than [4 million immigration visas stuck in processing](#), the same question is on everyone's minds: How can we fill the labor force gap?

## IN THE LATEST RELEASE OF OUR DEMOGRAPHIC DROUGHT SERIES, WE:

- » Reflect on how we got here
- » Provide an update on the state of the US labor force
- » Offer insight into what's holding us back from recovering
- » Suggest two opportunities for bridging the gap in our labor force: re-engaging people on the sidelines and increasing our labor force through immigration

# HOW DID WE GET HERE?

**To understand our shrinking labor force, we first need to understand its two primary components:**

---

**1. THE TOTAL NUMBER OF WORKING-AGE PEOPLE**

**2. THE LABOR FORCE PARTICIPATION RATE (I.E., THE PERCENTAGE OF WORKING-AGE PEOPLE THAT ARE EITHER WORKING OR ACTIVELY LOOKING FOR WORK)**

---

**W**hen one or both of those numbers start falling, we expect talent shortages to follow—which is precisely what’s happening.

Fifty years of birth rates<sup>1</sup> below replacement levels, combined with a recent precipitous drop in immigration, has left us with fewer and fewer young, working-age people. This decline is happening as a record number of Americans are reaching retirement age, compounding the problem. What’s more, a steadily falling labor force participation rate (LFPR) means fewer people are looking for work or filling available jobs. It’s a one-two punch that has left the labor market reeling.

<sup>1</sup>Replacement rate is a total fertility rate (TFR) of 2.1 births per woman in her lifetime, which translates roughly to 2 children born to replace every two people in the current population. A TFR of 2.1 results in stable population size over time. Apart from immigration, a TFR lower than 2.1 results in a shrinking population over time. In 2020, the US TFR dropped to a historic low of 1.64.



## The working-age population is increasing, but ...

First things first. The working-age population is increasing<sup>2</sup>. It should continue increasing for several more decades, even if at slower rates than historically. As we mentioned in *The Demographic Drought*, the US population growth rate from 2010-2020 was the lowest since the decade after the Great Depression, but it is growing.

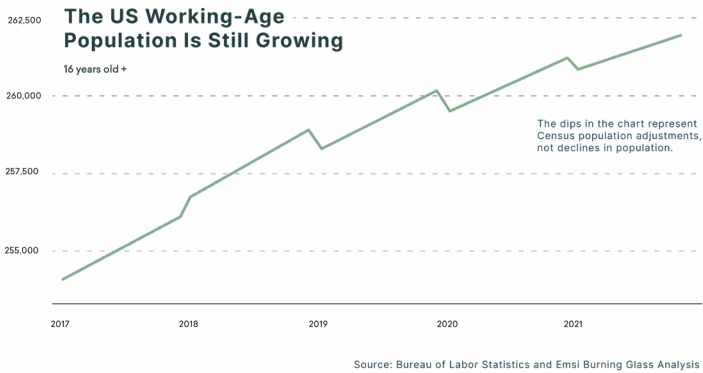
However, as far as the labor force (those working or actively looking for work) is concerned, this population growth is misleading. For example, by 2030, all baby boomers will be 65±, and by 2034, older adults will outnumber children for the first time in US history.

---

### BY 2034, OLDER ADULTS WILL OUTNUMBER CHILDREN FOR THE FIRST TIME IN US HISTORY.

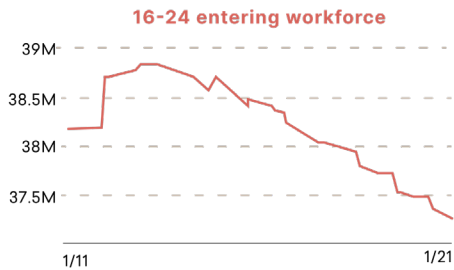
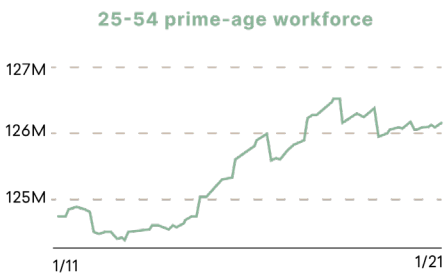
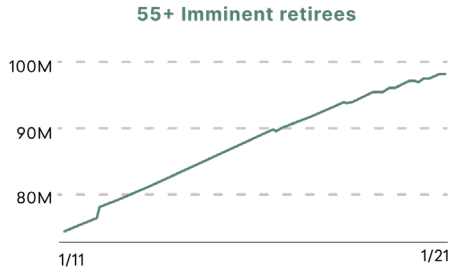
---

In other words, the boomer cohort, which once participated in the labor force in record numbers, will largely be retired, out of the labor force, and out of the working-age population. This results in an aging population, with more people leaving the labor force than entering it.



<sup>2</sup>For the purposes of this paper, we define the working-age population using the BLS definition: the civilian noninstitutional population aged 16 and over.

# More Americans Are Nearing Retirement Age than Are Entering Working Age



Civilian noninstitutional population  
Source: Bureau of Labor Statistics

To visualize this, we can divide our overall working-age population into three groups; those above the age of 55, which we can call imminent retirees, those 25-54, or the prime-age workforce, and lastly, those 16-24, or entering workforce. The population of adults 55+ is growing steadily. In contrast, the population aged 16-24 is rapidly declining. Considering these trends, and factoring in current labor force participation rates, the US should see slightly more people aged 55+ leaving the labor force than they see people aged 16-24 entering the labor force. That gap is predicted to continue growing every year as people graduate from one age group to the next.

**THIS TREND IS NOT PROJECTED TO TURN AROUND ANY TIME THIS CENTURY.**

This means a growing number of companies depending on a shrinking number of workers. Given the lower-than-projected birth rates and the considerable loss of immigrant workers over the last few years, the labor shortage, especially for entry-level and lower-skill jobs, may be even worse than we thought.

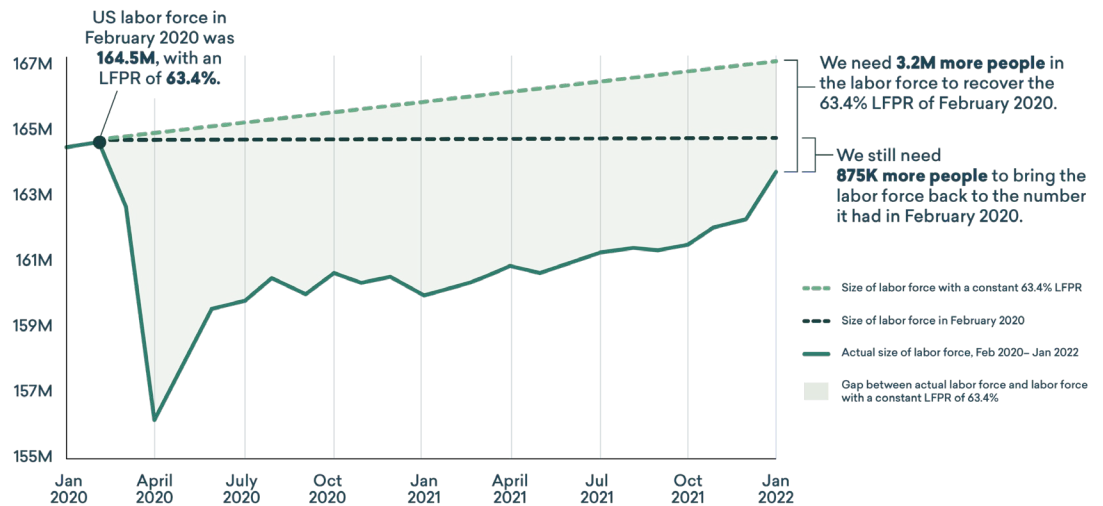




## The labor force participation rate is down

One significant side effect of the pandemic was a steep decline in our labor force participation rate (people working or looking for work as a percentage of the civilian population greater than 16 years old). It fell from around 63.4% pre-pandemic to 62.1% currently. This drop largely explains the pains employers are feeling.

### We Need 3.2 Million More Workers to Get Back on Track



Source: Bureau of Labor Statistics, Current Population Survey, Seasonally Adjusted: February 2022

Because our population kept growing the past 2 years, the labor force needed to grow along with it. But it didn't. If we apply our pre-pandemic labor force participation rate to our current overall population, we estimate that we would *actually* need roughly 3.2 million workers to regain our previous trend line.

The fact that the LFPR has stayed essentially flat for almost two years, has meant that many workers that dropped out during the pandemic are not returning. In other words, we have enough people in our population, but not enough who are either willing or able to enter the labor force. This has led to a record number of job openings, topping 11 million.

**IN ORDER TO ADDRESS THE PROBLEM OF THE MISSING WORKERS, SIMPLY KNOWING HOW MANY PEOPLE ARE OUT OF THE LABOR FORCE IS NOT ENOUGH.**

We need a better understanding of specifically who is missing. Let's look at the same three age cohorts again: 16–24 (entering workforce), 25–54 (prime-age workforce), and 55+ (imminent retirees).

**More than Half of the Excess 5 million+ People Who Are Unemployed or Out of the Labor Force Since Early 2020 Are Over 55**

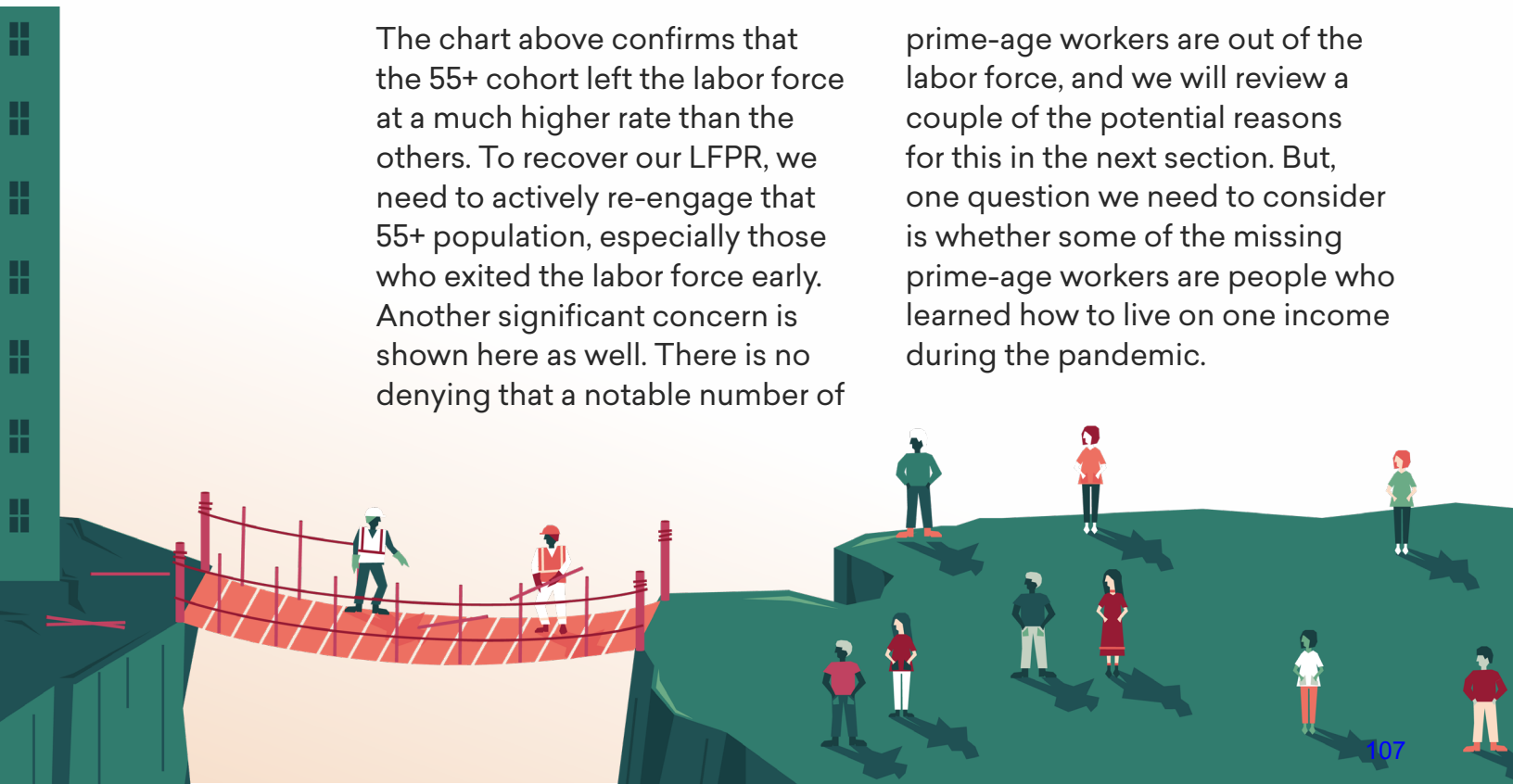
Age	Excess Unemployed	Excess Not in the Labor Force
16-24	-78	791
25-54	422	1,558
55+	204	2,636
<b>Total</b>	<b>548</b>	<b>4,985</b>

All data in k's

Source: Emsi Burning Glass analysis of US Census Current Population Survey and Bureau of Labor Statistics data

The chart above confirms that the 55+ cohort left the labor force at a much higher rate than the others. To recover our LFPR, we need to actively re-engage that 55+ population, especially those who exited the labor force early. Another significant concern is shown here as well. There is no denying that a notable number of

prime-age workers are out of the labor force, and we will review a couple of the potential reasons for this in the next section. But, one question we need to consider is whether some of the missing prime-age workers are people who learned how to live on one income during the pandemic.



## Childcare and personal savings are impacting engagement

Fluctuations in pandemic conditions continue into 2022. With that in mind, let's focus on two other factors compounding our low labor force participation rate: cost and lack of childcare and a temporary boost in personal savings.

### Addressing Childcare Challenges

The childcare dilemma is two-pronged. First, childcare facilities struggle to fully staff their centers with qualified employees. This staffing problem directly affects the number of children they can serve. In addition, child care expenses can undercut the economic benefits of returning to work, especially for lower-wage workers.

Childcare workers are at ground zero of the problem we face nationally regarding the shortage of workers for jobs that pay less than \$20/hr. Since early 2020, postings for childcare workers are up 15%, and pay rates have crept up into the high \$18/hr range, according to Lightcastjob posting data. Without workers, childcare options are harder for parents to find. In addition, childcare becomes more expensive as these centers pass their labor costs on to their clients.

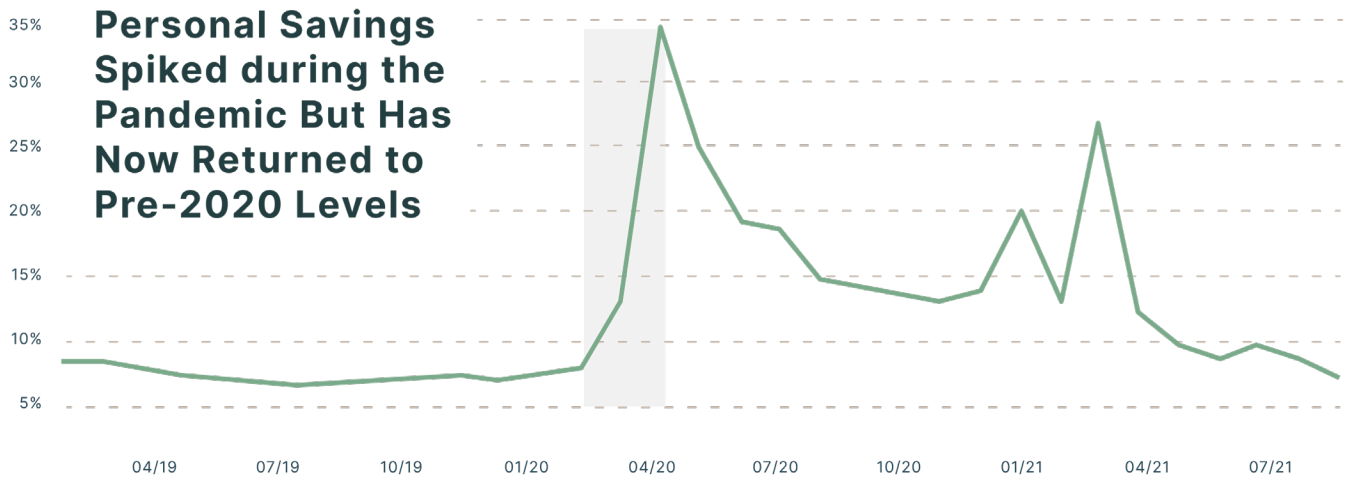
These increased costs wipe out earnings for many lower-wage workers. It simply costs more for care than many workers can afford. For example, an employee making \$7.25/hr (the national minimum wage) earns gross wages of \$1,257 per month. The national average monthly cost for full-time care at a daycare center is \$1,324 per month. With two infants, that price quickly rises above the total income of said employee. This means some lower-wage workers simply cannot *afford* to return to work. To illustrate further, for a single parent with 2 children paying housing and food costs, hourly pay would need to be well north of \$22-25/hr *after taxes*.

Employers can help with some creativity. One approach is for employers to partner with their local organizations and/or other employers to fully fund daycare centers. This approach would combat the issue from both ends: availability and costs associated with daycare. On the other hand, offering flexible hours and remote work opportunities allow parents to determine the best arrangement for their family. Overall, addressing childcare challenges parents face can help bring numerous people back into the labor force.

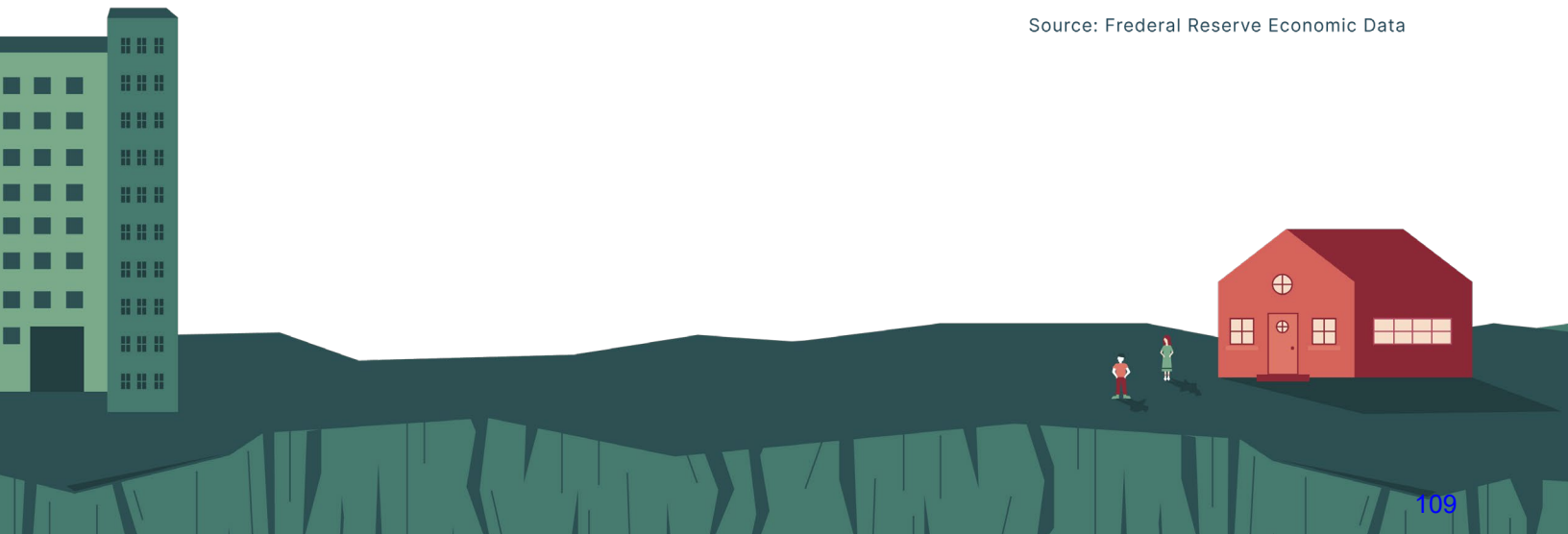
## A Temporary Boost in Personal Savings

More than anything, financial need is a primary motivation for people to work. So it should come as no surprise that when people can meet their basic needs without a job, many will choose to step away from the labor force. During the pandemic, some families could only opt out of work by making lifestyle changes and cutting living expenses. But many—especially those nearing retirement—found that they could get by on their savings without having to return to work.

As we see in the chart below, personal savings actually went *up* during the pandemic, likely meaning more Americans could make ends meet without returning to work. So, how are people paying for expenses outside of working? In addition to savings (22%), people are also borrowing money from friends and family (13%) and using credit cards or loans (23%). For good or bad, savings reflect a person's need to work, and the fact these savings are now decreasing may indicate that people will return.



Source: Federal Reserve Economic Data



## Rise of the robots?

A major concern of the last decade was that automation might gradually take over human jobs and leave millions of workers unemployed. Instead, the demand for human talent is the highest it's ever been. In today's tight labor market, attitudes toward automation have shifted from fear to hope, and the current question is: can we rely on robots to ease the labor crunch?

---

**THE SHORT ANSWER IS: NOT LIKELY. THIS IS FOR A NUMBER OF REASONS, MANY OF WHICH WE ADDRESS IN *THE DEMOGRAPHIC DROUGHT* (P 36-37).**

---

First, one thing must remain clear: technology almost always generates more jobs than it takes away. The World Economic Forum estimates that AI and robotics advancements will result in a net *increase* of 12 million jobs globally by 2025.

It's true that automation has helped replace some of our missing workers in specific roles and industries, but not at a pace that has moved the needle enough to ease the overall talent shortage.

Even within occupations where automation has been heavily used to replace human workers, talent shortages remain high. Take cashiers, for example. Despite already-existing technology and widespread adoption of self-checkouts, Lightcastjob postings data shows that cashiers remain the seventh highest-demand job in the nation.

---

**TO ACCELERATE THE ADOPTION OF AUTOMATION WOULD REQUIRE OVERCOMING THE LABOR SHORTAGE AT EACH STAGE OF THE PROCESS: CONCEPT, DEVELOPMENT/DESIGN, MANUFACTURING, DISTRIBUTION, MARKETING, AND MAINTENANCE/SUPPORT.**

---

In addition to facing labor shortages, AI and robotics have also encountered materials shortages as supply chains struggle. As a case in point, the lack of chips and semiconductors in 2021 led to a crisis for auto manufacturing. Due to one seemingly minor hiccup in the production process, the entire industry faltered and failed to meet demand. Such shortages could worsen if the demand for automation technology rises further.

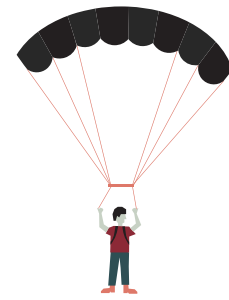
The upshot is that automation can help fill some of the roles in understaffed industries, and businesses should consider automation as a valuable tool for meeting specific needs. But, the net result of new technologies will likely be *more* job openings, not fewer. And even in roles and industries where tech does help fill critical job openings, these technologies face significant obstacles before they can become a reliable solution to the labor crisis.

---

**PEOPLE, NOT ROBOTS, REMAIN THE NEED OF THE HOUR.**

---

# WHAT CAN WE DO NOW?



**The only way to fill the millions of jobs that remain unfilled is to grow the size of our labor force.**

**A**s we look for long-term solutions, we also need creative short-term strategies to help ease the current labor crisis. These strategies will require a multifaceted approach involving people and institutions from every sector of the economy.

Overall, the concept is relatively simple.

---

**WORKERS CAN COME FROM ONLY TWO SOURCES: THE POPULATION WE ALREADY HAVE OR THE POPULATION WE CAN GAIN THROUGH IMMIGRATION.**

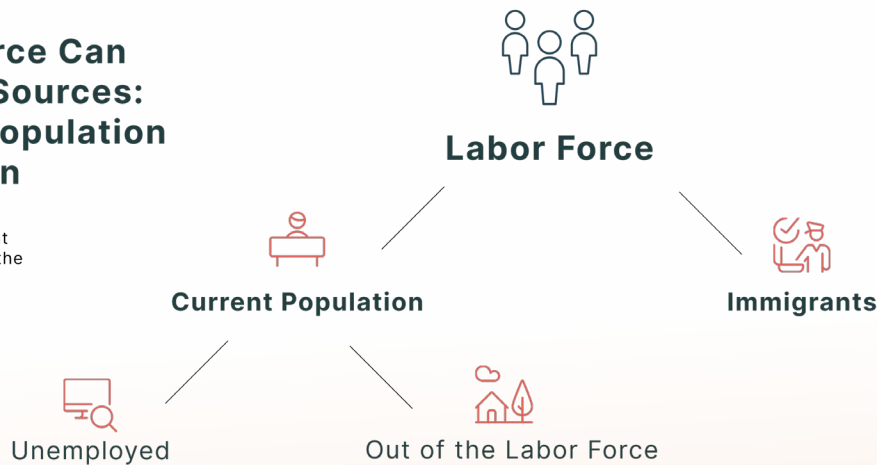
---

As previously discussed, we will have to engage people to coax them back into the US labor force.



## The Labor Force Can Grow from 2 Sources: the Current Population or Immigration

Filling Jobs from the Current Population Requires Hiring the Unemployed and Reaching Those On the Sidelines.



## Engage the People on the Sidelines

As of January 2022, job openings are at near-record highs of 11 million, with only 6.5 million unemployed<sup>3</sup> people in the labor force. This means that even if every unemployed person got a job today, a shortfall of well over 4 million workers would remain.

So, reaching the people who are not working is vital in addressing the labor shortage. These include people with less advantaged backgrounds, veterans, people with mental or physical health challenges, people with a criminal or substance-abuse history, and, as we've already discussed, recent retirees and caregivers. Recruiting tactics that simply shuffle employees from one company to another or employ people on unemployment do not solve the problem employers face. Additionally, engaging people on the sidelines will mean offering creative work solutions.

## Be transparent about the job and benefits

More companies are revealing salaries, benefits, and other perks than ever before. In fact, three times more job postings now advertise signing bonuses compared to 2016 (*2022 Talent Playbook*). Employers should make sure job postings include full job responsibilities, tools, resources, technologies, etc. When employers are fully transparent about the role they are looking to fill, potential employees can accurately assess if the position is a good fit.

Further, improving the quality of work is vital in convincing people to enter the labor force. First, employers can use compensation data to track and understand pay rates across the entire market, as well as their specific industry. Additionally, emphasizing career pathways in job postings shows employees are valued and have opportunities for advancement. Employers can use skills data to discover logical pathways, both within and across companies, and within and across industries.

In addition, company image matters. Management can emphasize the company's core values, mission, and vision to potential employees. Ultimately, investing in employees, even before they officially start at your organization, shows that you will continue to invest in them when they are onboarded.

---

### IT'S NOT ABOUT THE EMPLOYED VS. UNEMPLOYED, IT'S ABOUT THE UNENGAGED

---



<sup>3</sup>The Bureau of Labor Statistics defines an unemployed person as someone who is "jobless, actively seeking work, and available to take a job."



## Embrace the job freedom mentality

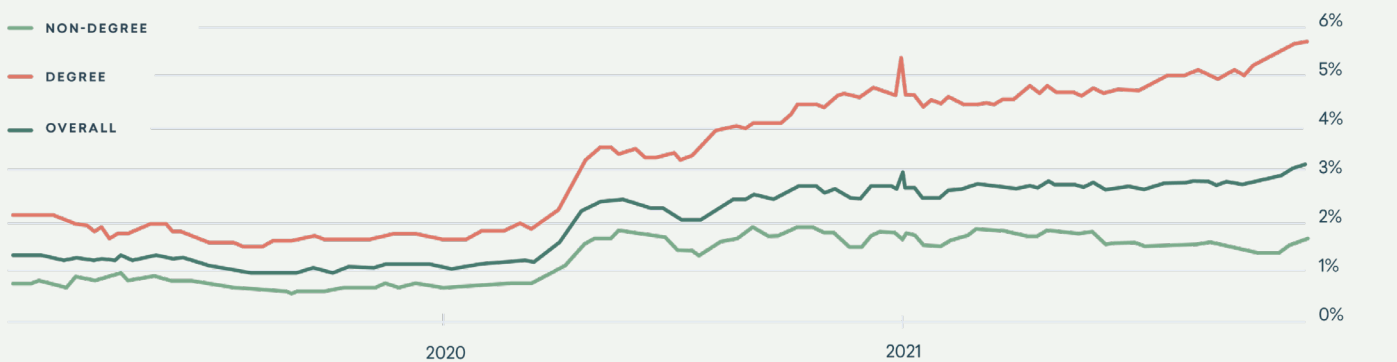
Those who left or lost their job in the pandemic may not want to return to the labor force in a full-time capacity. Embracing the gig economy, part-time work, and overall “job freedom mentality”—including flexible hours, contract work, and remote and hybrid options—can open up creative opportunities for filling positions.

The job freedom mentality shifts the work-life balance concept on its head. For people with this mentality, it’s not about scheduling life around your work schedule. It’s the opposite. To appeal to these workers, offering flexible hours, contract work, remote work, or hybrid options can make returning to work more appealing.

## More Americans Are Working from Home—Especially Those with College Degrees

Source: 2022 Talent Playbook, Emsi Burning Glass

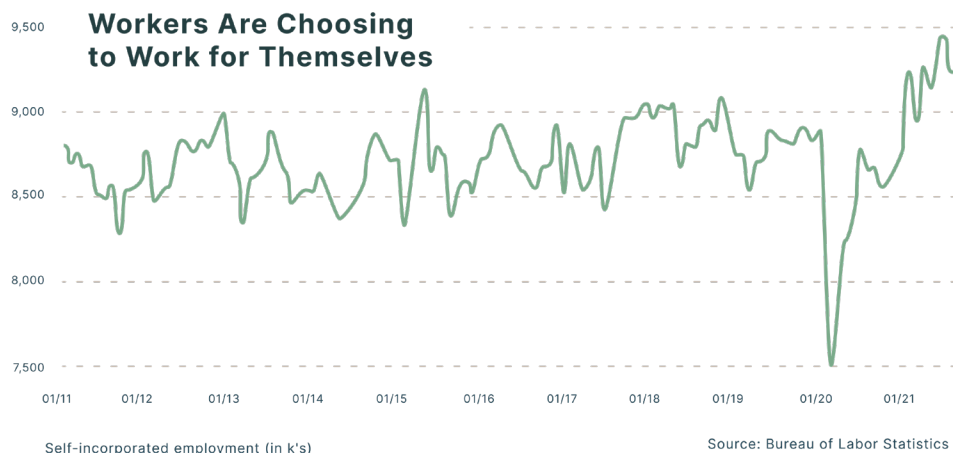
Percent Work From Home



For example, some people prefer flexible hours and/or remote work arrangements. For people who struggle with physical or mental health challenges, jobs that offer the support and flexibility needed to address those challenges become more attractive. The percentage of remote positions has tripled compared to pre-COVID, and continues to climb. This astounding growth indicates that remote work is here to stay. According to Lightcast job postings data, more than 10% of all job postings are now advertising hybrid and/or remote work arrangements.

Re-engaging early retirees can pull essential skills back into the workforce. However, strategies used to recruit younger people into the workforce may not motivate older workers, or vice versa. Employers should get creative about appealing to these populations. For example, benefits usually provided only to full-time employees can be leveraged to entice this demographic of people (and their decades of experience) into the workforce again.

In addition, some people may have started their own businesses and won't ever be returning to their old employer. New business starts surged during the pandemic, and it's not just sole proprietorships.



Self-employment rose to a ten-year high last year. New business applications from firms likely to hire employees surged as well, from 987,500 in 2019 to 1.4 million in 2021. This may be a bit painful for legacy employers who are holding out hope their workforce will return in full. But with workers remaining on the sidelines, communities will need to adjust their expectations. It will be more important that workers come back than where they come back to.

---

**ULTIMATELY, UNDERSTANDING THE PRIORITIES AND CONCERNS OF PEOPLE OUTSIDE THE LABOR FORCE (WILLFULLY AND SITUATIONALLY) WILL HELP EMPLOYERS REMOVE SOME OF THE ROADBLOCKS KEEPING THEM OUT—AND HELP COMPANIES ALIGN THEIR JOB DESCRIPTIONS TO THOSE PRIORITIES.**

---



## Be active in recruiting

To engage people on the sidelines, employers must be active in recruiting. Try shifting the focus of your recruiting efforts away from resumes that check all of the skill boxes. This includes sourcing and recruitment techniques that tap into pools of workers that may have no experience in your industry. Now more than ever, it's important that the entire hiring process is highly accessible for all populations of people.

First, make sure your application process is quick and easy to understand. The entire process, including your applicant tracking system, should be set up to keep as many people as possible in the funnel, not remove them. Keep job descriptions short with only the must-have items and emphasize soft skills. Be open to employing unique talent pools such as part-time workers, people in other geographies, former inmates, people with health impairments, people needing flexible work options, and more.

Ultimately, employers have to get creative about recruiting and hiring strategies. Job seekers are already aware of the usual recruiting streams such as job ads, career fairs, and local university visits. To engage people on the sidelines, employers have to meet people where they are. A better alternative is to engage people through their community networks such as community events, social networks, sports leagues, etc.

Mike McSally, a former executive in one of the largest staffing companies in the world and someone who possesses decades worth of recruiting knowledge, is a firm believer in actively recruiting vs. relying solely on job postings, career fairs, and help wanted signs.

---

**“I AVOID THOSE EMPLOYERS (ONES WHO OUTSOURCE RECRUITING UNTIL THE VERY END) AT ALL COSTS. IF YOU ARE NOT WILLING TO INVEST IN THE INTERVIEW PROCESS, HOW WILLING WILL YOU BE TO INVEST IN THE PERSON’S CAREER ONCE THEY ARE HIRED?”**

---

**— MIKE MCSALLY**



## Align educational programs to the demands of the market

The labor force gap is not for businesses to solve alone. People are the most critical asset in a community. If students leave your region upon graduation, that loss will be felt even more so in the current state of the labor force. But, if those graduates see a clear path to a job and a career in their local community, the impacts of the labor shortage will be far less painful.

Because there are so many unfilled job openings, workers have much more leverage in the marketplace. But they still won't advance if they don't have the skills to do the more complex work that will increasingly be in demand.

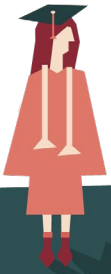
On the flip side, if employers are looking for skills your educators don't teach, openings go unfilled, and workers remain on the sidelines. Encourage business leaders to engage with education providers through earn-and-learn opportunities, program advisory boards, facility tours, guest lectures, or even donations of industry-specific equipment.

---

**GET EVERYONE IN ALIGNMENT: COLLEGES, UNIVERSITIES, WORKFORCE BOARDS, AND EMPLOYERS ARE ALL FOCUSED ON DIFFERENT PARTS OF THIS PROBLEM.**

---

Regional development organizations and industry associations can step in to make sure that all stages of the pipeline are connected, communicating, collaborating, and flowing smoothly.



## Explore Immigration Opportunities

As discussed at length in *The Demographic Drought*, US births fell below the replacement rate starting in the early 1970s. This means that for 50 years, the US has had fewer children than the number that would replace its existing population. The obvious result is population decline over time—and yet, the US population has not stopped growing. How is that possible?

The math is fairly simple. Population growth can come from only two places: inside the country or outside the country. So despite birth rates consistently below the replacement rate, the US population has continued to grow due to immigration.

---

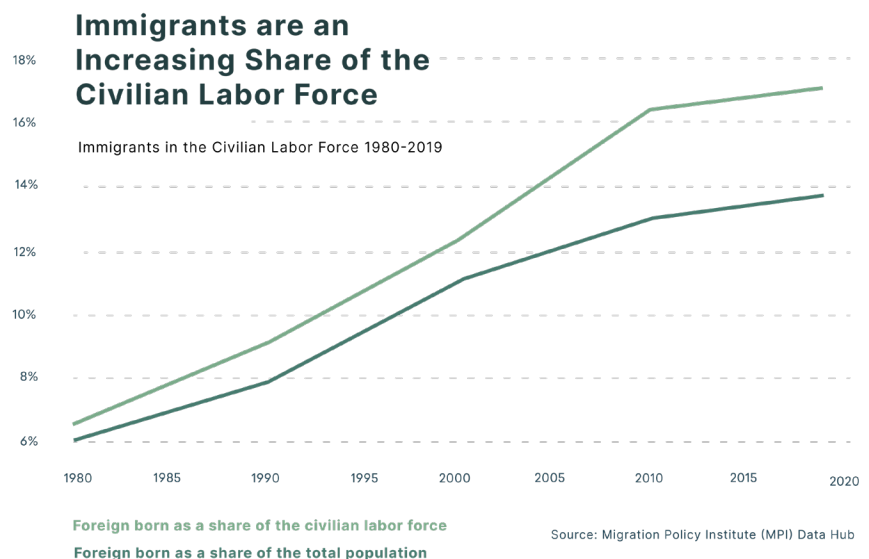
**HOWEVER, SINCE THE 2008 RECESSION, THE US BIRTH RATE HAS FALLEN BY ROUGHLY 30% TO A NEW ALL-TIME LOW, WHICH MEANS THAT SLOWING OR PREVENTING POPULATION DECLINE WILL REQUIRE AN EVEN GREATER INFUX OF IMMIGRANTS THAN IN THE PAST.**

---

To understand what the declining birth rate represents, let's translate it into raw numbers. By simply maintaining the 2007 birth rate through 2020, the US population would have added roughly 7.6 million more people.

Although the total population grew from 301.6 million to 330.5 million during that same time period, the under-20 segment of the population fell by 1.6 million people—dropping from 27% of the total population in 2007 to just 25% in 2020. This younger group represents the future of the labor force, and it's shrinking. Over the next 10 to 20 years, this population shortfall will present an even more significant challenge to enrollment and recruitment efforts unless those numbers are offset from elsewhere.

With the share of young people already in short supply within the borders, foreign-born workers have filled an increasing share of the U.S. labor force since 1980.




## Immigration Trends

Looking at our labor shortage, then, one potential solution would be to try offsetting our labor force declines by increasing immigration. But this is not a matter of simply flipping a switch. Immigration raises a tangled set of social, political, economic, and demographic questions. And there are no one-size-fits-all answers. At the same time, however, the data indicates that conversations about the labor shortage should include a look at the future of immigration.

One major component for understanding recent changes in the labor force is that immigration has been trending downward since 2016. This is due to a complex variety of factors, such as political decisions, administrative processing delays, caps set in 1990 that have not been updated, global demographic and economic shifts, and recent Covid-related interruptions—including delays in fully reopening US Consulates.

An additional factor that may affect the future of the immigrant labor force is the public's perception of immigration numbers. A recent Gallup poll shows a significant increase in the number of Americans who say they want fewer immigrants to the US. This perception nearly doubled over the past year—at the same time that actual immigration numbers had dropped to the lowest level in recent history, according to CATO Institute data.

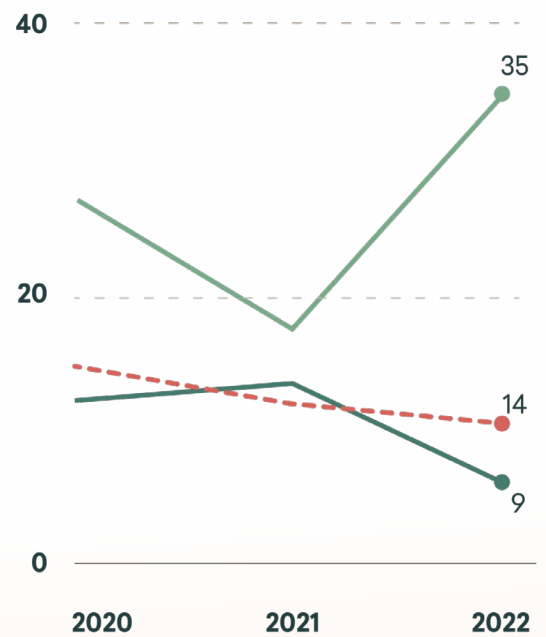
### 58% OF AMERICANS ARE DISSATISFIED WITH THE LEVEL OF IMMIGRATION INTO THE U.S.



### The Number of Americans Who Are Dissatisfied with Immigration and Want Less of It Rose by 84%

- % Dissatisfied, want more
- % Dissatisfied, want less
- - - % Dissatisfied, remain same

Source:Gallup



Regardless of changes in public opinion or policy, however, global demographic shifts are likely to start closing the window on population growth through immigration. Other countries increasingly need the people they have in order to meet labor demands as they desperately attempt to modernize their own economies. Mexico, where most US-bound immigrants originate, currently has an unemployment rate lower than the US, and its labor force participation rate is just several percentage points lower. The days of attracting large numbers of foreign-born job seekers are likely nearing an end.

Lastly, developed nations around the world, like the US, have also experienced declining birth rates and labor shortages of their own.

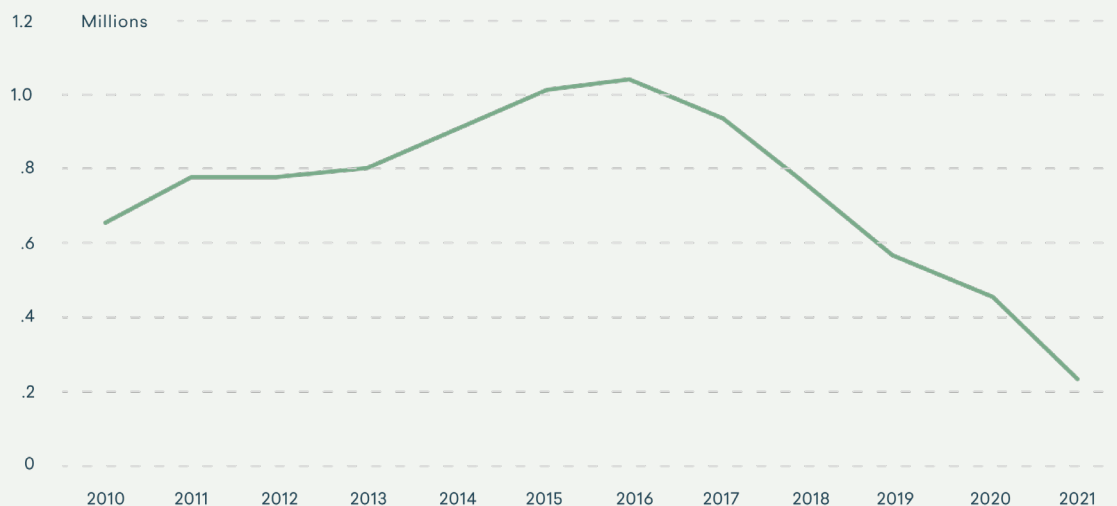
---

**THEY, TOO, ARE RELYING MORE HEAVILY ON IMMIGRATION TO FILL JOBS.**

---

The combination of shifting immigration policies, pandemic-related challenges, and escalating competition for talent worldwide have all converged to slow the influx of immigrants to the US.

## U.S. Yearly Immigration Numbers Have Fallen to New Record Lows



Sources: U.S. Census Bureau, Vintage 2021 Population Estimates.

Immigrant visas issued / New arrivals of legal permanent residents from abroad

Some of the immigration downturns might be overcome by offshoring or turning to international remote work, but this, too, presents many of the same challenges as immigration itself. More importantly, most of the jobs that currently need filling in the US are in-person roles or are poor candidates for remote work or overseas operations.

The connection between immigration declines and our current labor shortage becomes more clear in the following tables.

Below, we can see that since February 2020, job openings have soared in lower-skilled industries. The majority of unfilled jobs in the US are now those that do not require a college degree.

### Since February 2020, Job Openings Have Soared in Lower-Skilled Industries

Source: Emsi Burning Glass analysis of Bureau of Labor Statistics Job Openings and Labor Turnover Survey data

	Feb 20 (ks)	Oct 21 (ks)	% Change
Construction	302	410	36%
Manufacturing	572	1,009	76%
Retail Trade	734	1,055	44%
Transport/Warehousing	321	611	90%
Leisure & Hospitality	945	1,781	88%
Professional Business Services	1,307	1,819	39%
Information	139	180	29%
Finance & Insurance	312	321	3%
Healthcare	1,146	1,823	59%
<b>% Change Lower-Skill Job Openings</b>	<b>2,874</b>	<b>4,985</b>	<b>69%</b>
<b>% Change Higher-Skill Job Openings</b>	<b>1,597</b>	<b>2,324</b>	<b>46%</b>

And to the right, we can see that these are the very jobs that are disproportionately filled by foreign-born workers. By looking at worker distribution in occupational groups where the labor shortage is most pronounced, one thing becomes clear: a significant part of the pain the US labor market is feeling comes from the recent collapse of immigration.

### Foreign-Born Workers Fill a Disproportionate Percentage of Lower-Skilled Occupations

Occupational Group	% of Total Foreign-Born Workers	% of Total Native-Born Workers
Service Occupations	20.6%	14.4%
Natural Resources, Construction, Maintenance	13.6%	8.1%
Production	15.2%	11.7%

Source: BLS, "Foreign-Born Worker Labor Force Characteristics, 2020"





## Immigration Opportunities

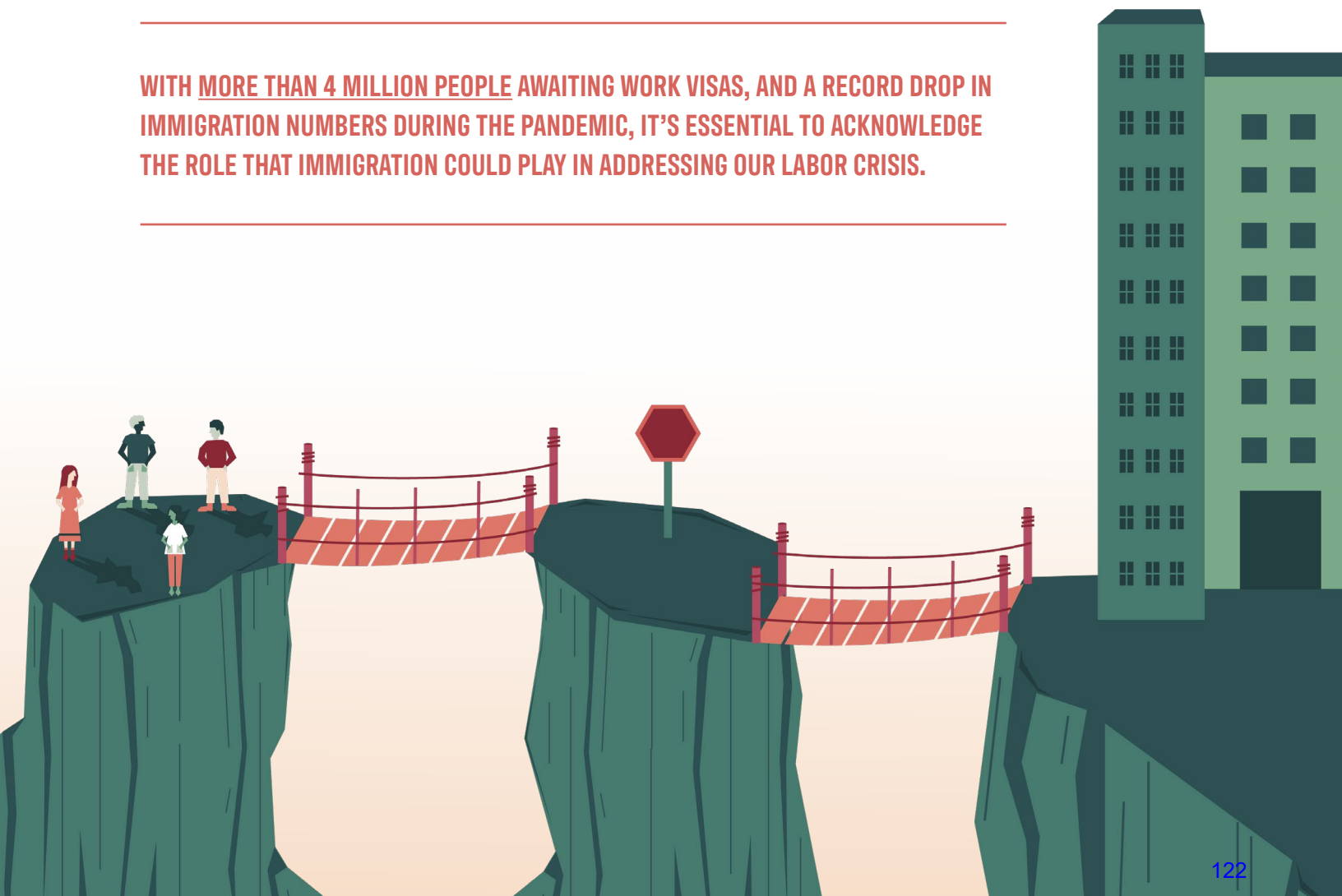
Knowing which industries and occupations face the most significant worker shortages, and identifying who has (at least historically) filled those jobs, can help provide more focus to strategies that address the problem.

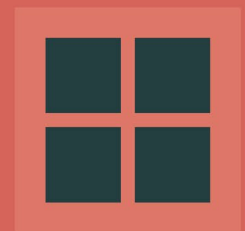
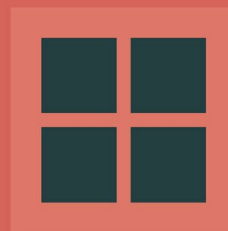
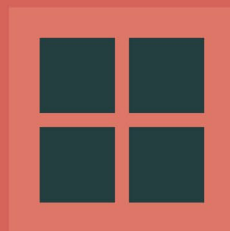
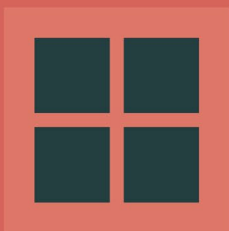
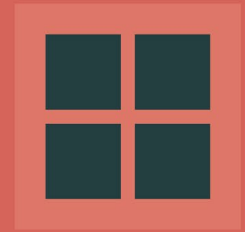
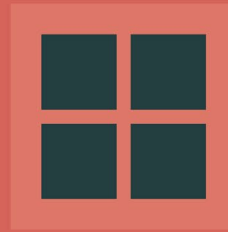
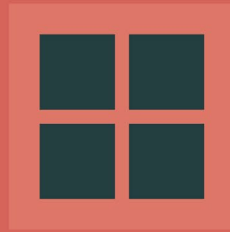
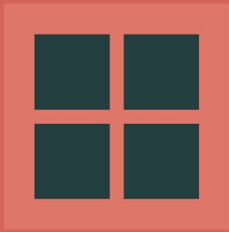
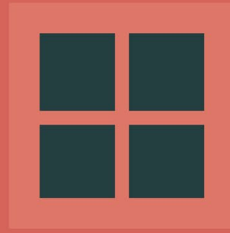
Despite numerous challenges, immigration remains an important source of workers, especially as falling US birth rates affect the size of the potential workforce. Further, current data shows that a significant percentage of the lower-skilled jobs that we cannot fill are jobs that have been disproportionately filled by the foreign-born population.

---

**WITH MORE THAN 4 MILLION PEOPLE AWAITING WORK VISAS, AND A RECORD DROP IN IMMIGRATION NUMBERS DURING THE PANDEMIC, IT'S ESSENTIAL TO ACKNOWLEDGE THE ROLE THAT IMMIGRATION COULD PLAY IN ADDRESSING OUR LABOR CRISIS.**

---





# CONCLUSION

**Since a shortage of workers has become the new normal, what can employers, educators, communities, and the workers themselves do in response?**

**H**ow can businesses reach people who have stepped away from the labor force and offer them compelling and meaningful opportunities? How can educators boost enrollment and align their programs to the needs of regional businesses? How can communities help businesses and sidelined workers find each other? And how can people on the sidelines overcome their current obstacles and re-enter the workforce?

# CONCLUSION CONTINUED

A permanently tight labor market is a recent change—but it is far from a hopeless situation. It does mean, however, that we have no workers to spare. Everyone will need to up their game, investing in a skilled, agile, and effective workforce. With a mountain of unfilled job postings and an unengaged working-age population on the sidelines, now is the time to rethink how we recruit workers.

With more than 4 million people awaiting work visas, and a record drop in immigration numbers during the pandemic, it's vital that employers acknowledge the role that immigration could play in addressing our labor crisis. Given the slower growth of the US population and the rising share of immigrants in the workforce, particularly in occupations with the greatest labor shortages, the current 11 million job openings are unlikely to be filled solely by the existing US labor force.

Long gone are the days when it was enough to put up a help wanted sign to fill a vacancy. Employers must be active and transparent in the recruitment process, engaging people on the sidelines by meeting people where they are and offering flexible work options and competitive benefits.

As the above data indicates, our incredibly tight labor market is more than just an effect of the pandemic. It's the culmination of both long-term trends and short-term events. The widening gap in our labor force results from decades of low birth rates, the boomer generation reaching retirement age, and several years of declining immigration numbers. The onset of the pandemic accelerated these already existing trends.

---

**ADDRESSING THE SHORT-TERM FACTORS BROUGHT ABOUT BY THE PANDEMIC CAN HELP PROVIDE SOME TEMPORARY RELIEF, BUT ADAPTING TO THE LONG-TERM TRENDS WILL PROVE MORE OF A CHALLENGE—AND REQUIRE A CREATIVE AND PROACTIVE APPROACH.**

---



# Lightcast

**L**ightcast is the world's leading authority on job skills, workforce talent, and labor market dynamics, providing expertise that empowers businesses, education providers, and governments to find the skills and talent they need and enables workers to unlock new career opportunities.

With engineers and data specialists continually collecting and analyzing data from thousands of job boards, company websites, online resumes, employee profiles, and traditional government sources, the company produces the most comprehensive, up-to-date picture of the labor market available.

Lightcastmarket research, analytical software, and data expertise is used by companies across the globe to better understand their own workforce and identify skilled and diverse talent for future growth. The company also guides colleges and universities in connecting their programs to the needs of the local labor market, and advises government entities in creating more effective programs for economic prosperity.

Headquartered in Boston, Massachusetts, and Moscow, Idaho, Lightcast is active in more than 30 countries and has offices in the United Kingdom, Italy, New Zealand, and India. The company is backed by global private equity leader KKR.



## VETERANS QUARTERLY MANAGER'S REPORT

Fiscal Year:	2023
Federal Quarter:	January, February, March (Q2)
Local Workforce Development Board:	LWDB 14- Pinellas
Report Prepared By:	Craig Grant, LVER
Report Submitted By:	Natalija Dolsak

DISABLED VETERANS OUTREACH PROGRAM (DVOP) SPECIALIST ACTIVITIES	
Veterans Served	158
Veterans who received an ICS	158
ICSR (%)	100.00%
Case Management (205/V04)	154
Case Management Rate (%)	97.47%
Ch 31 Veterans Served	5
Ch 31 Veterans in CM >180 Days	0
Veterans Referred to LVER(s) - Case Conference (V11)	40
SBE Placements for QTR	83
Outreach Activities	190
Non-Veterans Served	0
Post Employment Consistent Contact	142

LOCAL VETERANS' EMPLOYMENT REPRESENTATIVE (LVER) ACTIVITIES	
Employer Outreach	17
Job Development	3
Veteran Advocacy - Veteran	25
Veteran Advocacy - Employer	37
DoD SkillBridge	3
Job Order	11
Job Order Follow-Up	5
Job/Career Fairs	16
Mass Recruitment Services	3
Hire Vets Medallion Program (HVMP)	2
Developed DOD SkillBridge Opportunity	0
Non-SBE Placements (referrals from Career Center Staff)	0

DVOP OUTREACH ACTIVITES		
Homeless Shelters Visited	Prisons Visited	Transitioning Workshops Visited
6	1	0
Summarize outreach efforts made to locate veterans and other eligible persons with SBEs and the results of those efforts.		
<p>Christina Manley: Visited VRSI, outreach location to provide HVRP homeless Veterans DVOP services, 12 visits this last quarter. The Pinellas County Jail to coordinate future DVOP services for incarcerated Veterans, 12 visits. Also outreached to Empath Health and USFSP.</p> <p>Andrew Beers: I have been doing my outreach at St. Vincent de Paul Center of Hope in St. Petersburg two times weekly, and if needed to meet the Veteran, when they are available. In the last Quarter, I helped so many Veterans while communicating closely with their StVDP caseworkers. The staff at St. Vincent de Paul consider me one of their own, and the Veteran residents know that if they need help – I am there</p>		

LVER OUTREACH ACTIVITES		
Employer Seminars / Workshops	Job Search Workshop (Veteran Training)	Job Search Groups (Veteran Training)
0	0	0
Summarize outreach efforts to local employers to assist veterans and other eligible persons with SBEs in gaining employment.		
NA- no LVER last Quarter		

CAREER FAIRS/RECRUITING EVENTS FOR VETERANS				
Date of Event	# of Employers	# of Veterans	Type of Event	Summary of Career Fair or Recruiting Event
NA				

LVER TRAINING				
Date of Training	Training Type	Audience	Topic	Summary of Training
NA				

STAFFING CHANGES				
Gain(s) / Loss(s)	Effective Date	Position Number	Title	Name
Gain	4/3/2023	40047101	LVER	Craig A. Grant
Gain	4/3/2023	40047094	LVER	Andrew C. Anderson

VACANCIES				
Number of Days Vacant	Effective Date	Position Number	Title	Status

**SUCCESS STORIES**

Christina Manley, DVOP: The Veteran, Mr. R. M. came to see us for DVOP and employment services. We engaged him with Farm Fresh immediately following his resume development. He interviewed with the employer and was hired for a full-time position the next morning. He already received a raise and enjoys his employment. We continue to provide Veteran services for him. With Partner Agencies, we continue working on housing assistance for him through the national call center for Homeless Veterans. Additionally, we coordinated a discharge upgrade of his military service with the VSO and retrieved his medical records for filing a new VA claim.

**TRAINING PLAN TO IMPROVE PERFORMANCE MEASURES**

The DVOP and LVER team will receive DEO Veterans Programmatic Training from Regional Veterans Program Coordinator LWDB 09-16, Greg Tudor on 4/18/2023 and 4/19/2023.

We implemented weekly DVOP/LVER staff meetings where the team comes together to address programmatic operations, and strategies to enhance our overall impact in Pinellas County and discuss continuous improvement recommendations. These meetings provide an opportunity for staff to freely discuss and express their issues and concerns.

**BEST PRACTICES**

Christina Manley, DVOP: With providing new SBE Veterans DVOP services, it is imperative to complete a good analysis assessment to seek the best way forward with appropriate supportive services to reach the Veteran's directional goals. Once established, it is best to complete a resume immediately and research professional opportunities for the Veteran. Coordination with LVERs is imperative to locate applicable careers.

**COMMENTS / SUGGESTIONS**



## **INFORMATION ITEM 12**

### **Training Providers Performance Report**

**PY'2022 - 2023**

- 12A - Performance: Current Year through March
- 12B - Performance: Three Year Period 20/21-22/23 through March

Provider	Enrolled	# that Exited Training	Exited after Completing Training	No job at the point of training completion	# that obtained a job whether they completed training or not	Job Placement Rate	Training Related Job Placement Rate	# of job placements that occurred this PY but training ended prior to beginning of PY	Average Wage at Job Placement
Academy for Dental Assistants	2	1	0	0	0		0.0%	0	
Access Computer Training	1	2	1	1	0	0.0%	0.0%	0	
ACI Learning, Online	0	0	0	0	0			0	
Biztech Learning Centers, Inc	0	0	0	0	0			0	
Building Industry Construction Service International (BIC)	0	0	0	0	0			0	
Center for Technology Training	5	3	0	0	0		0.0%	0	
Champion Truck Driving School	2	13	13	10	3	23.1%	23.1%	0	\$18.33
Computer Coach IT training solutions	23	2	2	2	0	0.0%	0.0%	0	
Concorde Institute	1	0	0	0	1			1	
FleetForce Truck Driving School	0	0	0	0	0			0	
Florida School of Traditional Midwifery, (Alachua)	0	0	0	0	0			0	
Florida Technical College	0	0	0	0	0			0	
Galen College of Nursing, (Sarasota)	0	0	0	0	0			0	
Galen Health Institute, Inc.	56	12	7	5	3	28.6%	16.7%	0	\$22.85
Jersey College	13	1	1	1	0	0.0%	0.0%	0	
Keiser University	0	0	0	0	0			0	
Learning Alliance Corp	0	0	0	0	0			0	
National Aviation Academy	31	11	9	4	5	55.6%	45.5%	0	\$28.85
Net Synergy Pre-Apprenticeship LT3 Academy	0	0	0	0	0			0	
New Horizons Computer Learning Center of Tampa Bay	75	14	9	5	7	44.4%	21.4%	0	\$29.33
Palm Beach Code School	0	0	0	0	0			0	
Pinellas County Schools	38	8	3	2	2	33.3%	12.5%	0	\$40.05
Rasmussen University	4	1	1	0	1	100.0%	100.0%	0	\$14.00
Roadmaster Driver's School, Inc.	0	0	0	0	0			0	
RV Training Center, (Pinellas)	0	0	0	0	0			0	
Schiller International University, (Pinellas)	0	0	0	0	0			0	
ServiceSource Florida Career Institute	0	0	0	0	0			0	
Southern Technical Institute	8	2	2	1	1	50.0%	50.0%	0	\$19.20
St. Petersburg College	71	16	9	8	3	11.1%	12.5%	1	\$24.85
Tampa Truck Driving School	12	9	7	6	2	14.3%	0.0%	0	\$16.00
Ultimate Medical Academy - Online	0	0	0	0	0			0	
Ultimate Medical Academy, Inc.	10	1	1	1	0	0.0%	0.0%	0	
University of South Florida	9	3	3	2	1	33.3%	33.3%	0	\$22.59
<b>Grand Total</b>	<b>361</b>	<b>99</b>	<b>68</b>	<b>48</b>	<b>29</b>	<b>29.4%</b>	<b>19.2%</b>	<b>2</b>	<b>\$25.58</b>



PY20/21 - thru 03/31/2023

Provider	Enrolled	# that Exited Training	Exited after Completing Training	No job at the point of training completion	# that obtained a job whether they completed training or not	Job Placement Rate	Training Related Job Placement Rate	Average Wage at Job Placement
PY22/23	361	99	68	48	29	29.4%	19.2%	\$25.58
PY21/22	288	147	108	28	105	74.1%	49.7%	\$26.93
PY20/21	492	261	241	28	484	88.4%	61.7%	\$24.62
<b>Grand Total</b>	<b>1141</b>	<b>507</b>	<b>417</b>	<b>104</b>	<b>618</b>	<b>75.1%</b>	<b>49.9%</b>	<b>\$25.34</b>

Academy for Dental Assistants	8	3	1	0	2	100.0%	33.3%	\$14.00
Access Computer Training	4	2	1	1	0	0.0%	0.0%	
ACI Learning, Online	0	0	0	0	0			
Biztech Learning Centers, Inc	0	0	0	0	2			
Building Industry Construction Service International (BIC)	0	0	0	0	0			
Center for Technology Training	15	8	4	1	8	75.0%	25.0%	\$24.75
Champion Truck Driving School	25	15	15	12	3	20.0%	20.0%	\$18.33
Computer Coach IT training solutions	80	47	44	13	52	70.5%	53.2%	\$30.80
Concorde Institute	3	1	1	0	2	100.0%	100.0%	\$20.00
FleetForce Truck Driving School	0	0	0	0	0			
Florida School of Traditional Midwifery, (Alachua)	0	0	0	0	0			
Florida Technical College	1	1	1	0	4	100.0%	100.0%	\$24.03
Galen College of Nursing, (Sarasota)	0	0	0	0	0			
Galen Health Institute, Inc.	182	52	43	6	62	86.0%	69.2%	\$23.09
Jersey College	38	7	6	2	6	66.7%	42.9%	\$22.92
Keiser University	2	1	1	0	1	100.0%	100.0%	\$25.00
Learning Alliance Corp	0	0	0	0	0			
National Aviation Academy	94	45	41	11	50	73.2%	51.1%	\$21.37
Net Synergy Pre-Apprenticeship LT3 Academy	0	0	0	0	0			
New Horizons Computer Learning Center of Tampa Bay	224	124	109	18	167	83.5%	53.2%	\$34.08
Palm Beach Code School	0	0	0	0	0			
Pinellas County Schools	120	46	33	8	55	75.8%	45.7%	\$17.77
Rasmussen University	11	1	1	0	1	100.0%	100.0%	\$14.00
Roadmaster Driver's School, Inc.	1	1	1	0	4	100.0%	100.0%	\$18.00
RV Training Center, (Pinellas)	0	0	0	0	0			
Schiller International University, (Pinellas)	0	0	0	0	0			

ServiceSource Florida Career Institute	0	0	0	0	0			
Southern Technical Institute	15	6	5	1	6	80.0%	33.3%	\$15.81
St. Petersburg College	219	87	57	17	136	70.2%	34.5%	\$19.79
Tampa Truck Driving School	29	25	23	6	18	73.9%	60.0%	\$20.41
Ultimate Medical Academy - Online	1	1	1	0	1	100.0%	100.0%	\$15.00
Ultimate Medical Academy, Inc.	37	14	12	3	13	75.0%	64.3%	\$15.43
University of South Florida	32	20	17	5	25	70.6%	55.0%	\$24.92
<b>Grand Total</b>	<b>1141</b>	<b>507</b>	<b>417</b>	<b>104</b>	<b>618</b>	<b>75.1%</b>	<b>49.9%</b>	<b>\$25.34</b>



**INFORMATION ITEM 13**  
**CareerSource Pinellas**  
**Training Provider Spending**  
**For the period July 1, 2022 - February 28, 2023**

Training Provider	Customer Training	Approved Spending (if required)	Remaining	# of Participants	Avg/ Per Part
Academy for Dental Assistants, (Pinellas)	20,300			7	2,900
Access Computer Training, (Hillsborough)	20,000			3	6,667
American Manufacturing Skills Initiative (AmSkills)	-				
BizTech Learning Centers, Inc., ( Pinellas)	-				
Center for Technology Training	10,995			3	3,665
Central Florida Heat and Frost Insulators J.A.C. (RA)					
Champion Truck Driving School	109,200			22	4,964
Computer Coach IT Training Solutions	5,000			1	5,000
Concorde Career Institute, (Hillsborough)	15,000			2	7,500
Connecticut School of Broadcasting, (Hillsborough)					
Florida Technical College					
Galen College of Nursing, (Pinellas)	181,458			44	4,124
Gold Coast Professional Schools					
Hillsborough Community College	-			-	
IEC- Independent Electrical Contractors, FAAC					
International Union of Operating Engineers (RA)					
Ironworkers (RA)					
JATC - Tampa Area Electrical JATC, (Hillsborough), FAAC (RA)	15,278			22	694
Jersey College, ( Hillsborough)	26,458			8	3,307
Keiser University	12,500			2	6,250
Masonry (RA)					
National Aviation Academy	122,421			21	5,830
Net Synergy Virtual Solutions LLC	7,112			2	3,556
New Horizon Computer Learning Center, (Hillsborough)	170,560			27	6,317
Pinellas Ex-Offender Re-Entry Coalition *		50,000	50,000		
Pinellas Technical Education Centers *	20,377	300,000	279,623	16	1,274
Plumbers and Pipefitters and HVAC, local union 123 (RA) *					
R.V. Training Center					
Rasmussen College	15,673			5	3,135
Refrigeration & Air Conditioning Contractors (RACCA) (RA)					
Roadmaster Drivers School, Inc., (Hillsborough)					
Schiller International University, (Pinellas)					
Southern Technical Institute, Pinellas Park, (Pinellas)	6,541			6	1,090
St. Petersburg College *	92,499	1,200,000	1,107,501	38	2,434
Superior Aviation Gate	4,820			1	4,820
Tampa Bay Aviation	5,000			1	5,000
Tampa Truck Driving School, Inc.	68,000			12	5,667
Ultimate Medical Academy (Pinellas) *	85,669	250,000	164,331	14	6,119
Ultimate Medical Academy (Online)					
University of South Florida / Innovative Education, SACS	22,156			4	5,539
Veritas Nursing Academy					
Webster University					
<b>Total</b>	<b>\$ 1,016,716</b>			<b>254</b>	<b>\$ 4,003</b>
<b>Prior Year for Same Period</b>	<b>\$ 886,729</b>			<b>279</b>	<b>\$ 3,178</b>
<b>Variance</b>	<b>\$ 129,987</b>			<b>(25)</b>	<b>\$ 825</b>
	<b>15%</b>			<b>-9%</b>	<b>26%</b>

**RELATED PARTY CONTRACTS (with multiple components)**

	Spending	Amount	Remaining	Component
<b>Pinellas Technical Education Centers *</b>	20,377	300,000	279,623	Training (ITA)
	82,687	130,000	47,313	Leases
	<b>103,064</b>	<b>430,000</b>	<b>326,936</b>	
<b>St. Petersburg College *</b>	92,499	1,200,000	1,107,501	Training (ITA)
	78,218	160,000	81,782	Leases
	45,000	125,000	80,000	Contracts
	<b>215,717</b>	<b>1,485,000</b>	<b>1,269,283</b>	
<b>Ultimate Medical Academy (Pinellas) *</b>	85,669	250,000	164,331	Training (ITA)
	-	100,000	100,000	OJT
	<b>85,669</b>	<b>350,000</b>	<b>264,331</b>	

\* Contracts required two-third board approval.

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



**INFORMATION ITEM 14**  
**CareerSource Pinellas**  
**Work-based Learning and On-the-Job Training Spending**  
**For the period July 1, 2022 - February 28, 2023**

OJT Provider	Work-based Learning Spending	Approved Spending (if required)	Remaining	# of Participants	Avg./ Per Part	Prior Year Spending
Badaro Group	\$ 9,281			2	\$ 4,641	-
Bert Smith Oldsmobile, Inc.	\$ 3,065			1	\$ 3,065	-
Clean Soil Technology	\$ 2,285			1	\$ 2,285	-
Catalyst QLM LLC	\$ -			-		220,754
Manpower	\$ 395,063			150	\$ 2,634	166,312
Mechanical A/C Designs LLC	\$ -					11,845
Net Synergy Virtual Solutions LLC	\$ 25,344			6	\$ 4,224	-
Universal Life and Health Insurance	\$ 1,401			1	\$ 1,401	-
Veterans Metal LLC dba DHS	\$ -					1,853
<b>Total</b>	<b>\$ 436,439</b>			<b>161</b>	<b>\$ 2,711</b>	<b>\$ 400,764</b>

**Variance \$ \$ 35,674**  
**Variance % 9%**



## **INFORMATION ITEM 15**

### **Business Services Update**

- Business Services is fully staffed, recently added 3 Placement Specialists to the team focused on candidate recruitment and referral to open job orders
- Partnership development continues
- Job Corps-first cohort of 15 candidates is halfway through their Work Experience
- PERC - 3<sup>rd</sup> cohort is moving forward with enrollment
- Bausch & Lomb is referring candidates from HEP/STARS programs for OJT
- Ultimate Medical Academy staff have been instrumental in connecting BSU to companies such as Bayfront, Optum Health, Evara - agreements pending with all agencies for PWE (supporting Externships)
- IT Job Fair - April 26<sup>th</sup>
  - 10 employers
  - 160 job seekers
- General Job Fair at Lealman Exchange - May 24<sup>th</sup>
  - Employer spots still available.

# Goal 1 - Develop Robust Partnerships with Employers

- **Objective 1:** Utilize and partner with existing business group that convene employers regularly to understand immediate and future needs.
- **Objective 2:** Develop and execute a marketing strategy to build awareness with businesses about engagement and services available.
- **Objective 3:** Increase services to incumbent workers and underemployed workers.
- **Objective 4:** Develop methods that help businesses navigate the workforce system's services and that connect them with qualified applicants.

## 11 Business Group Partners

- | BAMA (Bay Area Manufacturing Association)
- | Central Pinellas Chamber
- | Greater Seminole Chamber of Commerce
- | Pinellas Economic Development
- | Recruiter Networking Group
- | St. Petersburg Area Econ. Development Corp
- | St. Petersburg Chamber
- | Tampa Bay Beaches Chamber
- | Tampa Bay Tech
- | Upper Tampa Bay Chamber
- | Volunteers of Active Disaster (VOAD)

1396

Employers Served

260

Newly Registered Employers

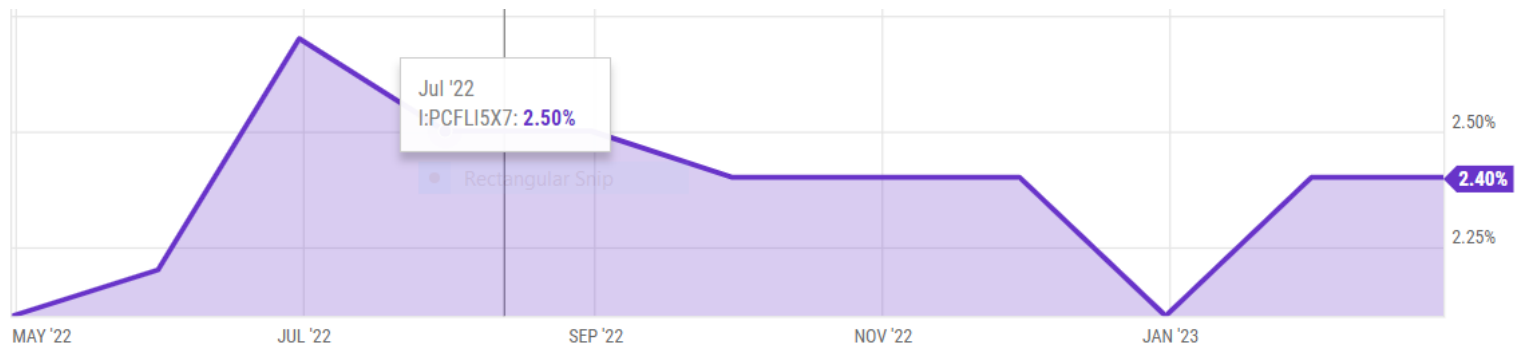
3914

Services Provided by Staff

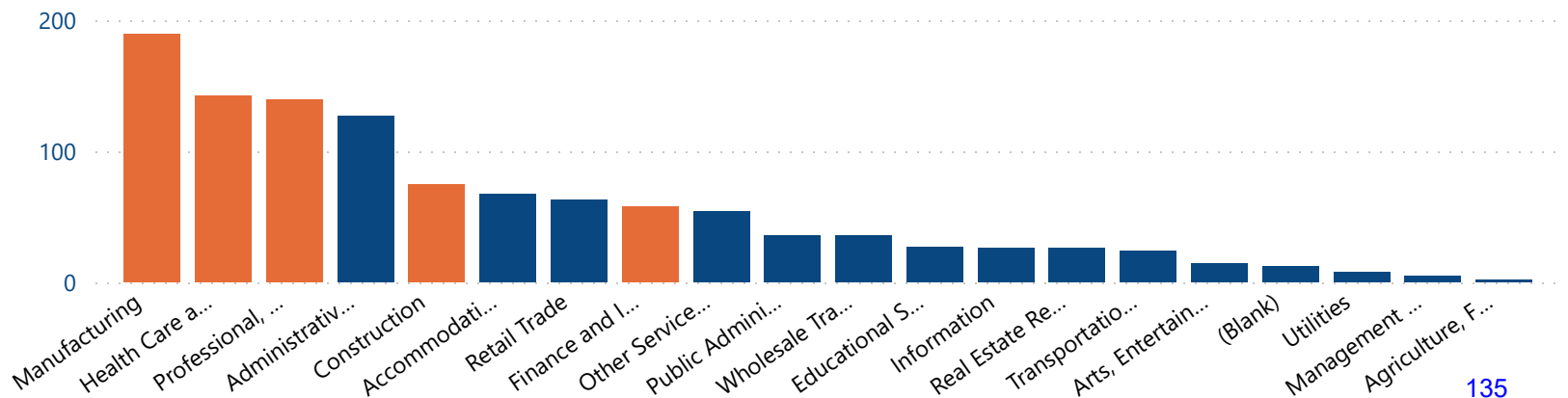
11383

Job Orders Posted

The unemployment rate in the CareerSource Pinellas region (Pinellas County) was 2.4 percent in February 2023. This rate was 0.6 percentage point lower than the region's year ago rate of 3.0 percent. The region's February 2023 unemployment rate was 0.1 percentage point lower than the state rate of 2.5 percent. The labor force was 521,492, up 20,476 (+4.1 percent) over the year. There were 12,643 unemployed residents in the region.



## Employer Industries Represented



# Goal 2 - Strengthen Partnerships with Organizations that Provide Educational Opportunities

- **Objective 1:** Compile all Labor Market Information (LMI) data and information to work together to create LMI Briefs that can be used by jobseekers, employers, and other workforce organizations in easy to consume formats.
- **Objective 2:** Convene employers to identify skill needs and align education providers' offerings to current and future skill needs.
- **Objective 3:** Provide easy to use 'career maps' for jobseekers to use to both knew where to go for education/training to obtain necessary credentials and next steps on a career path.
- **Objective 4:** Ensure that there is a Talent Pipeline that connects business service staff between CareerSource and educational institutions.

**42** Approved Training Providers and  
**129** Regional Targeted Occupations



The industries gaining jobs over the year were Professional and Business Services (+18,100 jobs); Education and Health Services (+17,200 jobs); Leisure and Hospitality (+10,800 jobs); Trade, Transportation, and Utilities (+8,900 jobs); Mining, Logging, and Construction (+4,800 jobs); Manufacturing (+3,200 jobs); Other Services (+3,100 jobs); Financial Activities (+1,300 jobs); and Government (+1,300 jobs).



The Tampa-St. Petersburg-Clearwater MSA had the highest annual job growth compared to all the metro areas in the state in the Professional and Business Services (+18,100 jobs); Education and Health Services (+17,200 jobs); Mining, Logging, and Construction (+4,800 jobs); Manufacturing (+3,200 jobs); and Other Services (+3,100 jobs) industries.

# Goal 3 - Expand Outreach to Jobseekers

- **Objective 1:** Target outreach efforts based on areas of opportunity.
- **Objective 2:** Expand the virtual delivery of service system currently in place.
- **Objective 3:** Conduct analysis of existing asset mapping to identify local community-based organizations and resource assets that might assist with outreach and service delivery.
- **Objective 4:** Conduct a gap analysis through engagement with priority customers and key stakeholders to assess what services may be missing and/or what changes are needed in how services are delivered to ensure participation.
- **Objective 5:** Support individuals to gain employment through a system of wraparound services that is responsive to their diverse experience and needs.
- **Objective 6:** Develop a Regional Targeted Occupations List.

**192** Employers participated in **8** career fairs with **671** job seekers attending.

Job Seekers during PY

6368

Placements Recorded

1155

Services Provided

18884

## Focus on service

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

## Networking Groups

*\*\*Networking events resumed in December 2022 and average about 10 attendees per session.*

## Website Visits Jan 1 - Mar 31, 2023





# Goal 4 - Build Organizational Capacity; Promote Change and Transformation of CareerSource Pinellas

- **Objective 1:** Present a positive message of the organization to include all that is currently being done and what will be done based on the strategic plan.
- **Objective 2:** Update talking points for use by board members and staff as part of the awareness campaign.
- **Objective 3:** Continue to improve and enhance the technology infrastructure both internally for staff to be more efficient and for communication among the system's partners and to increase user friendly access for customers.
- **Objective 4:** Ensure compliance and work with/train on the new ways of doing business that are in compliance while reducing the burden on customers through streamlined compliant processes.
- **Objective 5:** Develop methods to regularly listen to customers to test new processes before implementing them permanently.

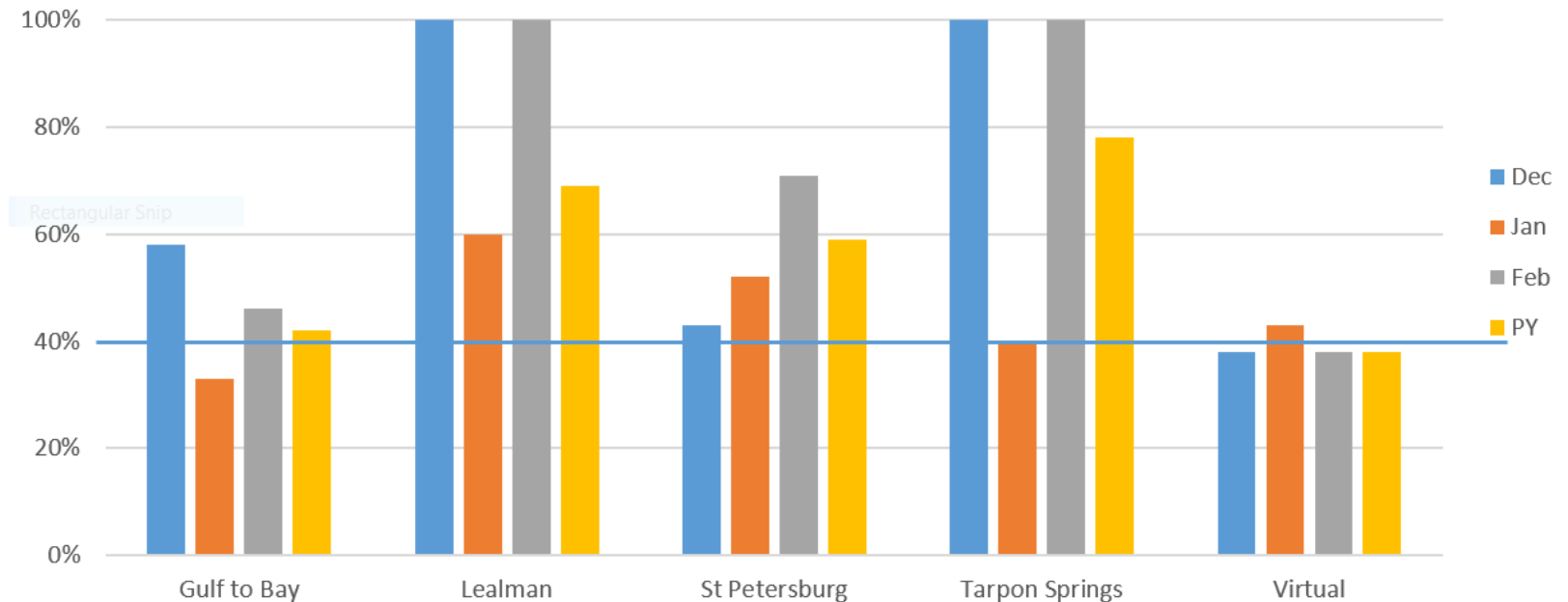
## Strategy

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

## Awareness

*Our internal marketing team and Tucker Hall, Public Relations Firm, are actively working to assist with strategic communications and to amplify our voice in the Tampa Bay area.*

**Net Promotor**



**Services Accessed by Month**

Service	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Total
Appointment with Staff	25.00%	17.39%	19.61%	22.73%	12.50%	33.82%	30.00%	42.59%	25.46%
Live or Recorded Online Workshops	25.00%	21.74%	35.29%	25.76%	34.38%	33.82%	28.57%	33.33%	29.74%
Recruitment Event	0.00%	4.35%	5.88%	16.67%	7.81%	1.47%	10.00%	11.11%	7.16%
Reemployment Assistance	58.33%	50.00%	56.86%	66.67%	60.94%	61.76%	75.71%	64.81%	61.89%
Use of Computer Lab	8.33%	23.91%	11.76%	12.12%	15.63%	8.82%	17.14%	16.67%	14.30%
Workforce Program Services (Job Search/WIOA/WTP/SNAP)	33.33%	43.48%	25.49%	24.24%	18.75%	38.24%	44.29%	33.33%	32.64%
Other	2.78%	17.39%	9.80%	6.06%	7.81%	5.88%	10.00%	0.00%	7.47%



## INFORMATION ITEM 17 Center Traffic Flow

	TARPON SPRINGS	GULF TO BAY	LEALMAN	SOUTH COUNTY
JAN	90	658	59	997
FEB	137	810	73	926
MAR	113	1088	90	1058
TOTAL	340	2556	222	2981

