

#### August 23, 2023 - 10:00 A.M. Hybrid Meeting

13805 58<sup>th</sup> St. N., Room 2-316 Clearwater, FL 33760

Zoom

\*Join via Zoom – Meeting ID: 338 034 9468

**Zoom Link** 

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

Phone: +1 646-558-8656

## Finance Committee Meeting Agenda

I.	Welcome and Introductions Barclay Harless, C	Chair
II.	Public Comment  Members of the public may raise their virtual hand during the Public Comment portion of the med Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to public comment.	_
II.	Roll Call	
	Action/Discussion Items  1. Approval of minutes - April 26, 2023 Finance Committee Meeting	ige 6 je 12
	Information Items  1. June 30, 2023 Financial Statements	je 18 je 21 je 24 je 25

#### VI. Other Administrative Matters

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

#### VII. Open Discussion

#### VIII. Adjournment

#### Next Finance Committee Meeting - October 25, 2023 (10:00 am - 11:00am)

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

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





# ACTION ITEM 1 Approval of Minutes

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

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

The draft minutes from the April 26, 2023, meeting of the Finance Committee have been prepared and are enclosed.

#### RECOMMENDATION

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

## CareerSource Pinellas Finance Committee Meeting Minutes

**Date:** April 26, 2023 – 10:00 A.M.

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

#### Call to Order

The Committee Chair, Barclay Harless was not present at the start of the meeting. David Fetkenher chaired the meeting until Barclay logged into the meeting and called the meeting to order at 10:02 am. There was a quorum present with the following members participating.

#### **Committee Members in attendance**

Jack Geller, Esther Matthews, David Fetkenher, Barclay Harless (logged on at 10:13am)

#### **Committee Members not in attendance**

**Scott Thomas** 

#### **Staff Present**

Steven Meier, David Zirilli, Leah Geis

Public Comments - None

#### **ACTION ITEM 1 – Approval of Minutes**

The minutes of February 22, 2023, Finance Committee Meeting were presented for approval.

Motion:	Jack Geller			
Second:	Esther Matthews			

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

#### ACTION ITEM 2 - Approval of 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.

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%

#### Attachments (included in packet):

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

#### **RECOMMENDATION**

Approval of the 2023-2024 planning budget subject to approval by Board of Directors and the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity.

Discussion: None.

Motion:	Jack Geller
Second:	Esther Matthews

The Finance Committee made a motion for approval of the 2023 - 2024 planning budget subject to approval by Board of Directors and the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity. There was no further discussion. The motion carried unanimously.

#### ACTION ITEM 3 – Approval of Contract Renewal for vCIO

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.

#### 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.

**Discussion**: None

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Motion:	David Fetkenher				
Second:	Esther Matthews				

The Finance Committee made a motion for:

- 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.

There was no further discussion. The motion carried unanimously.

#### **ACTION ITEM 4 – Approval of Contract Amendment for Tucker Hall**

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.

#### **RECOMMENDATION**

Staff recommends the approval of the Business Travel Reimbursement Policy.

Discussion: None.

Motion:	David Fetkenher
Second:	Jack Geller

The Finance Committee made a motion for:

- 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.

There was no further discussion. The motion carried unanimously.

#### **ACTION ITEM 5 – Approval of Authorized Check Signer**

Recommendation 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.

**Discussion**: None.

Motion:	Jack Geller		
Second:	Esther Matthews		

The Finance Committee made a motion to approve Steven Meier as an authorized check signer for the organization's bank accounts. There was no further discussion. The motion carried unanimously.

#### INFORMATION ITEM 1 - February 28, 2023 Financial Statements

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

#### **INFORMATION ITEM 2 – Unrestricted Cash**

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

#### Valley National Bank - Balances

Unrestricted Checking - \$154,584 Unrestricted Money Market - \$521,284 Operating Money Market - \$179,947 **Total** - \$855,815

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.

<sup>\*</sup>Reports included in meeting packet.

#### INFORMATION ITEM 3 – 401K Trustee (Committee Decided to make this an action item)

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 add David Zirilli as a 401K Trustee.

Discussion: None.

Motion:	Jack Geller		
Second:	David Fetkenher		

The Finance Committee made a motion for approval to add David Zirilli as a 401K Trustee. There was no further discussion. The motion carried unanimously.

Adjournment - Barclay Harless adjourned the meeting at 10:40am.





#### **ACTION ITEM 2**

### Fiscal Year 2023 - 2024: Budget Modification No. 1

#### **REVENUE**

Total budgeted revenues estimated to decrease from \$10,331,022 to \$9,496,655 for an overall decrease of \$834,367; or 8.1%.

#### **Workforce Innovation and Opportunity Act (WIOA) Programs**

- WIOA Adult \$<550,000>
  - Decrease funding from Department of Commerce and strong spending in 2022-2023 resulting in less funds available for current year funding
    - WIOA Adult enrollments temporarily closed
    - Individual Training Account (ITA) caps for individuals being reduced to \$5,000 annually and \$10,000 lifetime; down from \$7,500 and \$15,000, respectively.
- WIOA Youth \$<183,000)</li>
  - Decrease funding from Department of Commerce
- Get There Faster Grant \$<119,110>
  - Strong spending in 2022-2023 resulted in fewer funds carried-over to 2022-2023.
     Budgeted amount represents remaining funds of \$750,000 grant.
- HOPE Initiative grant \$128.125
  - New funding for 2023-2024 awarded from Department of Commerce for a collaboration between the CareerSource Florida network and the Florida Department of Children and Families to help Floridians achieve self-sufficiency through employment, training and support services.

#### **Employment Services**

- HOPE Navigator \$89,687
  - New grant awarded from Department of Commerce to fund dedicated headcount to facilitate the HOPE Initiative grant.
- Wagner Peyser \$50,000
  - Increased funding from Department of Commerce

#### **Temporary Assistance for Needy Families**

- Welfare Transition \$<250.000>
  - o Decreased funding from Department of Commerce



### **ACTION ITEM 2 (cont.)**

### Fiscal Year 2023 – 2024: Budget Modification No. 1

#### **EXPENSES**

Total budgeted expenses estimated to decrease from \$10,260,572 to \$9,426,205 for an overall decrease of \$834,367.

#### **Personnel Expenses**

- Personnel Expenses expected to decrease \$<329,600>, or 6.3% from original budget.
  - Employee terminations/resignations over the last couple of months not re-filled due to decreased funding
  - New HOPE Navigator position will be filled internally

#### **Program Expenses**

- Service Provider Contracts \$65,000
  - Original budget was \$500,000; now \$560,000
  - o New Youth Service Provider, SailFuture, contract was negotiated at \$419,000
  - Remaining funds due to no cost extension for Pinellas Education Foundation; didn't spend all contracted funds by 6/30/2023
- Training \$<336,000>
  - Get There Faster training decreased (\$100,000) due to fewer funds carried-over to 2023-2024
  - WIOA Adult/Dislocated training (interchangeable) decreased (\$200,000) due to lower funding for 2023-2024
  - WIOA Youth training decreased (\$36,000) due to lower funding for 2023-2024
- Work-based Learning \$<115,000)</li>
  - Welfare Transition Summer PAYS decrease (\$25,000) for 2024 summer program due to decreased funding
  - WIOA Adult/Dislocated work-based learning decrease (\$90,000) due to lower funding for 2023-2024

#### Other Expenses

- Computer Software \$<55,500>
  - Management decision not to renew SARA; texting software used to automatically follow-up with participants. Will now require career counselors to personally reach out and follow-up with customers.

#### RECOMMENDATION

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



# CareerSource Pinellas 2023-2024 Planning Budget Budgeted Revenues

Funding Streams	Approved Revenue Budgeted for 2023-2024	Proposed Modifications	Proposed 2023- 2024 Budget Modification I
Workforce Innovation & Oppportunity Act			
Adult Dislocated Worker	1,700,000 1,750,000	(550,000) -	1,150,000 1,750,000
	3,450,000	(550,000)	2,900,000
Youth	1,583,069	(183,069)	1,400,000
Rapid Response	100,000	-	100,000
HOPE Funding Initiative	-	128,125	128,125
Get There Faster Low Income Returning Ad.	400,000	(119,110)	280,890
Total WIOA	5,533,069	(724,054)	4,809,015
Employment Services			
Wagner-Peyser	800,000	50,000	850,000
Veterans Services	144,000	-	144,000
Recovery Navigator	100,000	-	100,000
Apprenticeship Navigator	65,000	-	65,000
HOPE Navigator	-	89,687	89,687
RESEA	425,000	-	425,000
<b>Total Employment Services</b>	1,534,000	139,687	1,673,687
Welfare Transition	2,400,000	(250,000)	2,150,000
Supplemental Nutrition Assistance Program	400,000	-	400,000
Trade Adjustment Assistance	10,000	-	10,000
TOTAL DEO	9,877,069	(834,367)	9,042,702
State of Florida - Transition Funding	309,553		309,553
Other Revenue			
Ticket to Work	100,000	-	100,000
Tobacco Free Florida	2,400	-	2,400
Interest	42,000	-	42,000
TOTAL NON-DEO	144,400	<u>-</u>	144,400
TOTAL 2023-2024 BUDGETED REVENUE	10,331,022	(834,367)	9,496,655



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

	G/L	Approved 2023-2024 Planning Budget	Proposed Modificatons	Proposed 2023-2024 Budget Modification I
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	9,877,069	(834,367)	9,042,702
Grant Revenue - State	3001	309,553	-	309,553
Grant Revenue - Local	3002	-	-	-
<b>Total Grant Revenue</b>	•	10,186,622	(834,367)	9,352,255
Contributions		. ,	, ,	, ,
Corporate Revenue	3100	2,400	-	2,400
Sponsorship Revenue	3101	<i>.</i>	-	-
Donations	3102	-	-	-
Total Contributions	•	2,400	-	2,400
Program Revenue		,		,
Ticket to Work Revenue	3103	100,000	-	100,000
Program Revenue	3502	<i>,</i> -	-	-
Total Program Revenue	•	100,000	-	100,000
Investement Income		,		•
Interest/Dividends	3200	42,000	-	42,000
Unrealized Gain/Loss	3201	-	-	-
Total Investement Income		42,000	-	42,000
Other Income		,		,
Other Revenues	3300	_	-	-
Gain <loss> on Sale/Disposal</loss>	5703	_	-	-
<b>Total Other Income</b>		-	-	-
Total Revenue		10,331,022	(834,367)	9,496,655
Expenditures				
Personnel Expenses				
Salary Expense	5000	3,783,672	(267,558)	3,516,114
Salary Expense - Benefit Stipend	5005	830,280	(70,238)	760,042
Payroll Taxes	5050	358,860	(27,238)	331,622
Fringe Benefits (ER Paid)	5060	40,860	-	40,860
Retirement	5090	226,071	(18,583)	207,488
Total Personnel Expenses		5,239,743	(383,617)	4,856,126
Program Expenses				
Operating Supplies	5303	-	-	-
Food and Beverages	5310	4,200	-	4,200
Communications	5500	95,520	-	95,520
Outreach/Marketing	5520	35,400	-	35,400
Service Provider Contract	8000	500,000	65,000	565,000
One-Stop Operator	8100	48,000	-	48,000
Internal Monitoring	8200	68,000	-	68,000



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

	G/L	Approved 2023-2024 Planning Budget	Proposed Modificatons	Proposed 2023-2024 Budget Modification I
OJT	8300	945,000	(115,000)	830,000
Paid-Work Experience	8320	120,000	-	120,000
DW Work Experience	8325	-	-	-
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	(336,000)	1,138,000
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>		3,447,620	(386,000)	3,061,620
Professional Fees			. , ,	, ,
Accounting/Audit Fees	5100	56,250	-	56,250
Legal Fees	5101	96,000	-	96,000
Legal (Lobbying)	5105	25,000	-	25,000
Professional Service	5104	85,920	-	85,920
Contract Labor	5170	131,800	-	131,800
Contract IT Services	5171	245,340	-	245,340
Cybersecurity - IT	5172	47,160	-	47,160
<b>Total Professional Fees</b>		687,470	-	687,470
Supplies				
Office Supplies	5302	22,450	-	22,450
Postage/Shipping	5307	3,300	-	3,300
Document Shredding	5308	1,404	-	1,404
Total Supplies		27,154	-	27,154
Insurance				
Insurance - Commercial Property	5400	9,000	-	9,000
Insurance - General Liability	5401	77,000	-	77,000
Insurance - Workers Comp	5403	34,054	-	34,054
Insurance - Auto	5404	-	-	-
Insurance - Claims	5405	-	-	-
Total Insurance		120,054	-	120,054
Occupancy				
Office Rent/Lease	5200	256,415	-	256,415
Other Leases	5201	-	-	-
Utilities	5202	36,700	-	36,700
Repairs & Maintenanc	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>		340,623	-	340,623
Office Equipment				



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

		Approved 2023-2024 Planning	Proposed	Proposed 2023-2024 Budget
	G/L	Budget	Modifications	Modification I
Equipment Rent/Lease	5300	24,012	-	24,012
Copy Machine Usage/Maintenance	5301	9,000	-	9,000
Comp Software/License/Maintenance	5304	166,577	(55,500)	111,077
Equipment < \$5,000	5305	18,000	-	18,000
Other	5207	-	-	
Total Office Equipment		217,589	(55,500)	162,089
Travel and Meetings				
Travel - Mileage	55 <del>4</del> 0	10,900	-	10,900
Travel - Out of Town	5541	37,750	-	37,750
Meetings/Conferences	5560	18,850	-	18,850
Total Travel and Meetings		67,500	-	67,500
Licences, Dues and Other Fees				
Staff Training/Education	5052	43,050	-	43,050
Other Employee expenses	5055	-	-	-
Recruitment	5095	4,800	-	4,800
Payroll Processing Fees	5103	6,500	-	6,500
License/Dues & Other Fees	5581	40,339	-	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>		112,819	(9,250)	103,569
Amortizaton and Depreciation				
Depreciation Expense	5901	-	-	-
Amortization Expense	5902		-	_
<b>Total Amortizaton and Depreciation</b>		-	-	-
Miscellaneous				
Bank Fees	5102	-	-	-
Other Expense	5700	-	-	-
Vehicle Expenses	5701	-	-	-
Penalties\Disallowed Expenses	5710	-	-	-
Interest Expense	5900		-	<u>-</u>
Total Miscellaneous			-	
Total Expenditures		10,260,572	(834,367)	9,426,205
Net Revenue over (under) Expenditures		70,450		70,450



#### **ACTION ITEM 3**

# Contract Renewal with Gray|Robinson Governmental Relations Services

#### **BACKGROUND**

There has been a considerable amount of legislative activity regarding workforce-related programs and services over the past few years. Representation prior to and during the upcoming legislative sessions continues to be a priority; especially with the implementation of certain portions of the REACH Act and the impending consolidation of the CareerSource Pinellas and CareerSource Tampa Bay. There are three main focus areas of the REACH Act:

- The three-pillar Florida Workforce System Transformation Plan
  - o Realignment and Consolidation
  - o System-wide improvements
  - o Regional Planning
- Credentials
- Letter Grades

#### Realignment and Consolidation

Relating to realignment and consolidation, the Governor approved CareerSource Florida's recommendation to consolidate CareerSource Pinellas with CareerSource Tampa Bay. CareerSource Florida contracted with Ernst & Young LLP to assist with the transition. Transition planning has begun and its is expected that operational transition completed by June 30, 2024, for all impacted boards, or mostly underway.

#### **System-wide improvements**

During stakeholder engagement, EY identified potential improvements through organizational and structural changes, streamlined user experiences and modernized processes and technologies. These system-wide improvements in areas of technology, administration, fiscal, procurement/contracts and programmatic policies reflect the second pillar for transformation.



# ACTION ITEM 3 (cont.) Contract Renewal with Gray|Robinson Governmental Relations Services

#### **Regional Planning**

The third and final pillar recommended for system transformation is the development of WIOA planning regions. WIOA strongly encourages states to create planning regions that combine two or more local workforce development boards and areas to "align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers." A future structure for planning regions in Florida among a newly structured 21 local workforce development boards also allows the CareerSource Florida network to continue seeking system-wide access, alignment and accountability improvements expected by the REACH Act.

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

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose. \$25,000 was approved for Government Relations (Lobbying) in the 2023-2024 planning budget.

#### RECOMMENDATION

Approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 plus incidental expenses through June 30, 2024.



### **ACTION ITEM 4**

### **WIOA Dislocated Worker Fund Transfer Approval**

#### **Background**

The Workforce Innovation and Opportunity Act (WIOA) provides the authority for Local Workforce Development Boards (LWDB), with the approval of the Governor, to transfer 100% of the funds allocated to the LWDB for adult activities for expenditure on dislocated worker activities, and dislocated worker funds for expenditure on adult activities. Funds may not be transferred to or from the WIOA Youth program.

Prior approval from Florida Department of Commerce is required for each transfer. In addition, when the request exceeds 25% of the annual allocation, the full board must vote to approve the request.

The majority of participants that are requesting training services under Occupational Skills Training or On-the-Job Training are eligible under the Adult Program rather than the Dislocated Worker program or funding. It is anticipated that our Adult funds would be exhausted if the request is not granted and we would be required to close Adult enrollment.

With approval of this transfer, CareerSource Pinellas still has sufficient funds to serve dislocated workers for the remainder of the program year. As a reference, we were approved to reallocate \$700,000 of Dislocated Funds for Adult for July 1, 2022 – June 30, 2023. For the fiscal year ended June 30, 2023, we spent \$660,421.82 of the approved funds.

Grant Program Year	Total Award Amount	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult	Status
2022-2024	\$1,452,166	\$1,000,000	69%	To be Requested

#### RECOMMENDATION

Staff recommends approval to transfer up to \$1,000,000 from Dislocated Worker to Adult for July 1, 2023 – June 30, 2024, as shown above and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs.

#### **Department of Economic Opportunity (DEO)**



## Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs From 7/1/2023 through 6/30/2024

LWDB Numb	er and Name (Requ	uestor): CareerSource Pinellas	- LWDB 14			
Name / Title	of Requestor Repr	esentative: Steven Meier, CEC	)			
		·				
Adult and Dis	slocated Worker Tr	ransfer Request				
Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent of Adult
2022	Dislocated Worker Program	1,452,166.00	0.00	0	1,000,000.00	69%
		COMPLETE THE BELOW SECTION	ONS FOR REQUESTS THAT EXC	EED 25% OF THE PROGRAM'S	ANNUAL ALLOCATION	
Posson for re	augsting the use of	of one program's funding for th	o other (o a anticipated den)	ation of current funds, change	s in Jahor market condition	us ats.):
Dislocated W	orker program or f	t are requesting training servic unding. It is anticipated that o dence of adults given priority u	ur Adult funds would be exhau	9	•	•
We have rob media engag our CareerSo	ust outreach and m ement, outreach th urce Pinellas satelli	seting activities conducted to en narketing activities through our nrough email media via constar ite centers serving underserver trams. Use of the call center to	CareerSource Pinellas market nt contact, our large and growin d populations in the Pinellas co	ing department. This includes ng One Stop partners, commur ommunity. Added linkage is in	press releases to the comm nity partners and our Ameri	can job centers, especially
		buting to the need for the tran				
	mployment rate (2 ork-based training	5% in May 2023) is lower thar services.	the state average (2.6% in Ma	y 2023) and there is a low leve	l of Dislocated Workers pre	esently inquiring about
The number transferred.	of participants orig	ginally planned to be served by	the base allocation compared	d to the estimated number of	participants expected to be	served after funds are
		oll new or continue training se 5 adults under Adult funding.	rvices for approximately 100 a	dults under Adult Funding. Wi	th the transferred funds, w	e would anticipate
	cc	MPLETE THE BELOW CERTIFIC	ATION FOR REQUESTS THAT E	XCEED 25% OF THE PROGRAM	'S ANNUAL ALLOCATION	
I certify the fo	ollowing:					
2. When tran layoffs that n	sferring from Dislonary impact the nee	t to Dislocated Worker - The LV cated Worker to Adult - The LV d for dislocated workers in the ve this request to transfer fund	VDB has sufficient Dislocated V local area.	Vorker funds to serve dislocate	d workers in the local area	; there are no pending
I certifiy the a	above information	is true and correct.				
Signature of I	Board Chair		Print Name		 Date	



#### **INFORMATION ITEM 1**

# Financial Summary For the Year Ended June 30, 2023

#### **Actual Year-To-Date Results Compared to Prior Year**

- Surplus (all unrestricted activity) for year ended of \$23,000 compared to a deficit of \$1,934,000 last year.
  - o Prior year included closure of U.S. Department of Labor compliance review and payback of disallowed costs of \$1,863,000.

#### **REVENUES**

- Increase in Federal Grant revenue driven by improved spending in Federal grants \$1,720,000.
- Increases in Ticket to Work revenue (\$26,000) and interest income (\$29,000).

#### **EXPENSES**

- Salaries and related personnel expenses are higher by \$950,000 (28%) over last year as the organization identified and filled critical positions.
  - Headcount is back to pre-pandemic levels.
- Overall **Program Spending** is up by \$870,000 over the previous year, led by increases in customer training (up \$520,000) and OJT/PWE spending (up a more than \$600,000) as these have been a renewed focus of the organization this year.
  - Lower Dislocated Work Experience (\$216,000) spending as this resulted from COVID dislocated worker grant that closed in prior year.
- **Professional fees** are down \$224,000:
  - o Reduction in **Legal Fees** (\$85,000) as previous year there were two whistleblower investigations and issues with previous CEO.
  - o Lower **Contract Labor** costs this year (\$80,000) driven by lower expenses with Securance (\$51,000) as there were fewer strategic IT initiatives this year, and lower expenses with Manpower, Catalyst QLM and hrEdge consulting (\$30,000)
  - o Lower **Contract IT Services** (\$90,000) due to SharePoint and One-Drive data migration last fiscal year.
  - Higher spending for Professional Services of \$58,000 for our compensation review earlier this year and increased marketing/outreach expenses associated with Tucker Hall's involvement with REACH Act initiatives.



### **INFORMATION ITEM 1** (cont.)

# Financial Summary For the Year Ended June 30, 2023

• Computer Software and Maintenance expenses are higher by \$81,000 primarily due to purchase of the career center VOS greeter system and the purchase of Metrix software for customer skills assessment.

#### Actual YTD Results compared to Year-to-Date Budget Modification #2

- Surplus (all unrestricted activity) for year ended of \$23,000 compared to budgeted surplus of \$84,000.
  - Increased legal expenses associated with insurance defense for disallowed costs -\$26,000.
  - Other expense of \$33,000 write-off of expired testing vouchers and airline credits.
  - Higher expenses above resulted in \$14,000 of additional administrative allocations to unrestricted.
- Federal Grant Revenue over budget by \$115,000 driven by higher spending explained below.
- **Personnel Expenses** over budget (\$238,000) as the organization filled critical positions necessary to provide required services.
- Work-Based Learning \$352,000 over budget as focus shifted to Work-Based learning. for OJTs and PWEs the last 6 months of the year.
  - Positive results with re-entry population working with PERC, youth (Job Corps) and Adult population.
  - o Required youth PWE was 28.4% for the year; far exceeded 20% requirement.
- Service Provider Contract spending under budget by \$97,000 as Pinellas Education Foundation had staffing problems and enrollment problems.
  - o Agreed to a no-cost extension through 12/31/2023.
- Computer Software unfavorable to budget (\$46,000) due to payment of one-time VOS Greeter (career center KIOSK system) implementation fee.

# Statement of Revenues and Expenditures - Unposted Transactions Included In Report From 7/1/2022 Through 6/30/2023 (In Whole Numbers)

		Actual 2022-2023	Actual 2021-2022	Variance
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	9,221,292	7,501,208	1,720,084
Total Grant Revenue		9,221,292	7,501,208	1,720,084
Contributions				
Corporate Revenue	3100	3,530	3,525	5
Sponsorship Revenue	3101	0	1,000	(1,000)
Donations	3102	0	1,000	(1,000)
Total Contributions		3,530	5,525	(1,995)
Program Revenue				
Ticket to Work Revenue	3103	108,820	82,552	26,268
Total Program Revenue		108,820	82,552	26,268
Investment Income				
Interest/Dividends	3200	36,550	7,772	28,778
Total Investment Income		36,550	7,772	28,778
Other Income				
Other Revenues	3300	431_	263_	169
Total Other Income		431_	263	169
Total Operating Revenue		9,370,624	7,597,320	1,773,304
Total Revenue		9,370,624	7,597,320	1,773,304
Expenditures				
Personnel Expenses				
Salary Expense	5000	3,264,295	2,558,365	(705,930)
Salary Expense - Benefit Stipend	5005	671,462	498,589	(172,873)
Payroll Taxes	5050	285,940	239,296	(46,644)
Fringe Benefits (ER Paid)	5060	34,805	27,822	(6,983)
Retirement	5090	151,677	131,556	(20,121)
Total Personnel Expenses		4,408,180	3,455,628	(952,551)
Program Expenses				
Operating Supplies	5303	118	0	(118)
Food and Beverages	5310	2,734	1,999	(735)
Communications	5500	97,695	91,746	(5,949)
Outreach/Marketing	5520	35,416	37,078	1,662
Service Provider Contract	8000	327,636	415,005	87,370
One-Stop Operator	8100	45,885	37,300	(8,585)
Internal Monitoring	8200	67,928	47,270	(20,658)
OJT	8300	798,951	265,112	(533,840)
Paid Work Experience	8320	105,254	21,061	(84,193)
DWG Work Experience	8325	0	215,680	215,680
Workforce Services	8335	64,900	57,200	(7,700)
Youth Stipends	8340	12,581	8,926	(3,655)
Other Customer Support Services	8341	23,803	31,178	7,375
Customer Training	8342	1,677,966	1,157,588	(520,378)
Customer Supportive Services	8343	1,301	59	(1,242)
Licensures	8344	295	0	(295)
Training Related Material	8345	55,134	51,828	(3,307)
Fees/exams/certifications	8346	18,800	28,355	9,554
Total Program Expenses		3,336,397	2,467,384	(869,013)
Professional Fees				
Accounting/Audit Fees	5100	22,407	45,943	23,536
Legal Fees	5101	61,775	147,262	85,487

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# Statement of Revenues and Expenditures - Unposted Transactions Included In Report From 7/1/2022 Through 6/30/2023 (In Whole Numbers)

		Actual 2022-2023	Actual 2021-2022	Variance
Professional Service	5104	136,719	79,107	(57,612)
Legal (Lobbying)	5105	25,792	35,245	9,454
Contract Labor	5170	146,480	227,318	80,838
Contract IT Services	5171	242,896	331,758	88,862
Cybersecurity - IT	5172	47,750	40,788	(6,962)
Total Professional Fees		683,819	907,422	223,603
Supplies				.,
Office Supplies	5302	23,893	15,463	(8,430)
Postage/Shipping	5307	3,597	2,682	(915)
Document Shredding	5308	1,938	1,141	(797)
Total Supplies		29,428	19,286	(10,142)
Insurance				
Insurance - Commercial Property	5400	6,727	7,450	723
Insurance - General Liability	5401	77,841	88,265	10,425
Insurance - Workers Comp	5403	15,758	33,384	17,626
Insurance - Auto	5404	8,530	7,607	(923)
Total Insurance		108,856	136,707	27,851
Occupancy				
Office Rent/Lease	5200	271,620	254,856	(16,764)
Other Leases	5201	0	2,840	2,840
Utilities	5202	33,638	32,139	(1,499)
Repairs & Maintenanc	5203	8,929	18,715	9,786
Security	5204	395	22,215	21,820
Janitorial Expense	5205	38,799	43,867	5,068
Pest Control	5206	2,664	2,409	(255)
Total Occupancy		356,045	377,041	20,996
Office Equipment				
Equipment Rent/Lease	5300	27,288	36,829	9,541
Copy Machine Usage/Maintenance	5301	10,286	9,629	(657)
Comp Software/License/Maintenance	5304	185,257	103,814	(81,444)
Equipment < \$5,000	5305	25,615	7,189	(18,427)
Total Office Equipment		248,446	157,460	(90,986)
Travel and Meetings				
Travel - Mileage	5540	14,573	7,049	(7,524)
Travel - Out of Town	5541	35,968	13,235	(22,733)
Meetings/Conferences	5560	13,765	7,680	(6,085)
Total Travel and Meetings		64,306	27,964	(36,343)
Licenses, Dues and Other Fees				
Staff Training/Education	5052	17,801	48,446	30,645
Other Employee expenses	5055	0	(976)	(976)
Recruitment	5095	4,940	8,460	3,520
Payroll Processing Fees	5103	10,202	7,914	(2,288)
License/Dues & Other Fees	5581	29,328	30,805	1,477
HSA\FSA Administrative Expenses	5582	235	0	(235)
401k Administrative Fees	5583	13,450	2,250	(11,200)
HRIS Administrative Fees	5584	11,123	5,205	(5,917)
Total Licenses, Dues and Other Fees Amortization and Depreciation		87,079	102,105	15,025
Depreciation Expense	5901	8,854	22,769	13,915
Total Amortization and Depreciation Miscellaneous		8,854	22,769	13,915
Bank Fees	5102	45	875	830

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# Statement of Revenues and Expenditures - Unposted Transactions Included In Report From 7/1/2022 Through 6/30/2023 (In Whole Numbers)

		Actual 2022-2023	Actual 2021-2022	Variance
Other Expense	5700	13,209	(6,526)	(19,735)
Vehicle Expenses	5701	301	230	(71)
Penalties\Disallowed Expenses	5710	2,215	1,862,990	1,860,775
Total Miscellaneous		15,769	1,857,569	1,841,800
Total Expenditures		9,347,179	9,531,334	184,155
Net Revenue over (under) Expenditures		23,445	(1,934,014)	1,957,459

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#### Statement of Revenues and Expenditures From 7/1/2022 Through 6/30/2023 (In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Revenue						
Operating Revenue						
Grant Revenue						
Grant Revenue - Federal	3000	9,221,292	9,106,182	115,110	9,106,182	115,110
Total Grant Revenue		9,221,292	9,106,182	115,110	9,106,182	115,110
Contributions						
Corporate Revenue	3100	3,530	2,500	1,030	2,500	1,030
Sponsorship Revenue	3101	0	3,000	(3,000)	3,000	(3,000)
Total Contributions		3,530	5,500	(1,970)	5,500	(1,970)
Program Revenue						
Ticket to Work Revenue	3103	108,820	100,000	8,820	100,000	8,820
Total Program Revenue		108,820	100,000	8,820	100,000	8,820
Investment Income						
Interest/Dividends	3200	36,550	33,000	3,550	33,000	3,550
Total Investment Income		36,550	33,000	3,550	33,000	3,550
Other Income						
Other Revenues	3300	431	0_	431_	0	431_
Total Other Income		431	0	431	0	431
Total Operating Revenue		9,370,624	9,244,682	125,942	9,244,682	125,942
Total Revenue		9,370,624	9,244,682	125,942	9,244,682	125,942
Expenditures						
Personnel Expenses						
Salary Expense	5000	3,264,295	3,018,523	(245,772)	3,018,523	(245,772)
Salary Expense - Benefit Stipend	5005	671,462	637,500	(33,962)	637,500	(33,962)
Payroll Taxes	5050	285,940	295,230	9,290	295,230	9,290
Fringe Benefits (ER Paid)	5060	34,805	37,200	2,395	37,200	2,395
Retirement	5090	151,677	181,871	30,194	181,871	30,194
Total Personnel Expenses		4,408,180	4,170,324	(237,856)	4,170,324	(237,856)
Program Expenses						
Operating Supplies	5303	118	1,200	1,082	1,200	1,082
Food and Beverages	5310	2,734	2,400	(334)	2,400	(334)
Communications	5500	97,695	95,856	(1,839)	95,856	(1,839)
Outreach/Marketing	5520	35,416	36,400	984	36,400	984
Service Provider Contract	8000	327,636	425,000	97,365	425,000	97,365
One-Stop Operator	8100	45,885	45,000	(885)	45,000	(885)
Internal Monitoring	8200	67,928	65,000	(2,928)	65,000	(2,928)
OJT	8300	798,951	485,000	(313,951)	485,000	(313,951)

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#### Statement of Revenues and Expenditures From 7/1/2022 Through 6/30/2023 (In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Paid Work Experience	8320	105,254	144,000	38,746	144,000	38,746
Apprenticeships	8330	0	90,000	90,000	90,000	90,000
Workforce Services	8335	64,900	72,000	7,100	72,000	7,100
Youth Stipends	8340	12,581	20,000	7,419	20,000	7,419
Other Customer Support Services	8341	23,803	33,600	9,797	33,600	9,797
Customer Training	8342	1,677,966	1,750,950	72,984	1,750,950	72,984
Customer Supportive Services	8343	1,301	30,000	28,699	30,000	28,699
Licensures	8344	295	0	(295)	0	(295)
Training Related Material	8345	55,134	72,600	17,466	72,600	17,466
Fees/exams/certifications	8346	18,800	33,000	14,200	33,000	14,200
Total Program Expenses		3,336,397	3,402,006	65,609	3,402,006	65,609
Professional Fees						
Accounting/Audit Fees	5100	22,407	35,000	12,593	35,000	12,593
Legal Fees	5101	61,775	90,000	28,225	90,000	28,225
Professional Service	5104	136,719	137,480	761	137,480	761
Legal (Lobbying)	5105	25,792	30,000	4,209	30,000	4,209
Contract Labor	5170	146,480	116,800	(29,680)	116,800	(29,680)
Contract IT Services	5171	242,896	230,628	(12,268)	230,628	(12,268)
Cybersecurity - IT	5172	47,750	43,200	(4,550)	43,200	(4,550)
Total Professional Fees		683,819	683,108	(711)	683,108	(711)
Supplies						
Office Supplies	5302	23,893	17,940	(5,953)	17,940	(5,953)
Postage/Shipping	5307	3,597	4,500	903	4,500	903
Document Shredding	5308	1,938	950	(988)	950	(988)
Total Supplies		29,428	23,390	(6,038)	23,390	(6,038)
Insurance						
Insurance - Commercial Property	5400	6,727	23,900	17,173	23,900	17,173
Insurance - General Liability	5401	77,841	59,784	(18,057)	59,784	(18,057)
Insurance - Workers Comp	5403	15,758	37,043	21,285	37,043	21,285
Insurance - Auto	5404	8,530	4,900	(3,630)	4,900	(3,630)
Total Insurance		108,856	125,627	16,771	125,627	16,771
Occupancy						
Office Rent/Lease	5200	271,620	253,679	(17,941)	253,679	(17,941)
Utilities	5202	33,638	34,300	662	34,300	662
Repairs & Maintenanc	5203	8,929	9,980	1,051	9,980	1,051
Security	5204	395	468	73	468	73
Janitorial Expense	5205	38,799	44,130	5,331	44,130	5,331
Pest Control	5206	2,664	2,352	(312)	2,352	(312)

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#### Statement of Revenues and Expenditures From 7/1/2022 Through 6/30/2023 (In Whole Numbers)

		Actual YTD	YTD Budget Mod II	YTD Budget Variance	Total Budget Mod II	Budget Remaining
Total Occupancy		356,045	344,909	(11,136)	344,909	(11,136)
Office Equipment						
Equipment Rent/Lease	5300	27,288	31,636	4,348	31,636	4,348
Copy Machine Usage/Maintenance	5301	10,286	9,120	(1,166)	9,120	(1,166)
Comp Software/License/Maintenance	5304	185,257	139,573	(45,684)	139,573	(45,684)
Equipment < \$5,000	5305	25,615	32,500	6,885	32,500	6,885
Total Office Equipment		248,446	212,829	(35,617)	212,829	(35,617)
Travel and Meetings						
Travel - Mileage	5540	14,573	9,000	(5,573)	9,000	(5,573)
Travel - Out of Town	5541	35,968	32,700	(3,268)	32,700	(3,268)
Meetings/Conferences	5560	13,765	16,750	2,985	16,750	2,985
Total Travel and Meetings		64,306	58,450	(5,856)	58,450	(5,856)
Licenses, Dues and Other Fees						
Staff Training/Education	5052	17,801	24,950	7,149	24,950	7,149
Recruitment	5095	4,940	18,700	13,760	18,700	13,760
Payroll Processing Fees	5103	10,202	8,950	(1,252)	8,950	(1,252)
License/Dues & Other Fees	5581	29,328	40,384	11,056	40,384	11,056
HSA\FSA Administrative Expenses	5582	235	600	365	600	365
401k Administrative Fees	5583	13,450	12,000	(1,450)	12,000	(1,450)
HRIS Administrative Fees	5584	11,123	8,400	(2,723)	8,400	(2,723)
Total Licenses, Dues and Other Fees		87,079	113,984	26,905	113,984	26,905
Amortization and Depreciation						
Depreciation Expense	5901	8,854	8,900	46	8,900	46
Total Amortization and Depreciation		8,854	8,900	46	8,900	46
Miscellaneous						
Bank Fees	5102	45	0	(45)	0	(45)
Other Expense	5700	13,209	18,175	4,966	18,175	4,966
Vehicle Expenses	5701	301	255	(46)	255	(46)
Penalties\Disallowed Expenses	5710	2,215	0	(2,215)	0	(2,215)
Total Miscellaneous		15,769	18,430	2,661	18,430	2,661
Total Expenditures		9,347,179	9,161,957	(185,222)	9,161,957	(185,222)
Net Revenue over (under) Expenditures		23,445	82,725	(59,280)	82,725	(59,280)



# CareerSource Pinellas Cost Allocation/Expenditure Report For the Fiscal Year Ended June 30, 2023

					_	Total Direct	
		Employment				irants and Spec	
	WIOA	Services	WTP	SNAP	TAA	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	-	,	-	_	-	13,735	13,735
Approved 2022-2023 Planning Budget	5,085,812	1,408,370	2,237,000	345,000	30,000	55,775	9,161,957
Expenditures to Date:							
Pooled Costs							-
Administrative	424,951	135,222	237,607	42,867	666	13,515	854,828
MIS\Technology	2,089	91,401	23,237	1,866	27	-	118,620
Outreach and Marketing	2,448	115,857	26,954	2,645	27	-	147,931
Staff Training and Development	(26)	7,061	2,122	- -	-	-	9,157
One-Stop Cost Pool	6,851	296,437	78,139	9,423	190	-	391,040
Program Management	534,734	273,893	369,172	118,122	1	-	1,295,922
Business Services	670,807	68,408	285,227	26,316	-	-	1,050,758
Indirect Program	9,912	2,758	4,376	808	7	271	18,132
Total Pooled Costs	1,651,766	991,037	1,026,834	202,047	918	13,786	3,886,388
	33%	67%	46%	49%	9%	11%	42%
Direct Costs							
Personnel Expenses	862,928	245,094	466,045	183,664	30	5,557	1,763,318
Service Provider Contracts	323,495	-	4,140	-	-	-	327,635
Workbased Learning Initiatives	382,418	-	521,787	-	-	-	904,205
Training and Support Services	1,731,974	43,360	46,954	1,298	7,261	1,900	1,832,747
Other Direct Operating Costs	106,688	208,476	183,248	28,037	1,793	104,644	632,886
Total Direct Costs	3,407,503	496,930	1,222,174	212,999	9,084	112,101	5,460,791
	67%	33%	54%	51%	91%	89%	58%
Total Costs	5,059,269	1,487,967	2,249,008	415,046	10,002	125,887	9,347,179
Unexpended Budget Balance	26,543	(79,597)	(12,008)	(70,046)	19,998	(70,112)	(185,222)
Percentage of Budget Expended	99.5%	105.7%	100.5%	120.3%	33.3%	225.7%	102.0%



# CareerSource Pinellas Pooled Cost Expenditure Report For the Fiscal Year Ended June 30, 2023

Expenditure	Admin	/IIS/Tech Cost Pool	Outreach & Marketing Cost Pool	Staff Training Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Program Indirect	Total
Salary Expense	473,430	-	-	-	-	810,106	698,142	12,188	1,993,86
Salary Expense - Benefit Stipend	58,466	-	-	-	-	167,448	147,030	1,117	374,06
Payroll Taxes	37,167	-	-	-	-	66,758	64,987	945	169,85
Fringe Benefits (ER Paid)	4,879	-	-	-	-	9,863	6,790	-	21,53
Retirement	20,380	-	-	-	-	35,856	28,665	646	85,54
Total Salary and Benefits	594,322		-		-	1,090,031	945,614	14,896	2,644,86
Office Rent/Lease	33,860	-	-	-	148,499	35,337	37,081	947	255,72
Professional Service	31,098	-	102,926	-	-	-	-	515	134,53
Comp Software/License/Maintenance	10,064	17,782	-	-	51,188	20,935	-	274	100,24
Contract Labor	570	74,650	-	-	-	-	-	15	75,23
Internal Monitoring	24,754	-	_	-	-	43,174	-	-	67,92
Insurance - General Liability	15,472	84	_	-	-	27,570	7,883	407	51,41
Communications	6,272	462	-	-	20,694	9,946		170	48,08
One-Stop Operator	-	-	_	-	45,885	-	-	-	45,88
Janitorial Expense	_	_	_	_	38,799	_	_	_	38,79
Legal Fees	36,139	_	_	_	30,733	_	_	_	36,139
Utilities	50,133	_		_	33,606	_	_	_	33,600
Outreach/Marketing	96	322	32,219		40		8	-	32,68!
Contract IT Services			32,219	-	40	10 563			
License/Dues & Other Fees	6,353	4,850	10 207	-	-	10,563	•	167 56	27,85
,	2,235	250	10,387	-	280	815	•	-	26,25
Equipment < \$5,000	14.155	17,126	-	-		7,360			25,610
Travel - Out of Town	14,155	-	-	-	-	3,887	•	-	24,00
Equipment Rent/Lease	1,483	-	-	-	18,581	1,196	1,336	43	22,63
Accounting/Audit Fees	22,407	-	-	-	-	-	-	-	22,40
Workforce Services	-	-		-	-	21,633		-	21,633
Office Supplies	2,356	-	1,180	-	8,937	2,312		60	18,959
Staff Training/Education	4,345	-	-	9,157	-	1,324	1,475	-	16,30
401k Administrative Fees	13,450	-	-	-	-	-	-	-	13,450
HRIS Administrative Fees	10,814	-	-	-	-	-	-	309	11,123
Meetings/Conferences	5,456	-	62	-	-	3,340	1,975	-	10,833
Payroll Processing Fees	9,930	-	-	-	-	-	-	272	10,20
Insurance - Workers Comp	1,854	-	-	-	-	4,668	3,400	(38)	9,884
Copy Machine Usage/Maintenance	992	-	-	-	6,321	932	1,308	28	9,58
Repairs & Maintenanc	-	-	1,155	-	6,037	-	1,736	-	8,92
Insurance - Auto	3,150	-	-	-	-	5,380	-	-	8,530
Cybersecurity - IT	898	3,094	-	-	-	2,020	785	-	6,79
Travel - Mileage	752	-	-	-	-	250	5,717	-	6,719
Insurance - Commercial Property	459	-	-	-	5,180	471	471	12	6,593
Recruitment	516	-	-	-	-	1,631	1,334	-	3,48:
Postage/Shipping	226	-	_	-	2,811	190		-	3,468
Pest Control	_	_	-	-	2,664	-	-	-	2,664
Document Shredding	253	_	_	_	1,053	215	370	_	1,89
Fees/exams/certifications		_	_	_	-,	400		_	400
Security	_	_	_	_	395	-		_	39!
Vehicle Expenses	_	_	_	_	71	230		_	30:
HSA\FSA Administrative Expenses	93	_	_	_	-	112		2	228
•		-	-	-	_	112	118	2	118
Operating Supplies Bank Fees	4	-	-	-	-	-	110	-	114
	-	-	2	-	(1)	-	(16)	(2)	
Other Expense/Rounding	<u> </u>	<u> </u>		-	(1)		(10)	(3)	(18

CareerSou	rco Dino	llac														
Grant Stat																
	us nepo	1												2022 2022	E: 13/	
7/18/2023											T-4-1	C		2022-2023		
											<u>i otai</u>	<u>Grant</u>	100	% through the Fisca	al year as of 6/30/2	023
													/			
MIP Fund #	Program	NFA ID	Dunnama Marana	Start Date	End Date	NFA Award	7/18/2023	Funds	LTD Expenditures	Unexpended Funds	0/ Frank Consul	Time % of Grant	2022/2023	2022/2023	Unexpended Funds	Percentage
Workforce In			Program Name	Start Date	End Date	NFA Award	7/18/2023	Available	6/30/2023	Funds	% Funds Spent	Time % of Grant	Budget Mod II	Spending	Funds	Spent FY
0306/0406	2021		WIOA Youth 2021	4/1/2021	6/30/2023	1,187,924	1,187,924	_	1,187,924		100%	100%				
0307/0407	2022		WIOA Youth 2022	4/1/2022		1.083.069	18.000	1.065.069	1,107,524	1,083,069	0%	56%	1.187.924	1,187,924		100%
0308/0408	2023		WIOA Youth 2023	4/1/2023	-,, -	918,857	- 10,000	918,857	_	918,857	0%	11%	1,107,524	1,107,324	_	100%
0107	2022		WIOA - Adult - 2022-2024	7/1/2022		1,363,109	916,000	447,109	885,402	477,707	65%	50%	1,549,794	1,830,702	(280,908)	118%
0106	2021	40174	WIOA - Adult - 2021-2023	7/1/2021	6/30/2023	1,461,575	1,461,575	-	1,461,575	-	100%	100%		-	, ,	
0207	2022	41546	WIOA - Dislocated Worker - 2022-2024	7/1/2022	6/30/2024	1,452,166	107,500	1,344,666	125,827	1,326,339	9%	50%	1,612,136	1,537,963	74,173	95%
0206	2021	40198	WIOA - Dislocated Worker - 2021-2023	7/1/2021	6/30/2023	1,412,136	1,412,136	-	1,412,136	-	100%	100%				
0550	2021		Rapid Response - 2021	7/1/2021	6/30/2023	115,710	110,350	5,360	114,499	1,211	99%	100%	85,958	33,569	52,389	39%
0551	2022	<b>+</b>	Rapid Response - 2022	7/1/2022		15,958		15,958		15,958	0%	100%				
0555	2020		Get There Faster Low Inc. Returning Adult Learners	10/1/2021		405,500	405,500	-	405,500	-	100%	88%	650,000	469,110	180,890	72%
0556	2022	42490	Get There Faster Low Inc. Returning Adult Learners	7/1/2022	6/30/2024	344,500	80,000	264,500	63,610	280,890	43%	79%		5 050 200		
Employment	Somicos					9,760,504	5,698,985	4,061,519	5,656,474	4,104,030			5,085,812	5,059,269	26,543	99%
Employment 1407	2021	41075	Local Veterans - 2021-2023	10/1/2021	12/31/2023	18,191	18,191		18,191	_	100%	78%	30,000	18,771	11.229	63%
1407	2021		Local Veterans - 2021-2025		12/31/2023	32,945	8,449	24,496	7,095	25,850	22%	33%	30,000	10,771	11,223	03/0
1307	2021		Disabled Veterans -2021-2022		12/31/2023	130,098	130,098		119,459	10,639	92%	78%	120,000	115,400	4,600	96%
1308	2022		Disabled Veterans -2022-2024		12/31/2024	124,056	22,639	101,417	20,550	103,506	17%	33%		225,130	.,	
1106	2021		Wagner Peyser - 2021-2022	7/1/2021		526,535	526,535	-	526,535	-	100%	100%	650,000	760,088	(110,088)	117%
1107	2022	41601	Wagner Peyser 2022-2023	7/1/2022	9/30/2023	856,499	597,465	259,034	611,895	244,604	71%	73%				
0530	2020	39915	Recovery Navigator Project 2021-2020	5/6/2021	6/30/2023	260,870	260,050	820	260,870	-	100%	100%	185,870	178,089	7,781	96%
0531	2021		Recovery Navigator Project 2021-2021	7/1/2022		50,000	-	50,000	-	50,000	0%	67%				,
0526	2022		Apprenticeship Navigator -2022	7/1/2022		62,500	62,500	-	62,500	-	100%	100%	62,500	62,500		100%
3107	2021		RESEA 2021-2022	1/1/2021		394,572	394,572	-	394,572	-	100%	100%	360,000	353,119	6,881	98%
3108	2022	41943	RESEA 2022-2023	1/1/2022	9/30/2023	359,403	161,528	197,875	141,083	218,320 <b>434.599</b>	39%	86%	1,408,370	1,487,967	(79,597)	106%
Supplementa	l Nutrition	n Accietan	l ce Program			2,815,669	2,182,027	435,766	2,162,750	434,599			1,408,370	1,487,967	(/9,59/)	106%
1520	2021		Supplemental Nutrition Assistance Program - 2021	7/1/2021	9/30/2022	168,459	168,459	l .	168,459	_	100%	100%				
1508	2022		Supplemental Nutrition Assistance Program - 2022	10/1/2022		411,628	311.770	99.858	318.493	93.135	77%	75%	-			
					.,,	580,087	480,229	99,858	486,952	93,135			345,000	415,046	(70,046)	120%
Welfare Tran	sition			T.												
2610			Welfare Transition Prog -Oct - June 2022	10/1/2021		1,625,497	1,625,497	-	1,625,497	-	100%	100%				
2611	2022		Welfare Transition Prog - Jul - Sept 2022		11/30/2022	514,185	514,185	-	514,185	-	100%	100%				
2612	2022		Welfare Transition Prog -Oct - June 2023	10/1/2022		1,515,675	1,365,315	150,360	1,255,320	260,355	83%	82%				
2613	2023	42771	Welfare Transition Prog - July - Sept 2023	7/1/2023	9/30/2023	470,652		470,652	-	470,652	0%	0%				
T						4,126,009	3,504,997	621,012	3,395,002	731,007			2,237,000	2,249,008	(12,008)	101%
Trade Adjust	2021		Trade Adi Assistance Training 2021	10/1/2021	9/30/2022	132,273	27,020	105,253	27,020	105,253	20%	100%	22,000	2,553		
2006 2007	2021		Trade Adj Assistance - Training 2021 Trade Adj Assistance - Training 2022	10/1/2021		132,273	6,585	97,132	4,708	99,010	5%	75%	22,000	2,553 4,708		
2106	2022		Trade Adj Assistance - Case Management 2021	10/1/2022		30,118	10,720	19,398	10,720	19,398	36%	100%	8,000	762		
2100	2021		Trade Adj Assistance - Case Management 2022	10/1/2021		19,398	2,550	16,848	1,980	17,419	10%	75%	5,550	1,980		
			8		5,55,252	285,507	46,875	221,784	44,428	223,661	-0		30,000	10,002	19,998	33%
Direct Service	es			· ·												
8000			Corporate\Unrestricted			-			-				42,040	125,887	(83,847)	299%
						-	-	-	-	-			42,040	125,887	(83,847)	969%
				1												
						17,567,776	11,913,114	5,439,939	11,745,606	5,586,432			9,148,222	9,347,179	(198,957)	102%
				1			170.5								al	
MAID From d "	Program	NIEA IE	Durane Name	Chart Dat	Ford Date	NEA A	LTD Expend	LTD	LTD Expend	Cotonon	Category	D	Cool	9,347,179	Check total	
MIP Fund # 0306/0406	Year 2021	NFA ID	Program Name WIOA Youth 2021	Start Date 4/1/2021		NFA Award \$ 1,187,924	<b>6/30/2023</b> \$ 1,187,924	Admin \$ 178,882	Less Admin \$ 1,009,042	Category PWE	Amount 286,245	Percentage 28.4%	Goal 20%	-		
U3U0/U4Ub	2021	40063	WIOA TOULII 2021	4/1/2021	0/30/2023	\$ 1,187,924		\$ 178,882	\$ 1,009,042	OSY	938,005	28.4% 93.0%	20% 75%			
				1		1,107,324	y 1,107,324	y 1/0,062	¥ 1,009,042	031	330,005	93.0%	1370			
0106	2021	40174	WIOA - Adult - 2021-2023	7/1/2021	6/30/2023	\$ 1,461,575	\$ 1,461,575	\$ 91,061	\$ 1,370,514	ITA State	912,188	66.6%	30%			
0107	2022		WIOA - Adult - PY22	7/1/2022	6/30/2024		\$ 885,402	\$ 81,824	\$ 803,578	ITA State	470,271	58.5%	30%			
							,	- ,	,		.,					
0206	2021	39225	WIOA - Dislocated Worker - 2021-2023	7/1/2021	6/30/2024	1,412,136	1,412,136	\$ 136,220	\$ 1,275,916	ITA State	817,363	64.1%	30%			
							_									



#### **INFORMATION ITEM 2**

### **Insurance Update**

Hub International, the organization's Insurance Broker, obtained coverage business insurance renewals effective July 1, 2023.

- Expiring Premium \$118,109
- 2023-2024 Premium \$115,094

See attached policy register for additional information for 2023-2024 insurance coverages premiums.

	<u>Prem</u>	iums		Budget	
	2022-2023	2023-2024	Variance	2023-2024	Variance
Commercial Package	37,221	41,168	(3,946)	57,000	15,832
Commercial Umbrella	13,093	14,612	(1,519)		(14,612)
Commercial Crime	5,268	5,546	(278)		(5,546)
Mgmt Liability	5,216	5,423	(207)		(5,423)
Sub-total	60,798	66,747	(5,949)	57,000	(9,747)
Cyber	16,761	10,820	5,941	20,000	9,180
Commercial Property	6,727	8,823	(2,096)	9,000	177
Auto	8,064	1,846	6,218	-	(1,846)
Workers' Comp	25,758	26,857	(1,099)	34,054	7,197
Total	\$ 118,109	\$ 115,094	\$ 3,015	\$ 120,054	\$ 4,960

Attached are marketing summary and policy register for additional information for 2023-2024 insurance coverages premiums. In addition, loss runs for any claims paid are also included. Charles Chunn, Executive VP from HUB, will present an update on our 2023-2024 insurance coverage.

#### **Highlights/Observations**

- Cyber Insurance decreased because of significant security improvements.
- Management Liability: Increased D&O retention from \$1,000 to \$2,500 and EPLI retention from \$2,500 to \$5,000.
- Package and Umbrella: 9.4% and 8.7% increases respectively; not marketed because increase is low in current Florida marketplace
- Property Windstorm/Hail: Increase is low end of spectrum in current Florida Workplace.
- Workers' Compensation: Coverage not marketed; dividend plan remains competitive.

		WorkNet Pinellas, 7/1/2023-24 Marketing	
Coverage	Markets Approached	Results	Results
Automobile	AmGuard Insurance Co.	New	Quoted Premium: \$1,846 for Hired & Non-Owned Auto (HNOA) Coverage only.
	(Care Providers)		Coverage was not marketed. Mono-line Hired and Non-Owned Auto Coverage has
			limited availability in the marketplace. Usually, all lines of coverage are required
			from admitted insurance carriers to be able to quote HNOA. Non-admitted
			insurance carriers for HNOA are utilized as a last resort because of non-competitive
			pricing.
			Quoted Premium: \$10,080, premium has decreased from \$15,788 expiring because of
Cyber Liability	Trisura Specialty	Incumbent Quoted	significant security improvements by WorkNet Pinellas
	AWAC	Declined	Revenue Threshold
	AXA XL	Declined	Class of Business
	AXIS	Declined	Class of Business
	Resilience	Declined	Revenue Threshold
			Quoted Premium: \$10,892 compared to \$10,484 expiring. Increased Directors & Officers
			(D&O) Retention from \$1,000 to \$2,500 and Employment Practices Liability (EPLI) retention
Management Liability	Hanover Insurance Company	Incumbent Quoted	from \$2,500 to \$5,000
	CNA	Declined	Loss History
	Chubb	Declined	Loss History
	Harco National	Quoted	Quoted Premium: \$14,505 with \$10,000 D&O Retention and \$75,000 EPLI Retention
	Travelers	Quoted	Quoted Premium: \$10,809 with \$0 D&O Retention and \$10,000 EPLI Retention
	Zurich	Declined	Out of Appetite
Package	AmGuard Insurance Co.	Incumbent Quoted Only	Quoted Premium: \$39,338, a 9.4% increase over expiring
	(Care Providers)		Coverage was not marketed because the increase is low in the current FL marketplace.
Umbrella	AmGuard Insurance Co.	Incumbent Quoted Only	Quoted Premium: \$14,236, a 8.7% increase over expiring
	(Care Providers)		Sub-Limit of \$1,000,000 for Abuse or Molestation Added
			Coverage was not marketed because the increase is low in the current FL marketplace.
			Quoted Premium: \$8,103 compared to \$6,157 which is at the low end of the spectrum for
			premium increases in the current FL Wind/Hai Marketplace. Deductible remained the same as
Property - Windstorm/Hail	Underwriters at Lloyd's London	Incumbent Quoted	expiring.
	AmRisc	Declined	Building Coverage Required
	ICAT	Declined	Age at Location #2 and #4
	Velocity	Declined	Age at Location #2 and #4
Workers' Compensation	Technology Ins. Co.	Incumbent Quoted Only	Quoted Premium: \$26,857 based on \$3,090,000 payroll and 66% experience modifier
			Expiring Premium: \$25,758 based on \$3,000,000 payroll and 62% experience modifier.
			Coverage was not marketed. Dividend Plan remains competitive in the current FL marketplace.



Coverage	Insurer	Policy Number	Effective Date	Expiration Date	Limits of Cover	age	Perils Insured / Deductible / Coinsurance / Valuation	Annual Prem Fe	nium Taxes & es
Commercial Property (Wind/Hail)	Underwriters at Lloyd's London	BA22294W300786	7/01/2023	7/01/2024				\$	8,823.15
				13805 58th Ave St. N #2-140 Clearwater FL	Business Personal Property Business Income	\$53,100 \$150,000	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of 55,000 Coinsurance: 90% Valuation BPP: Replacement Cost Valuation BI: Actual Los Sustained		
				2312 Gulf to Bay Blvd Clearwater FL	Business Personal Property	\$376,625	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of \$5,000 Coinsurance: 90% Valuation: Replacement Cost		
				682 E Klosterman Road Tarpon Springs FL	Business Personal Property	\$5,000	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of \$5,000 Coinsurance: 90% Valuation: Replacement Cost		
				3420 8th Avenue South St. Petersburg, FL	Business Personal Property	\$276,505	Wind and/or Hail 5% of Policy Total Insured Value for Each Separate Item, Per Occurrence, subject to a Minimum of \$5,000 Coinsurance: 90% Valuation: Replacement Cost		
				Total Insurable Val	ues	\$861,23	30		
Commercial Package	AmGUARD Insurance Company	C1GP404709	7/01/2023	7/01/2024			Premium includes \$1,000 Care Providers Fee	\$	41,167.51
			Property (All Other Peril excludes Wind/Hail)	s 13805 58th Ave St. N #2-140 Clearwater FL	Business Personal Property Business Income per Extension Endorsement	\$53,100 \$150,000	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80% Valuation: Replacement Cost		
				2312 Gulf to Bay Blvd Clearwater FL	Business Personal Property	\$376,625	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80%		
				682 E Klosterman Road Tarpon Springs FL	Business Personal Property	\$5,000	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80%		
				3420 8th Avenue South St. Petersburg, FL	Business Personal Property	\$276,505	All Other Perils including Theft \$1,000 Deductible; Coinsurance: 80%		

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Total Insurable Values

\$861,230

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Coverage	Insurer	Policy Number	Effective Date	Expiration Date	Limits of Coverage		Perils Insured / Deductible / Coinsuran Valuation	ce / Annual Premium Taxes & Fees
			Electronic Data & Equipment (EDP)	13805 58th Ave St. N #2-140 Clearwater FL	Computer Equipment: Media:	\$50,000 \$25,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost	
				2312 Gulf to Bay Blvd Clearwater FL	Computer Equipment: Media:	\$125,000 \$75,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost	
				682 E Klosterman Road Tarpon Springs FL	Computer Equipment: Media:	\$5,000 \$1,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost	
				3420 8th Avenue South St. Petersburg, FL	Computer Equipment: Media:	\$125,000 \$50,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost	
				5175 45th Street North St. Petersburg, FL	Computer Equipment: Media:	\$5,000 \$1,000	Risks of Direct Physical Loss \$500 Deductible; Coinsurance: 80% Valuation: Replacement Cost	
				Total Insurable Values	Computer Eqipment:	\$310,000 \$152,000		
			General Liability	Locations Covered: Same as EDP Locations	i Wedia:	\$152,000		
				General Aggregate Per Location	\$	3,000,000		
				Products and Completed Operations Aggregate	\$	3,000,000		
				Personal and Advertising Injury	\$	1,000,000		None
				Each Occurrence	\$	1,000,000		None
				Damage to Premises Rented to You (Any one premises) - Limit per Extension Endorsement	\$	1,000,000		None
				Medical Expenses/Medical Payments Any One Person - Limit per Extension Endorsement	\$	20,000		None
			Employee Benefits Liabiity	Each Employee/Aggregate Limit (Claims Made Policy Form/Retro Date 6/10/2014)	\$	1,000,000	\$	1,000

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Coverage	Insurer	Policy Number	Effective Date	Expiration Date	Limits of Coverage	Perils Insured / Deductible / Coinsurance / Valuation	Annual Premium Taxes & Fees
			Sexual or Physical Abuse Liability (Occurrence Form)	Each Act of Sexual or Physical Abuse	\$ 1,000,000	None	
				Aggregate	\$ 3,000,000		
Commercial Umbrella	AmGUARD Insurance Company	C3GP401987	7/01/2023	7/01/2024			\$ 14,611.5
Applies Excess of: Employer's Liability; General Liability; Auto Liability; and Employee Benefits Liability				Each Occurrence	\$ 3,000,000	Coverage B - \$10,000 (Applies when underlying insurance does not cover exposure but Umbrella policy does.)	
				Personal & Advertising Injury	\$ 3,000,000		
				Aggregate	\$ 3,000,000		
Abuse or Molestation Sublimit				Each Act	\$ 1,000,000	Coverage B - \$10,000 (Applies when underlying insurance does not cover exposure but Umbrella policy does.)	
				Aggregate	\$ 1,000,000		
Commercial Crime	Hanover Insurance Company	LHCH30270501	7/01/2023	7/01/2024			\$ 5,545.55
			Crime	Employee Theft	\$ 1,000,000	\$ 5,000	
				ERISA Fidelity	\$ 1,000,000	\$ 5,000	
				Client Property	\$ 1,000,000	\$ 5,000	
				Forgery or Alteration	\$ 1,000,000	\$ 5,000	
				Premises Coverage	\$ 1,000,000	\$ 5,000	
				Transit Coverage	\$ 1,000,000	\$ 5,000	
				Computer Fraud	\$ 1,000,000	\$ 5,000	
				Computer Crime Restoration Expense	\$ 150,000	\$ 5,000	



Coverage	Insurer	Policy Number	Effective Date	Expiration Date	Limits of Coverage	Perils Insured / Deductible / Coinsurance / Valuation	Annual Premium Taxes & Fees
				Funds Transfer Fraud	\$ 1,000,000	\$ 5,000	
				Credit, Debit or Charge Card Fraud	\$ 1,000,000	\$ 5,000	
				Money Orders and Counterfeit Money	\$ 1,000,000	\$ 5,000	
				Personal Accounts Protection - Forgery or Alteration	\$ 1,000,000	\$ 5,000	
				Personal Accounts Protection- Identity Fraud Reimbursement	\$ 50,000	\$0	
				Investigative Expense	\$ 150,000	\$0	
Management Liability	Hanover Insurance Company	LHCH30270501	7/01/2023	7/01/2024			\$ 5,422.0
			Directors & Officers Liability	Maximum Policy Aggregate	\$	A) Individual Non-Indemnified Claim \$0 B) Individual Indemnified Claim \$2,500 C) Entity Claim \$2,500	
			Directors & Officers Liability	Additional Limit for Executives	\$ 1,000,000	\$ 2,500	
			Employment Practices Liability	Maximum Policy Aggregate	\$ 1,000,000	\$ 5,000	
			Fiduciary Liability	Maximum Policy Aggregate	\$ 1,000,000	\$0	
			All Coverage Parts	Separate Defense Expense Limit	\$ 1,000,000	Per Coverage Part	
Commercial Auto Liability - Hired and Non-Owned Autos	AmGUARD Insurance Company	C2GP403342	7/01/2023	7/01/2024			\$ 1,846.0
			Liability	Bodily Injury and Property Damage Combined Single Limit Each Accident	\$ 1,000,000		

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Coverage	Insurer	Policy Number Effective Date		Expiration Date	Limits of Coverage		Perils Insured / Deductible / Coinsurance / Valuation	Annual Premium Taxes & Fees	
Cyber/Privacy/Network Security Liability	Trisura Specialty Insurance Company	ATB671691602	7/01/2023	7/01/2024			\$	10,820.	
				Maximum Policy Aggregate	\$ 1,00	00,000			
				Coverage	Each/Claim Aggregate Limit		Deductible Each Claim		
				Information Privacy Liability	\$ 1,00	00,000 \$	10,000		
				Regulatory Liability	\$ 1,00	00,000 \$	10,000		
				Event Response and Management	\$ 1,00	00,000 \$	10,000		
				PCI DSS Liability Coverage	\$ 1,00	00,000 \$	10,000		
				Network Security Liability	\$ 1,00	00,000 \$	10,000		
				Event Response and Recovery	\$ 1,0	00,000 \$	10,000		
				Direct Business Interruption	\$ 1,00	00,000	\$10,000 Deductible/ 8 Hour Waiting Period		
				Continue to Design on Later weeking	A 00	20.000	\$10,000 Deductible/		
				Contingent Business Interruption	\$ 1,00	00,000	8 Hour Waiting Period		
				Cyber Extortion Coverage	\$ 1,00	00,000 \$	10,000		
				Social Engineering	\$ 10	00,000 \$	10,000		
				Computer Fraud	\$ 1	00,000 \$	10,000		
				Media Liability	\$ 1,0	00,000 \$	10,000		
				Media Event Resonse	\$ 1,00	00,000 \$	10,000		
				Reputational Harm	\$ 1,00	00,000	\$10,000 Deductible/ 180 Days Indemnity Period		
				Direct System Failure	\$ 1,0	00,000	\$10,000 Deductible/ 8 Hour Waiting Period \$10,000 Deductible/		
				Contingent System Failure	\$ 1,0	00,000	8 Hour Waiting Period		
Vorkers' Compensation	Technology Insurance Company, Inc.	TWC4135982	7/01/2023	7/01/2024	Coverage A - Workers' Compensation - Statutory	-	\$	26,857.	
			Code 8864 Social Svcs	\$ 3,090,000	Coverage B - Employer's Liability				
					\$500,000 Each Accident				
					\$500,000 Disease - Policy Limit				

TOTAL PREMIUM \$ 115,093.65

\$500,000 Disease - Each Employee



#### **BUSINESS LOSS RUN**

Agency Name: HUB INTERNATIONAL MIDWEST LIMITED CLC Insured Name: WORKNET PINELLAS, INC. DBA CAREERSOURCE PINELLAS

Current As of Date: 03/17/2023

Number of Loss Years Requested: 10

#### Loss Run Summary:

Policy #	Policy Term	Policy Type	No of Claims/Occurrences	Loss & Expense Reserves	Losses Paid	Expenses Paid	Losses & Expenses Paid	Recovery	Total Incurred
82501459	07/01/2017 - 07/01/2018	CRIME NFPO	1	\$0	\$9,700	\$0	\$9,700	\$0	\$9,700
82501459	07/01/2018 - 07/01/2019	CRIME NFPO	0	\$0	\$0	\$0	\$0	\$0	\$0
82501459	07/01/2017 - 07/01/2018	D&O NFPO	0	\$0	\$0	\$0	\$0	\$0	\$0
82501459	07/01/2018 - 07/01/2019	D&O NFPO	0	\$0	\$0	\$0	\$0	\$0	\$0
82501459	07/01/2017 - 07/01/2018	EPL NFPO	7	\$0	\$0	\$29,511	\$29,511	\$0	\$29,511
82501459	07/01/2018 - 07/01/2019	EPL NFPO	2	\$0	\$117,500	\$59,521	\$177,021	\$0	\$177,021
82501459	07/01/2017 - 07/01/2018	F/L NFPO	0	\$0	\$0	\$0	\$0	\$0	\$0
82501459	07/01/2018 - 07/01/2019	F/L NFPO	0	\$0	\$0	\$0	\$0	\$0	\$0
		Totals:	10	\$0	\$127,200	\$89,032	\$216,232	\$0	\$216,232



#### **BUSINESS LOSS RUN**

Agency Name: HUB INTERNATIONAL MIDWEST LIMITED CLC Insured Name: WORKNET PINELLAS, INC. DBA CAREERSOURCE PINELLAS

Current As of Date: 03/17/2023 **Number of Loss Years Requested: 10** 

#### Loss Run Detail:

Policy # Claim Reference # Claim/Occurrence # Claimant #	Policy Term Policy Type	Claim Status Claim Type	Loss Date Loss Location	Reported Date Close Date	Loss Reserve Expense Reserve	Losses Paid Expenses Paid Recovery	Losses and Expenses Paid Deductible Amount Total Incurred
82501459 414733 001	07/01/2017 - 07/01/2018 CRIME NFPO	Closed	02/27/2018 FL	03/01/2018 03/11/2019	\$0 \$0	\$9,700 \$0	\$9,700 \$0
Claimant Name: Loss Description: Writing Company:	Worknet Pinellas, Inc. Dba e Employee theft	Car				\$0	\$9,700
82501459 413931 001	07/01/2017 - 07/01/2018 EPL NFPO	Closed	09/21/2017 FL	03/01/2018 02/17/2019	\$0 \$0	\$0 \$29,511	\$29,511 \$0
Claimant Name: Loss Description: Writing Company:	Brandon Courtney Riley Disability/Discharge					\$0	\$29,511
82501459 425377 002	07/01/2017 - 07/01/2018 EPL NFPO	Closed	02/22/2018 FL	08/16/2018 10/05/2022	\$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0
Claimant Name: Loss Description: Writing Company:	Florida DEO Breach of Written Employm	ent Contract		ت در داد داد			
82501459 425377 002	07/01/2017 - 07/01/2018 EPL NFPO	Closed	02/22/2018 FL	08/16/2018 10/05/2022	\$0 \$0	\$0 \$0	\$0 \$0
Claimant Name: Loss Description: Writing Company:	Florida DEO Breach of Written Employm	ent Contract				\$0	\$0



Agency Name: HUB INTERNATIONAL MIDWEST LIMITED CLC Insured Name: WORKNET PINELLAS, INC. DBA CAREERSOURCE PINELLAS

Current As of Date: 03/17/2023

Number of Loss Years Requested: 10

## **Loss Run Detail:**

Policy # Claim Reference # Claim/Occurrence # Claimant #	Policy Term Policy Type	Claim Status Claim Type	Loss Date Loss Location	Reported Date Close Date	Loss Reserve Expense Reserve	Losses Paid Expenses Paid Recovery	Losses and Expenses Paid Deductible Amount Total Incurred
82501459							
425377 002	07/01/2017 - 07/01/2018 EPL NFPO	Closed	02/22/2018 FL	08/16/2018 10/05/2022	\$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0
Claimant Name: Loss Description: Writing Company:	Florida DEO Breach of Written Employm	ent Contract				\$0	\$0
82501459 425377							
002	07/01/2017 - 07/01/2018 EPL NFPO	Closed	02/22/2018 FL	08/16/2018 10/05/2022	\$0 \$0	\$0 \$0	\$0 \$0
Claimant Name: Loss Description: Writing Company:	Florida DEO Breach of Written Employm	ent Contract				\$0	\$0
82501459							
425377 002	07/01/2017 - 07/01/2018 EPL NFPO	Closed	02/22/2018 FL	08/16/2018 10/05/2022	\$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0
Claimant Name: Loss Description: Writing Company:	Florida DEO Breach of Written Employm	ent Contract				φυ	Ψ
82501459							
425377 002	07/01/2017 - 07/01/2018 EPL NFPO	Closed	02/22/2018 FL	08/16/2018 10/05/2022	\$0 \$0	\$0 \$0	\$0 \$0
Claimant Name: Loss Description: Writing Company:	Florida DEO Breach of Written Employm	ent Contract				\$0	\$0



Agency Name: HUB INTERNATIONAL MIDWEST LIMITED CLC Insured Name: WORKNET PINELLAS, INC. DBA CAREERSOURCE PINELLAS

Current As of Date: 03/17/2023

**Number of Loss Years Requested: 10** 

## Loss Run Detail:

Policy # Claim Reference # Claim/Occurrence # Claimant #	Policy Term Policy Type	Claim Status Claim Type	Loss Date Loss Location	Reported Date Close Date	Loss Reserve Expense Reserve	Losses Paid Expenses Paid Recovery	Losses and Expenses Paid Deductible Amount Total Incurred
82501459 424805							
001	07/01/2018 - 07/01/2019 EPL NFPO	Closed	08/09/2018 FL	08/17/2018 01/15/2020	\$0 \$0	\$7,500 \$0 \$0	\$7,500 \$0 \$7,500
Claimant Name: Loss Description: Writing Company:	Huey Nguyen Race/Discharge					<b>\$</b> 0	\$ <i>1</i> ,300
82501459 KY19K2023978							
001	07/01/2018 - 07/01/2019 EPL NFPO	Closed	01/04/2019 FL	01/11/2019 06/22/2020	\$0 \$0	\$110,000 \$59,521 \$0	\$169,521 \$0 \$169,521
Claimant Name: Loss Description: Writing Company:	Juli Garisto Claimant is alleging violation	on of whistleblower an	d FMLA.			φυ	\$109,321

#### - IMPORTANT NOTICE -

THE INFORMATION CONTAINED HEREIN IS PROVIDED "AS IS" AND HAS NOT BEEN AUDITED OR REVIEWED. WE MAKE NO REPRESENTATION AS TO THE ACCURACY OF THIS INFORMATION. THIS INFORMATION IS NOT INTENDED TO AND SHOULD NOT BE RELIED ON TO COMPLY WITH ANY STATUTE, REGULATION OR OTHER LEGAL OR REGULATORY REQUIREMENT. WE RESERVE THE RIGHT IN OUR DISCRETION TO WITHHOLD SPECIFIC LOSS INFORMATION.

BY RECEIVING THIS INFORMATION, RECIPIENT ACKNOWLEDGES AND AGREES THAT: 1.) WE ARE PROVIDING THIS INFORMATION BASED ON RECIPIENT'S EXPRESS REPRESENTATION THAT RECIPIENT IS REQUESTING SUCH INFORMATION ON BEHALF OF AND/OR WITH THE CONSENT OF RECIPIENT'S CUSTOMER; 2.) RECIPIENT WILL USE THIS INFORMATION ONLY FOR ITS OWN INTERNAL PURPOSES OR FOR SUCH PURPOSES AUTHORIZED BY RECIPIENT'S CUSTOMER; 3.) SUCH INFORMATION IS CONFIDENTIAL AND PROPRIETARY AND MAY BE SUBJECT TO PRIVACY LAWS, REGULATIONS OR OTHER LEGAL REQUIREMENT; 4.) RECIPIENT AGREES TO PROTECT AND SAFEGUARD THE INFORMATION FROM UNAUTHORIZED USE OR DISCLOSURE.

RHODE ISLAND INSUREDS: IN ACCORDANCE WITH SECTION 27-29-17.5 OF CHAPTER 27-29 OF THE GENERAL LAWS OF RHODE ISLAND, ADDITIONAL INFORMATION ON LOSS RESERVES MAY BE AVAILABLE UPON REQUEST OF THE FIRST NAMED INSURED OR SUCH INSURED'S AUTHORIZED AGENT OR BROKER.

FOR QUESTIONS REGARDING THE CONTENT OF THIS CHUBB LOSS RUN REPORT, PLEASE CONTACT YOUR CHUBB OFFICE.

#### **Loss Run Header Section:**

Agency Name - The name of the current agent or broker associated with the policy.

Current as of Date - This is the date for which the data is valid.

Insured Name - The named insured as stated on the policy of insurance.

<u>Number of Loss Years Requested</u> – This is the 3, 5, 7 or 10 year historical range with the timeframe determined by the most recent policy effective date listed.

#### **Policy Summary:**

Policy Number - The number which uniquely identifies a policy for an insured.

Policy Term - The Effective and Expiration Dates for the Policy Term.

Policy Type - The type of policy issued by the company.

Number of Claims/Occurrences - The number of Claims/Occurrences for each Policy Number, Term and Type.

<u>Loss and Expense Reserves</u> - The sum of the outstanding Loss and Expense Reserves for each Policy Number, Term and Type. "\*" will be displayed for open Specialty claims only.

<u>Losses Paid</u> - The indemnity paid for each Policy Number, Term and Type. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

Expenses Paid - The sum of the defense and LAE expenses paid for each Policy Number, Term and Type. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

<u>Losses and Expenses Paid</u> - The sum of Losses Paid and Expenses Paid for each Policy Number, Term and Type. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

<u>Recovery</u> - The sum of the Salvage/Subrogation Recovery including expenses paid or payments received for each Policy Number, Term and Type. A positive figure indicates that recovery expenses exceeded receipts.

<u>Total Incurred</u> - The sum of the Loss and Expense Reserves and Losses and Expenses Paid including Recovery for each Policy Number, Term and Type. "\*" will be displayed for open Specialty claims only.

Totals:

Number of Claims/Occurrences - The number of Claims/Occurrences for all Policy Numbers, Terms and Types in the Summary Section.

Loss and Expense Reserves - The sum of the outstanding Loss and Expense Reserves for all of the Policy Numbers, Terms and Types in the

Summary Section. This does not include Specialty claims.

<u>Losses Paid</u> - The sum of Losses Paid for all of the Policy Numbers, Terms and Types in the Summary Section. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

<u>Expenses Paid</u> - The sum of Expenses Paid for all of the Policy Numbers, Terms and Types in the Summary Section. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

<u>Losses and Expenses Paid</u> - The sum of Losses Paid and Expenses Paid for all of the Policy Numbers, Terms and Types in the Summary Section.

This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

<u>Recovery</u> - The sum of the Salvage/Subrogation Recovery including expenses paid or payments received for all of the Policy Numbers, Term and Types in the Summary Section. A positive figure indicates that recovery expenses exceeded receipts.

<u>Total Incurred</u> - The sum of the Loss and Expense Reserves and Losses and Expenses Paid including Recovery for all the Policy Numbers, Term and Types in the Summary Section. "\*" will be displayed for open Specialty claims only.

\* - In the Loss and Expense Reserves column: This information is not disclosed.

<u>TPA</u> - Denotes claims/occurrences processed by a third party administrator (TPA). Can reflect full or partial term TPA. Actual numbers do not include claims/occurrences processed by TPA's.

Loss Run Details:

Policy # - The number which uniquely identifies a policy for an insured.

Claim Reference # - A unique identifier for a Chubb claim.

<u>Claim/Occurrence #</u> - The unique number for an occurrence of claim associated with a policy. This is used in conjunction with the policy number to identify a claim. It is sequential within a policy number.

Claimant # - The unique number associated with Claimant Name.

<u>Policy Term</u> - The Effective and Expiration Dates for the Policy Term.

Policy Type - The type of policy issued by the company.

Claim Status - The status of a claim as of the Current as of Date. An 'RO' next to the status indicates a Report Only Claim.

<u>Claim Type</u> - The type(s) of loss associated with a coverage on a claim.

Loss Location - The City and State where the loss occurred.

Loss Date - The date on which the loss occurred.

Reported Date - The date on which the loss was reported.

Close Date - The date the claim was closed.

<u>Loss Reserve</u> - The sum of the outstanding Loss Reserve for the Claim/Occurrence in the Detail Section. "\*" will be displayed for open Specialty claims only.

Expense Reserve - The sum of the outstanding Expense Reserve for the Claim/Occurrence in the Detail Section. "\*" will be displayed for open Specialty claims only.

<u>Losses Paid</u> – The indemnity paid for the Claim/Occurrence in the Detail Section. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

Expenses Paid - The sum of the defense and LAE expenses paid for the Claim/Occurrence in the Detail Section. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

<u>Losses and Expenses Paid</u> – The sum of Losses and Expenses Paid for the Claim/Occurrence in the Detail Section. This excludes the Net Salvage/Subrogation and reimbursable deductible amounts actually received.

Recovery - The sum of the Salvage/Subrogation Recovery including expenses paid or payments received for the Claim/Occurrence in the Detail Section. A positive figure indicates that recovery expenses exceeded receipts.

<u>Total Incurred</u> - The sum of the Loss and Expense Reserves and Losses and Expenses Paid including Recovery for the Claim/Occurrence in the Detail Section. "\*" will be displayed for open Specialty claims only.

<u>Claimant Name</u> - The name(s) of the claimant associated with the Claim/Occurrence.

<u>Deductible Amount</u> – Actual deductible recovery, if any, applied to the Claim/Occurrence.

Loss Description - A synopsis of the loss as entered by the claim examiner.

\* – In the Loss and Expense Reserve column: This information is not disclosed.

All dollar amounts displayed represent US dollars.



ACCOUNT: AGENCY:

WORKNET PINELLAS, INCHUB International Midwest Ltd 13805 58th St N Ste 2140 4830 W Kennedy Blvd Ste 850 Clearwater, FL 337603716Tampa, FL 33609

#### LOSS RUN SUMMARY

LOB	Effective Date	Claims	Paid Loss (Indemnity)	Paid Expenses	Paid Medical	Reserves	Gross Incurred	Recoveries*	Net Incurred
	07/01/2021	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	07/01/2020	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WCC	07/01/2019	2	\$0.00	\$205.28	\$2,932.84	\$0.00	\$3,138.12	\$0.00	\$3,138.12
	03/24/2019	2	\$0.00	\$110.67	\$1,581.06	\$0.00	\$1,691.73	\$0.00	\$1,691.73
	03/24/2018	5	\$0.00	\$249.39	\$3,227.01	\$0.00	\$3,476.40	\$0.00	\$3,476.40

#### LOSS RUN DETAIL

LOE	Policy Period	Policy Number / Claim Number	Coverage Type / Claim Adjuster	Date of Loss / Status	Claimant Name / Claim Description	Accident Description	Nature of Injury / Body Part	Hire Date / Claimant Occupation	Paid Loss (Indemnity)	Paid Expenses	Paid Medical	Reserves / Recoveries*	Gross Incurred / Net Incurred	Risk Location
wco	07/01/2019	001- WC19A-78562	МО	09/03/2019 CLOSED	Yvette Reeves	EMPLOYEE JUMPED OUT OF CHAIR TO ASSIST A	STRAIN	04/06/2015	\$0.00	\$205.28	\$2,932.84	\$0.00	\$3,138.12	3420 8TH AVE S, ST PETERSBURG,
WCC		C00258942-01	VICKY URBAN	12/10/2019	STRAIN OR INJURY BY JUMPING	CUSTOMER AND TWISTED HER LEFT KNEE.	KNEE	PROGRAM SPECIAL	\$0.00	\$205.20	\$2,332.04	\$0.00	\$3,138.12	FL 33711
wco	07/01/2019	001- WC19A-78562	МО	09/16/2019 CLOSED	Brandi Mitchell MISCELLANEOUS CAUSES	RASH ON	DERMATITIS	04/02/2018	¢0.00	\$0.00	\$0.00	\$0.00	\$0.00	3420 8TH AVE S, ST PETERSBURG,
WCC		C00259628-01	NANCY KRIZEN	09/25/2019	CAUSES CUMULATIVE, NOC	LEFT ARM.	LOWER ARM	RESCOURCE SPEC		\$0.00	\$0.00	\$0.00	\$0.00	FL 33711
wco	07/01/2019	001- WC19A-78562	МО	09/16/2019 CLOSED	Brandi Mitchell MISCELLANEOUS	RASH ON	DERMATITIS	04/02/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3420 8TH AVE S,
WCC		C00259628-02	NANCY KRIZEN	09/25/2019	CAUSES CUMULATIVE, NOC	LEFT ARM.	LOWER ARM	RESCOURCE SPEC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ST PETERSBURG, FL 33711
	03/24/2019	001-	МО	06/25/2019	Yvette Reeves	OFFICE IS BEING TREATED FOR FLEAS.	DERMATITIS	04/06/2015				\$0.00	\$1,307.89	3420 8TH AVENUE S,
WCC	vcc - W	WC19A-68168 C00254212-01	19A-68168 CLOSED MISCELLANEOUS CAUSES OTHER MISCELLANEOUS, FROM FIL	EMPLOYEE DEVELOPED CELLULITIS FROM FLEA BITES.	MULTIPLE LOWER EXTREMITIES	instructor \$6		\$85.57	\$1,222.32	\$0.00	\$1,307.89	ST PETERSBURG, FL 33711		

<sup>\*</sup>Recoveries include deductibles, salvage, and subrogation
\*Coverage type LT: Lost Time Claim; MO: Medical Only Claim; EL: Employer's Liability Claim Mar 15, 2023



ACCOUNT: AGENCY:

WORKNET PINELLAS, INCHUB International Midwest Ltd 13805 58th St N Ste 2140 4830 W Kennedy Blvd Ste 850 Clearwater, FL 337603716Tampa, FL 33609

#### LOSS RUN DETAIL

LOB	Policy Period	Policy Number / Claim Number	Coverage Type / Claim Adjuster	Date of Loss / Status	Claimant Name / Claim Description	Accident Description	Nature of Injury / Body Part	Hire Date / Claimant Occupation	Paid Loss (Indemnity)	Paid Expenses	Paid Medical	Reserves / Recoveries*	Gross Incurred / Net Incurred	Risk Location
wcc	03/24/2019	001- WC19A-68168	МО	06/28/2019 CLOSED	Cheryl Francis MISCELLANEOUS	OFFICE IS BEING TREATED FOR	DERMATITIS	11/10/2014	\$0.00	\$25.10	\$358.74	\$0.00	\$383.84	13805 58TH ST N STE 2140,
WCC		C00254430-01	SUSAN DALESSANDRO	07/12/2019	CAUSES OTHER MISCELLANEOUS, NOC	INSECTS. EMPLOYEE DEVELOPED RASH	MULTIPLE BODY PARTS	PROGRAM SPECIAL	\$0.00	\$23.10	\$330.7T	\$0.00	\$383.84	CLEARWATER, FL 33760
wcc	03/24/2018	001- WC18A-68168	МО	05/10/2018 CLOSED	Brandi Mitchell MISCELLANEOUS	EMPLOYEE WAS SITTING AT HER DESK, GOT A	ALL OTHER SPECIFIC INJURIES NOC	09/18/2015	\$0.00	\$7.91	\$113.05	\$0.00	\$120.96	3420 8TH AVENUE S,
WCC		C00225002-01	NANCY KRIZEN	05/24/2018	CAUSES ABSORPTION, INGESTION OR INHA	STRONG SMELL ASPHALT & SHE GOT SICK.	INSUFFICIENT INFO TO IDENTIFY PART	RESOURCE SPECAL	\$0.00	\$7.51	\$113.03	\$0.00	\$120.96	ST PETERSBURG, FL 33711
wcc	03/24/2018	001- WC18A-68168	МО	05/10/2018 CLOSED	Brandi Mitchell MISCELLANEOUS	EMPLOYEE WAS SITTING AT HER DESK, GOT A	ALL OTHER SPECIFIC INJURIES NOC	09/18/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3420 8TH AVENUE S,
WCC		C00225002-02	NANCY KRIZEN	05/24/2018	CAUSES ABSORPTION, INGESTION OR INHA	STRONG SMELL ASPHALT & SHE GOT SICK.	INSUFFICIENT INFO TO IDENTIFY PART	RESOURCE SPECAL	\$U.UU	\$0.00	\$0.00	\$0.00	\$0.00	ST PETERSBURG, FL 33711
wcc	03/24/2018	001- WC18A-68168	МО	06/18/2018 CLOSED	Joellyn Chancey	EMPLOYEE WAS SITTING AT HER DESK WHEN SHE	CONTUSION	05/31/2016	\$0.00	\$49.65	\$373.50	\$0.00	\$423.15	9215 N FLORIDA AVE,
	03/23/2019	C00227605-01	NANCY KRIZEN	07/17/2018	STRUCK OR INJURED BY NOC	WAS STRUCK BY A CUSTOMER.	MOUTH	PROGRAM CORDINA	7	7	75.5.55	\$0.00	\$423.15	TAMPA, FL 33612
wee	03/24/2018	001- WC19A 69169	МО	06/22/2018	Jody Toner FALL, SLIP OR	TRIPPED OVER A CORD AND	MULTIPLE INJURIES- PHYSICAL ONLY	06/27/2012	<b>40.00</b>	£111.00	£1 F07 70	\$0.00	\$1,709.64	9350 BAY PLAZA
WCC		WC18A-68168 C00228071-01	VICKY URBAN	CLOSED 08/28/2018	TRIP INJURY NOC	INJURED LEFT FOOT AND BACK	MULTIPLE BODY PARTS	DIRECTOR OF SPE	\$0.00	\$111.86	\$1,597.78	\$0.00	\$1,709.64	BLVD STE 121, TAMPA, FL 33619

<sup>\*</sup>Recoveries include deductibles, salvage, and subrogation
\*Coverage type LT: Lost Time Claim; MO: Medical Only Claim; EL: Employer's Liability Claim Mar 15, 2023



ACCOUNT: AGENCY:

WORKNET PINELLAS, INCHUB International Midwest Ltd 13805 58th St N Ste 2140 4830 W Kennedy Blvd Ste 850 Clearwater, FL 337603716Tampa, FL 33609

#### LOSS RUN DETAIL

LOI	Policy Period	Policy Number / Claim Number	Coverage Type / Claim Adjuster	Date of Loss / Status	Claimant Name / Claim Description	Accident Description	Nature of Injury / Body Part	Hire Date / Claimant Occupation	Paid Loss (Indemnity)	Paid Expenses	Paid Medical	Reserves / Recoveries*	Gross Incurred / Net Incurred	Risk Location
wo	03/24/2018	001- WC19A 69169	МО	01/22/2019	Jacob Polukoff	EMPLOYEE WAS MOVING BOXES IN THE STORAGE ROOM RANGING	STRAIN	02/06/2017	40.00	\$34.19	\$488.51	\$0.00	\$522.70	13805 58TH ST N STE 2140,
WC	wcc - WC18	WC18A-68168 C00242926-01		CLOSED 03/06/2019	STRAIN OR INJURY BY LIFTING	FROM 10-40 LBS AND WHILE MOVING EMPLOYEE FELT SHARP PAIN IN HIS BACK.	LOW BACK AREA(INC:LUMBAR&LUMBO- SACR	RECRUITER	\$0.00	\$34.19	\$400.51	\$0.00	\$522.70	CLEARWATER, FL 33760
WC	03/24/2018	001- WC18A-68168	МО	02/05/2019	Brandi Mitchell	EMPLOYEE WAS ENTERING THE BUILDING THIS MORNING,	STRAIN	09/08/2015	\$0.00	\$45.78	\$654.17	\$0.00	\$699.95	3420 8TH AVENUE S,
VVC	VCC - W(		BRIE PATRICK	CLOSED 02/28/2019	MOR		ANKLE	RESOURCE SPECIA	<b>, 40.00</b>	ντJ./0	<b>доэт.1</b> 7	\$0.00	\$699.95	ST PETERSBURG, FL 33711

<sup>\*</sup>Recoveries include deductibles, salvage, and subrogation
\*Coverage type LT: Lost Time Claim; MO: Medical Only Claim; EL: Employer's Liability Claim
Mar 15, 2023



Account Name:

## **WORKNET PINELLAS INC.**

Account Number:

1521701996

Search Request Criteria: ALL

Report Run Date: 03/17/2023 Loss Evaluation Date: 03/16/2023



The Hanover Insurance Company 440 Lincoln Street, Worcester, MA 01653 hanover.com
The Agency Place (TAP)—https://tap.hanover.com



Account Name: WORKNET PINELLAS INC. Account Number: 1521701996

## **Monoline Liability**

	EFFECTIVE	EXPIRATION	CLAIMS	PAID	OUTSTANDING	ALAE PAID	ALAE RESERVE	RECOVERIES	INCURRED +ALAE
LHC H302705 02	07/01/2022	07/01/2023	0	\$0	\$0	\$0	\$0	\$0	\$0
LHC H302705 01	07/01/2021	07/01/2022	1	\$0	\$0	\$0	\$0	\$0	\$0
LHC H302705 00	07/01/2020	07/01/2021	2	\$0	\$0	\$3,824	-\$28	\$0	\$3,796
TOTAL			3	\$0	\$0	\$3,824	-\$28	\$0	\$3,796
ACCOUNT TOTAL			3	\$0	\$0	\$3,824	-\$28	\$0	\$3,796

**Report Run Date:** 03/17/2023 Loss **Evaluation Date:** 03/16/2023 page 2 of 4





Account Name: WORKNET PINELLAS INC.

Account Number: 1521701996

## **Monoline Liability**

POLICY #	CLAIMS #	EFFECTIVE	EXPIRATION	DATE OF LOSS	DATE REPORTED	OUTSTANDING	PAID	ALAE RESERVE	ALAE PAID	RECOVERIES	INCURRED + ALAE	SUBROGATION	STATUS
LHC H302705 01	85-00026617	07/01/2021	07/01/2022	11/03/2021	11/03/2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	closed

Loss Explanation: Wrongful Termination Claimant: Michelle Binette

Loss Loc: 13805 58th St. N., Ste 2-140, Clearwater, FL-33760, United States

Desc: Whistle-Blower Complaint. See attached complaint from the law

offices of Nicholas E. Karatinos, ESQ

Monoline Liability									
	EFFECTIVE	EXPIRATION	CLAIMS	PAID	OUTSTANDING	ALAE PAID	ALAE RESERVE	RECOVERIES	INCURRED
	07/01/2021	07/01/2022	1	\$0	\$0	\$0	\$0	\$0	\$0

**Report Run Date:** 03/17/2023 Loss **Evaluation Date:** 03/16/2023 page 3 of 4





Account Name: WORKNET PINELLAS INC.

Account Number: 1521701996

## **Monoline Liability**

POLICY #	CLAIMS #	EFFECTIVE	EXPIRATION	DATE OF LOSS	DATE REPORTED	OUTSTANDING	PAID	ALAE RESERVE	ALAE PAID	RECOVERIES	INCURRED + ALAE	SUBROGATION	STATUS
LHC H302705 00	19-00711237	07/01/2020	07/01/2021	06/19/2020	07/21/2020	\$0	\$0	\$0	\$1,212	\$0	\$1,212	\$0	closed

Loss Explanation: Wrongful Termination Claimant: Devin Hicks

Loss Loc: , Unknown, FL-33760, United States

Desc: Plaintiff: Devin Hicks Atty: Shannon A. Ligon, Esq.

Complaint: Atty letter rec'd asking for records, recorded statements,

names and addresses of each insurer, etc.

LHC H302705 00 19-00783265 07/01/2020 07/01/2021 09/16/2020 11/30/2020 \$0 \$0 -\$28 \$2,612 \$0 \$2,584 \$0 closed

Loss Explanation: Wrongful Termination Claimant: Ahmed Amer

Loss Loc: 13805 58th St. N., Ste 2-140, Clearwater, FL-33760, United States

Desc: Plaintiff: Ahmed Amer

Atty: EEOC

Complaint: Disabled Veteran subjected to retaliation and discrimination

by the Director of Business Services..

Monoline Liability											
	EFFECTIVE	EXPIRATION	CLAIMS	PAID	OUTSTANDING	ALAE PAID	ALAE RESERVE	RECOVERIES	INCURRED		
	07/01/2020	07/01/2021	2	\$0	\$0	\$3,824	\$2,612	\$0	\$3,796		
ACCOUNT TOTAL FOR MONOLINE LIABILITY			3	\$0	\$0	\$3,824	-\$28	\$0	\$3,796		

**Report Run Date:** 03/17/2023 Loss **Evaluation Date:** 03/16/2023 page 4 of 4



 Report ID:
 677

 Run ID:
 11817919

 User:
 Agt57018

## WC LOSS RUN REPORT

## **AmTrust North America**

**Date:** 8/14/2023 **Time:** 9:45:16A!

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9:45:16AM Page 1 of 5

WorkNet Pinellas, Inc.

Claim No	Claimant	Department			Loss Location					
Converted #	Class Cd	DOL	Nature	Status	Part Injured					
Policy Number	Juris St	First Aware	Employee Lag	Category	Cause					
Pol. Eff Date	Insured	Date Revd	Reporting Lag	Adjuster	Loss Description		Indem	Medical	LAE	Total
3648978 1	Schmick Maryjo				1919 Connecuit Ave NW Washington DC, 20009					
0	8864	03/26/2023	Inflammation	C	Foot	Reserves	0	0	0	0
TWC4135982	FL	03/26/2023	0 Days	MED	Fall or Slip - On Same Level	Payments	0	0	30	30
07/01/2022	WorkNet Pinellas, Inc.	04/06/2023	11 Days	37489	EE was walking and EE tripped on sidewalk injuring	Recoveries	0	0	0	0
					right foot. Injury is causing pain and getting worse	Incurred	0	0	30	30



 Report ID:
 677

 Run ID:
 11817919

 User:
 Agt57018

## WC LOSS RUN REPORT

### **AmTrust North America**

**Date:** 8/14/2023 **Time:** 9:45:16AM

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LAE

Total

WorkNet Pinellas, Inc.

Claim No Department **Loss Location** Claimant Converted # DOL Part Injured Nature Status Class Cd **Policy Number** First Aware **Employee Lag** Category Cause Juris St

Pol. Eff Date Insured Date Revd Reporting Lag Adjuster Loss Description

Policy Number TWC4135982

**Group Totals** 

	LT	Med	Total	Reserves	0	0	0	0
Open	0	0	0	Payments	0	0	30	30
Closed	0	1	1	Recoveries	0	0	0	0
				Incurred	0	0	30	30

Indem

Medical



 Report ID:
 677

 Run ID:
 11817919

 User:
 Agt57018

## WC LOSS RUN REPORT

## **AmTrust North America**

**Date:** 8/14/2023 **Time:** 9:45:16Al

Page:

9:45:16AM Page 3 of 5

WorkNet Pinellas, Inc.

Claim No	Claimant	Department			Loss Location					
Converted #	Class Cd	DOL	Nature	Status	Part Injured					
Policy Number	Juris St	First Aware	Employee Lag	Category	Cause					
Pol. Eff Date	Insured	Date Revd	Reporting Lag	Adjuster	Loss Description		Indem	Medical	LAE	Total
•	_									
0	NO CLAIMANTS									
						Reserves	0	0	0	0
TWC4277083			0 Days			Payments	0	0	0	0
07/01/2023	WorkNet Pinellas, Inc.		0 Days		NO LOSSES	Recoveries	0	0	0	0
						Incurred	0	0	0	0



Report ID: 677 11817919 Run ID: Agt57018 User:

## WC LOSS RUN REPORT

## **AmTrust North America**

8/14/2023 Date: 9:45:16AM Time: Page 4 of 5 Page:

0

0

0

**Payments** 

Incurred

Recoveries

0

0

0

WorkNet Pinellas, Inc.

0

0

Open

Closed

0

0

0

0

Claim No	Claimant	Department			Loss Location								
Converted #	Class Cd	DOL	Nature	Status	Part Injured								
Policy Number	Juris St	First Aware	Employee Lag	Category	Cause								
Pol. Eff Date	Insured	Date Rcvd	Reporting Lag	Adjuster	Loss Description					Indem	Medical	LAE	Total
				-									
	TWC4277083					LT	Med	Total	Reserves	0	0	0	0

**Group Totals** 

0

0

0

0

0

0



Report ID: 677 11817919 Run ID: Agt57018 User:

## WC LOSS RUN REPORT

## **AmTrust North America**

WorkNet Pinellas, Inc.

**Report Totals** 

Totals for Open

**Totals for Closed** 

Report Totals

LT

0

LT

0

LT

0

Med

0

Med

1

Med

1

Total

0

Total

1

Total

1

	Indem	Medical	LAE	Total
Reserves				
Payments				
Recoveries				
Incurred				
Incurred				
Reserves	0	0	0	0
Payments	0	0	30	30
Recoveries	0	0	0	0
Incurred	0	0	30	30

0

0

0

0

0

30

0

30

0

30

0

30

0

0

0

0

Reserves

**Payments** 

Recoveries

Incurred

8/14/2023

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Date:

Time:

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# INFORMATION ITEM 3 Unrestricted Cash

As of June 30, 2023, CareerSource Pinellas had almost \$856,000 of unrestricted funds available deposited in the following accounts:

Valley National Bank	Balance
Unrestricted Checking	169,762
Unrestricted Money Market	525,061
Operating Money Market	181,249
Total	\$ 876,072

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

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

<u>Operating Money Market:</u> 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. The increase represents interest earned.

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.