



**December 13, 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, Chair

## **II. Public Comment**

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

## **III. Roll Call**

## **IV. Action/Discussion Items**

1. Approval of minutes – October 25, 2023 Finance Committee Meeting..... Page 1
2. Approval of Budget Modification II ..... Page 8
3. Approval of Related Party Contracts – PERC & Evara Health..... Page 13

## **V. Information Items**

1. October 31, 2023 Financial Statements
  - a. Statement of Activities: Current Year vs. Prior Year..... Page 29
  - b. Statement of Activities: Current Year vs. Budget ..... Page 31
  - c. Cost Allocation/Expenditure Report for PE 10/31/2023..... Page 34
  - d. Pooled Cost Report 10/31/2023 ..... Page 35
  - e. Grant Status Report 10/31/2023 ..... Page 36

## **VI. Other Administrative Matters**

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

## **VII. Open Discussion**

## **VIII. Adjournment**

**Next Finance Committee Meeting – February 21, 2024 (10:00 am - 11:00am)**

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

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



## **ACTION ITEM 1**

### **Approval of Minutes**

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

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

The draft minutes from the October 25, 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:** October 25, 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 called the meeting to order at 10:00 am. (After which, David Fetkenher ran the meeting due to the fact that Barclay Harless unable to.) There was a quorum present with the following members participating.

### **Committee Members in attendance**

Jack Geller, Esther Matthews, David Fetkenher, Barclay Harless, Scott Thomas

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

Dr. Rebecca Sarlo

### **Staff Present**

Steven Meier (in-person), David Zirilli (in-person), Leah Geis (in-person)

### **Public Comments – None**

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

The minutes of August 23, 2023, Finance Committee Meeting were presented for approval.

Motion:	Scott Thomas
Second:	Jack Geller

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

### **ACTION ITEM 2 – Florida Commerce – 2023 - 2024 Internal Control Questionnaire & Assessment**

The Internal Control Questionnaire and Assessment (ICQ) was developed by Florida Commerce, formerly the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Based on the Grantee-Subgrantee Agreement, the ICQ is required to be completed and certified by the Executive Director and Board Chair or their designee and submitted to Florida Commerce by September 30. However, Florida Commerce extended the deadline to October 25, 2023, due to delay in sending it out. CareerSource Pinellas requested, and was approved, an extension until November 22, 2023, to allow the CareerSource Pinellas Finance Committee and Board to review and approve the ICQ at their October and November meetings, respectively.

### **RECOMMENDATION**

Approval of the enclosed 2023 - 2024 Internal Control Questionnaire and Assessment.

### **Discussion:** None.

Motion:	Jack Geller
Second:	Esther Matthews

*The Finance Committee made a motion for approval of the enclosed 2023 - 2024 Internal Control Questionnaire and Assessment. There was no further discussion. The motion carried unanimously.*

### **ACTION ITEM 3 – General Counsel Letter of Engagement Renewal**

On November 20, 2019, the Board of Directors approved the selection of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2019, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. The Board renewed Gray Robinson, P.A. as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas on November 17, 2021, for a two-year period expiring on November 30, 2023.

Gray Robinson has been instrumental in providing sound legal counsel over the last two years and is key in providing sound guidance as the organization consolidates with CareerSource Tampa Bay.

#### **RECOMMENDATION**

Approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000.

**Discussion:** None

Motion:	Barclay Harless
Second:	Jack Geller

*The Finance Committee made a motion for approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000. The motion carried unanimously.*

### **ACTION ITEM 4 – CareerSource Pinellas – Related Party Contract**

FL Statute Section 445.007 mandates that all Local Workforce Development Boards (LWDBs) entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

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

Owner of All Business Solutions dba All Enterprise Solutions facilitated a full, all staff in service day for CareerSource Pinellas. The information and training topics were informative, relevant, and well received by the audience. CareerSource Pinellas anticipates utilizing the services of All Business Solutions dba All Enterprise Solutions again within the 2023 - 2024 program year. Estimated spending is projected to not exceed \$4,500.

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

#### **RECOMMENDATION**

Approval of this related party contract by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$4,500.

**Discussion:** None.

Motion:	Scott Thomas
Second:	Jack Geller
Abstention:	Esther Matthews

*The Finance Committee made a motion for approval of this related party contract by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$4,500. There was no further discussion. The motion carried unanimously.*

### **INFORMATION ITEM 1 – August 31, 2023 Financial Statements**

A financial summary for the year ended August 31, 2023, was included in the meeting packet as well as the reports listed below.

- a. Statement of Activities: Current Year vs. Prior Year
- b. Statement of Activities: Current Year vs. Budget
- c. Cost Allocation/Expenditure Report for PE 8/31/2023
- d. Pooled Cost Report 8/31/2023
- e. Grant Status Report 8/31/2023

**Adjournment** – David Fetkenher asked for a motion to end the meeting. Jack Geller made a motion to adjourn, and Barclay Harless seconded that motion. The meeting was adjourned at 10:21am.

DRAFT

**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, Esther Matthews, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe) \_\_\_\_\_ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Pinellas/LWDB14

Contractor Name & Address: All Business Solutions dba All Enterprise Solutions 1601 16th Street South St. Petersburg, FL 33705

Contractor Contact Phone Number: 727-677-1076

Description or Nature of Contract: Training Facilitator

Description of Financial Benefit\*: Funds awarded to Board member's business

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

☒ have no relative who is a member of the board or an employee of the board; OR

☐ have a relative who is a member of the board or an employee of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* ☒ is \_\_\_\_\_ is not (check one) a member of the board. If applicable, the principal's name is: Esther Matthews

  
 Signature of Board Member/Employee

Esther Matthews  
 Print Name

10/17/2023

Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME Esther Matthews		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board	
MAILING ADDRESS 1601 16th Street South		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY St. Petersburg	COUNTY Pinellas	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED November 15, 2023		NAME OF POLITICAL SUBDIVISION: Pinellas County	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

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

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

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

**APPOINTED OFFICERS (continued)**

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

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Esther Matthews, hereby disclose that on November 15, 20 23 :

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

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

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

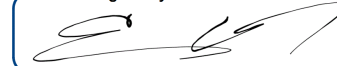
Training Facilitator

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

10/17/2023

Date Filed

DocuSigned by:

  
00A5E4F08A6C47E...  
Signature

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



## **ACTION ITEM 2**

### **Fiscal Year 2023 – 2024: Budget Modification No. 2**

#### **REVENUE**

Total budgeted revenues estimated to decrease from \$9,496,655 to \$9,302,102 for an overall decrease of \$194,553; or 2%.

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

- HOPE Initiative grant - <\$65,000>
  - Two-year grant 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.
  - We have decreased the amount allocated for the current fiscal year by \$65,000.
- Hurricane Idalia Emergency Dislocated Worker Grant - \$25,000
  - In the aftermath of Hurricane Idalia, several Local Workforce Development Boards, including CareerSource Pinellas, were awarded emergency funding to assist dislocated workers in the affected areas.
  - We were awarded \$500,000 but have offered to deobligate the majority of these funds in order to free them for other Boards with greater needs.
- Board Consolidation and Realignment <\$109,553>
  - Adjustment to reflect anticipated funding and costs associated with the upcoming consolidation with CareerSource Tampa Bay.

#### **Employment Services**

- HOPE Navigator - <\$45,000>
  - Two-year grant awarded from Department of Commerce to fund dedicated headcount to facilitate the HOPE Initiative grant.
  - We have decreased the amount allocated for the current fiscal year by \$45,000.

#### **EXPENSES**

Total budgeted expenses estimated to decrease from \$9,426,205 to \$9,231,652 for an overall decrease of \$194,553.

#### **Personnel Expenses**

- Personnel Expenses expected to decrease approximately \$<70,000> to reflect anticipated staffing levels through the remainder of the fiscal year.



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

### **Fiscal Year 2023 – 2024: Budget Modification No. 2**

#### **Program Expenses**

- Service Provider Contracts - <\$50,000>
  - Reflects lower anticipated spending by Pinellas Education Foundation for the remainder of their no-cost contract extension through 12/31/23.
- Customer Supportive Services - <\$10,000>
- Adult OJT - <\$60,000>
  - Reflecting lower adult OJT enrollments due to temporary freeze of WIOA Adult spending in the summer and fall.

#### **Other Expenses**

- Out of town travel <\$5,000>
  - Fewer attendees to annual NAWB conference this year

#### **RECOMMENDATION**

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



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

		Approved 2023-2024 Planning Budget	Proposed Changes	Approved 2023-2024 Budget Modification I	Proposed Changes	Proposed 2023-2024 Budget Modification II
<b>Revenue</b>						
<b>Operating Revenue</b>						
<b>Grant Revenue</b>						
Grant Revenue - Federal	3000	9,877,069	(834,367)	9,042,702	(85,000)	8,957,702
Grant Revenue - State	3001	309,553	-	309,553	(109,553)	200,000
Grant Revenue - Local	3002	-	-	-	-	-
<b>Total Grant Revenue</b>		<b>10,186,622</b>	<b>(834,367)</b>	<b>9,352,255</b>	<b>(194,553)</b>	<b>9,157,702</b>
<b>Contributions</b>						
Corporate Revenue	3100	2,400	-	2,400	-	2,400
Sponsorship Revenue	3101	-	-	-	-	-
Donations	3102	-	-	-	-	-
<b>Total Contributions</b>		<b>2,400</b>	<b>-</b>	<b>2,400</b>	<b>-</b>	<b>2,400</b>
<b>Program Revenue</b>						
Ticket to Work Revenue	3103	100,000	-	100,000	(40,000)	60,000
<b>Total Program Revenue</b>		<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>(40,000)</b>	<b>60,000</b>
<b>Investment Income</b>						
Interest/Dividends	3200	42,000	-	42,000	40,000	82,000
<b>Total Investment Income</b>		<b>42,000</b>	<b>-</b>	<b>42,000</b>	<b>40,000</b>	<b>82,000</b>
<b>Other Income</b>						
Other Revenues	3300	-	-	-	-	-
<b>Total Other Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>		<b>10,331,022</b>	<b>(834,367)</b>	<b>9,496,655</b>	<b>(194,553)</b>	<b>9,302,102</b>
<b>Expenditures</b>						
<b>Personnel Expenses</b>						
Salary Expense	5000	3,783,672	(267,558)	3,516,114	(50,360)	3,465,754
Salary Expense - Benefit Stipend	5005	830,280	(70,238)	760,042	(10,886)	749,156
Payroll Taxes	5050	358,860	(27,238)	331,622	(4,750)	326,872
Fringe Benefits (ER Paid)	5060	40,860	-	40,860	(585)	40,275
Retirement	5090	226,071	(18,583)	207,488	(2,972)	204,516
<b>Total Personnel Expenses</b>		<b>5,239,743</b>	<b>(383,617)</b>	<b>4,856,126</b>	<b>(69,553)</b>	<b>4,786,573</b>
<b>Program Expenses</b>						
Operating Supplies	5303	-	-	-	-	-
Food and Beverages	5310	4,200	-	4,200	-	4,200
Communications	5500	95,520	-	95,520	-	95,520
Outreach/Marketing	5520	35,400	-	35,400	-	35,400
Service Provider Contract	8000	500,000	65,000	565,000	(50,000)	515,000
One-Stop Operator	8100	48,000	-	48,000	-	48,000
Internal Monitoring	8200	68,000	-	68,000	-	68,000
OJT	8300	945,000	(115,000)	830,000	(60,000)	770,000
Paid-Work Experience	8320	-	-	-	-	-
Apprenticeships	8330	-	-	-	-	-
Contracted Workforce Services	8335	24,000	-	24,000	-	24,000
Youth Stipends	8340	16,500	-	16,500	-	16,500
Other Customer Support Services	8341	25,200	-	25,200	-	25,200
Customer Training	8342	1,474,000	(336,000)	1,138,000	-	1,138,000
Customer Supportive Services	8343	18,000	-	18,000	(10,000)	8,000



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

		Approved 2023-2024 Planning Budget	Proposed Changes	Approved 2023-2024 Budget Modification I	Proposed Changes	Proposed 2023-2024 Budget Modification II
Training Related Material	8345	48,600	-	48,600	-	48,600
Fees/exams/certifications	8346	25,200	-	25,200	-	25,200
<b>Total Program Expenses</b>		<b>3,447,620</b>	<b>(386,000)</b>	<b>3,061,620</b>	<b>(120,000)</b>	<b>2,941,620</b>
<b>Professional Fees</b>						
Accounting/Audit Fees	5100	56,250	-	56,250	-	56,250
Legal Fees	5101	96,000	-	96,000	-	96,000
Legal (Lobbying)	5105	25,000	-	25,000	-	25,000
Professional Service	5104	85,920	-	85,920	-	85,920
Contract Labor	5170	131,800	-	131,800	-	131,800
Contract IT Services	5171	245,340	-	245,340	-	245,340
Cybersecurity - IT	5172	47,160	-	47,160	-	47,160
<b>Total Professional Fees</b>		<b>687,470</b>	<b>-</b>	<b>687,470</b>	<b>-</b>	<b>687,470</b>
<b>Supplies</b>						
Office Supplies	5302	22,450	-	22,450	-	22,450
Postage/Shipping	5307	3,300	-	3,300	-	3,300
Document Shredding	5308	1,404	-	1,404	-	1,404
<b>Total Supplies</b>		<b>27,154</b>	<b>-</b>	<b>27,154</b>	<b>-</b>	<b>27,154</b>
<b>Insurance</b>						
Insurance - Commercial Property	5400	9,000	-	9,000	-	9,000
Insurance - General Liability	5401	77,000	-	77,000	-	77,000
Insurance - Workers Comp	5403	34,054	-	34,054	-	34,054
Insurance - Auto	5404	-	-	-	-	-
Insurance - Claims	5405	-	-	-	-	-
<b>Total Insurance</b>		<b>120,054</b>	<b>-</b>	<b>120,054</b>	<b>-</b>	<b>120,054</b>
<b>Occupancy</b>						
Office Rent/Lease	5200	256,415	-	256,415	-	256,415
Other Leases	5201	-	-	-	-	-
Utilities	5202	36,700	-	36,700	-	36,700
Repairs & Maintenance	5203	4,680	-	4,680	-	4,680
Security	5204	468	-	468	-	468
Janitorial Expense	5205	39,780	-	39,780	-	39,780
Pest Control	5206	2,580	-	2,580	-	2,580
<b>Total Occupancy</b>		<b>340,623</b>	<b>-</b>	<b>340,623</b>	<b>-</b>	<b>340,623</b>
<b>Office Equipment</b>						
Equipment Rent/Lease	5300	24,012	-	24,012	-	24,012
Copy Machine Usage/Maintenance	5301	9,000	-	9,000	-	9,000
Comp Software/License/Maintenance	5304	166,577	(55,500)	111,077	-	111,077
Equipment < \$5,000	5305	18,000	-	18,000	-	18,000
Other	5207	-	-	-	-	-
<b>Total Office Equipment</b>		<b>217,589</b>	<b>(55,500)</b>	<b>162,089</b>	<b>-</b>	<b>162,089</b>
<b>Travel and Meetings</b>						
Travel - Mileage	5540	10,900	-	10,900	-	10,900
Travel - Out of Town	5541	37,750	-	37,750	(5,000)	32,750
Meetings/Conferences	5560	18,850	-	18,850	-	18,850
<b>Total Travel and Meetings</b>		<b>67,500</b>	<b>-</b>	<b>67,500</b>	<b>(5,000)</b>	<b>62,500</b>
<b>Licences, Dues and Other Fees</b>						
Staff Training/Education	5052	43,050	-	43,050	-	43,050
Other Employee expenses	5055	-	-	-	-	-
Recruitment	5095	4,800	-	4,800	-	4,800



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

		<b>Approved 2023-2024 Planning Budget</b>	<b>Proposed Changes</b>	<b>Approved 2023-2024 Budget Modification I</b>	<b>Proposed Changes</b>	<b>Proposed 2023-2024 Budget Modification II</b>
Payroll Processing Fees	5103	6,500	-	6,500	-	6,500
License/Dues & Other Fees	5581	40,339	-	40,339	-	40,339
FSA Administrative Expenses	5582	1,080	-	1,080	-	1,080
401k Administrative Fees	5583	9,250	(9,250)	-	-	-
HRIS Administrative Fees	5584	7,800	-	7,800	-	7,800
<b>Total Licences, Dues and Other</b>		<b>112,819</b>	<b>(9,250)</b>	<b>103,569</b>	-	<b>103,569</b>
<b>Amortizat on and Depreciation</b>						
Depreciation Expense	5901	-	-	-	-	-
<b>Total Amortizat on and</b>		-	-	-	-	-
<b>Miscellaneous</b>						
Bank Fees	5102	-	-	-	-	-
Other Expense	5700	-	-	-	-	-
Vehicle Expenses	5701	-	-	-	-	-
Penalties\Disallowed Expenses	5710	-	-	-	-	-
Interest Expense	5900	-	-	-	-	-
<b>Total Miscellaneous</b>		-	-	-	-	-
<b>Total Expenditures</b>		<b>10,260,572</b>	<b>(834,367)</b>	<b>9,426,205</b>	<b>(194,553)</b>	<b>9,231,652</b>
<b>Net Revenue over (under) Expenditures</b>		<b>70,450</b>	-	<b>70,450</b>	-	<b>70,450</b>



## **ACTION ITEM 3**

### **Related Party Contracts**

FL Statute Section 445.007 mandates that all Local Workforce Development Boards (LWDBs) entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

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

CareerSource Pinellas is entering into two paid work experience (PWE) agreements with board members employed by the training sites of Pinellas Ex-offender Reentry Coalition dba: People Empowering and Restoring Communities (PERC) and Evara Health.

PWE provides participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge, and gain work experience in an area that helps prepare them for self-sufficient employment.

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



## **ACTION ITEM 3 (cont.)**

### **Related Party Contracts**

Action Item	Company	Board Member	OJT/PWE (not to exceed)
A	PERC	Michael Jalazo	\$75K
B	Evora Health	Rebecca Sarlo	\$100K

### **RECOMMENDATION**

- A. Approval of a related party contract involving PERC. Must be approved by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$75,000 (approximately 15 enrollments).
- B. Approval of a related party contract involving Evora Health. Must be approved by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$75,000 (approximately 20 enrollments).

**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, Michael Jalazo, a board member / an employee of the board (circle one) hereby discloses that I, myself / my employer / my business / my organization/ OR "Other" (describe) \_\_\_\_\_ (Circle one or more) could benefit financially from the contract described below:  
Local Workforce Development Board: CareerSource Pinellas/LWDB 14  
Contractor Name & Address: Pinellas Ex Offender Reentry Coalition (PERC)/12810 US Hwy 19 # 1 Clearwater, FL 33764  
Contractor Contact Phone Number: 727-656-4989  
Description or Nature of Contract: Work Based Learning/Work Based Training Provider  
Description of Financial Benefit\*: WBL/WBT worker provided and reimbursement for PWE/OJT paid to Board member's company.

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

X have no relative who is a member of the board or an employee of the board, OR  
\_\_\_\_\_ have a relative who is a member of the board or an employee of the board, whose name is: \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* is X is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_



Signature of Board Member/Employee

Michael Jalazo

Print Name

12/01/2023

Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT-OF-INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME Jalazo - Michael	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Pinellas Workforce Development Board
MAILING ADDRESS 12810 US Hwy 19 N # 1	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Clearwater	NAME OF POLITICAL SUBDIVISION: Pinellas
DATE ON WHICH VOTE OCCURRED January 17, 2024	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

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

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

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

## APPOINTED OFFICERS (continued)

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

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

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

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Michael Jalazo, hereby disclose that on January 17, 2024,

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

\_\_\_\_ inured to my special private gain or loss.

\_\_\_\_ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;

\_\_\_\_ inured to the special gain or loss of my relative, \_\_\_\_\_ ;

X inured to the special gain or loss of Pinellas Ex Offender Reentry Coalition (PERC), by  
whom I am retained; or

\_\_\_\_ inured to the special gain or loss of \_\_\_\_\_, which  
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

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

12/01/2023

Date Filed

Signature

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

**EXHIBIT C**  
**CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Scott Thomas, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Pinellas Board of Directors and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Pinellas and Pinellas Ex Offender Reentry Coalition (PERC)

Contractor Name & Address: Pinellas Ex Offender Reentry Coalition (PERC)/12810 US Hwy 19 #1 Clearwater, FL. 33764

Contractor Contact Phone Number: 727-656-4989

Contract Number or Other Identifying Information, if any: Paid Work Experience

Contract Term: 12/04/2023 - 06/30/2024

Value of the Contract with no extensions or renewals exercised: up to \$75,000

Value of the Contract with all extensions and renewals exercised: up to \$75,000

Description of goods and/or services to be procured: Paid Work Experience

Method of procurement for the goods and/or services to be procured: \_\_\_\_\_

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Michael Jalazo

The nature of the conflicting interest in the contract: Board memeber employed by Pinellas Ex Offender Reentry Coalition (PERC)

The board member or employee with the conflict of interest \_\_\_\_\_ did \_\_\_\_\_ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

**If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.**

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.

  
\_\_\_\_\_  
Signature of Board Chair / Vice Chair\*

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

12/5/23  
\_\_\_\_\_  
Date

\* Must be certified and attested to by the board's Chair or Vice Chair.



## WORK-BASED LEARNING AGREEMENT

This Agreement ("Agreement") is entered between WorkNet Pinellas, Inc., dba CareerSource Pinellas, a Florida Not-for-Profit Corporation, hereinafter referred to as "CareerSource Pinellas", whose address is 13805 58<sup>th</sup> Street North, Suite 2-140, Clearwater, Florida 33760, and the Work-Based Learning Partner, Pinellas Ex Offender Reentry Coalition [company name], whose address is 12810 US HWY 19 N, Clearwater FL 33764 hereinafter referred to as "WBL Partner".

Work-Based Learning is a planned, structured learning experience in a workplace for a limited period of time. Work-Based Learning experience is not intended for long-term skill building within the occupation but rather as an entry step for the trainee to explore the occupation, develop their skills, gain work history and references.

### I. WBL Partner Agrees:

- a. To provide meaningful and challenging work experience as specified in the attached **Training Plan**.
- b. These provisions do not establish an employer/employee relationship between the WBL Partner and the program participant (trainee). CareerSource Pinellas or its contractor will be the employer of record, and the relationship between the WBL Partner and the participant is one of trainer/trainee.
- c. The WBL Partner will not be required to hire the trainee as a permanent employee at the conclusion of his/her training period. However, if mutually agreeable by WBL Partner and trainee, employment may be an ideal outcome.
- d. To work with CareerSource Pinellas staff to develop a Training Plan for the trainee that includes competencies needed for the specified position; and to provide the training and supervision for, at a minimum, 20 hours per week and a maximum of 40 hours per week as detailed on the Training Plan for up to 12 weeks. *CareerSource Pinellas will not be responsible for wages or payments that exceed 40 hours per week (or 480 hours for 12 weeks), such as overtime, holiday pay, paid time off, commission and tips.*
- e. To provide adequate supervision by supervisors who are knowledgeable of the program goals. Specifically, to provide the trainee with real-life work experience and knowledge of the WBL partner's industry and occupation.
- f. To provide alternative worksites and/or activities during inclement weather when possible, for trainees assigned to outdoor worksites.

- g. To assure adequate accountability for trainee time and attendance by maintaining accurate weekly time and attendance records for all trainees assigned to the worksite. Accurate time and attendance records must include daily sign-in and out timesheets completed by the trainees. Trainee timesheets must be submitted as detailed on the Training Plan, and signed by both the supervisor and the trainee verifying the accuracy of the timesheets

## **II. CareerSource Pinellas Agrees:**

- a. To determine eligibility of the trainee and occupation.
- b. To ensure wages are paid to trainee weekly, either directly or through a service provider.
- c. To provide the required academic component of the work experience, which may occur concurrently or sequentially to the work experience.
- d. To provide coaching and monthly (at a minimum) check-ins with trainee.
- e. To communicate with the WBL Partner during the training period.
- f. To retain the right to exceed the approved limits based on preapproval of specialized training.
- g. To provide Worker's Compensation Insurance through the Department of Economic Opportunity Policy for work experience program participants.

## **III. WBL Program Requirements:**

- a. Staffing Agency, Manpower is contracted to act as the employer of record for the WBL program. Time/attendance will be submitted through Manpower's time entry tool – **Peoplenet**
  - Participants will create an account with Peoplenet to access an electronic timesheet weekly. Once time is submitted, the onsite supervisor designated to approve the hours will receive an email to view the electronic time sheet to approve, reject or make adjustments.
  - Supervisor will click a link directly from their email and it will take them directly to the submitted timecards.
  - Detailed instruction will be provided to the participant and the worksite.
- b. The WBL Partner shall inform an authorized Representative of CareerSource Pinellas of any continued absenteeism, sickness, or other problems that may arise regarding a trainee for any reason within five (5) days of the occurrence of the events.
- c. The WBL Partner shall notify an authorized Representative of CareerSource Pinellas, in writing, of the cancellation of a trainee/training plan for any reason within five (5) calendar days of the occurrence of the events.
- d. **No training will commence prior to the agreed upon training start date.**

- e. No currently employed worker shall be displaced by a trainee. This includes partial displacement such as reduction in the hours of non-overtime work, wages or employment benefits.
- f. No funds provided by this agreement shall be used to train trainees to fill a job opening created by the action of the WBL Partner in laying off or terminating the employment of any person in anticipation of filling the vacancy with a trainee.
- g. WIOA funds provided for the purpose of work-based learning must not be used to directly or indirectly assist, promote or deter union organizing. Funds provided for any type of work experiences may not be used to directly or indirectly aid in filling a specific job that is vacant due to the current employee being on strike, engaged in a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- h. No trainee shall be placed in an assignment where a member of that person's immediate family is directly supervised by or directly supervises the trainee.
- i. No officer, employee, agent or representative of the WBL Partner has charged or shall charge an individual a fee for the placement or referral of such individual in or to any position funded under this agreement.
- j. WBL Partner hereby confirms that it has not relocated all or part of its business (located in the US or its territories) within the previous 120 days and such relocation resulted in the loss of employment at original site. If there has been any loss of employment from a relocation, CareerSource Pinellas is required to wait 120 days before entering any agreement with the company.

## **V. Terms and Conditions:**

- a. WBL Partner agrees to retain all financial records, including the time and attendance records of CareerSource Pinellas trainees, and any other documents pertinent to this agreement for a period of three (3) years after termination of this agreement, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings.
- b. WBL Partner agrees to allow access to these records during normal hours of operation for inspection, review, or audit by personnel duly authorized by CareerSource Pinellas, as well as by State and Federal personnel.
- c. WBL Partner agrees to be liable for, and to indemnify, defend, and hold CareerSource Pinellas harmless, to the extent allowed by law, from all claims, suits, judgments, or damages, including court costs and attorneys' fees, arising out of the



negligent acts or omissions of the WBL Partner in the course of the operation of this agreement. Nothing herein is intended to serve as a waiver of sovereign immunity by any provider to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be used by third parties in any matter arising out of any agreement.

- d. WBL Partner understands that work-based learning in sectarian activities shall be prohibited. WIOA financial assistance may not be used to train trainees in religious activities. See also 20 CFR 667.275 and 29 CFR 37.6(f)(1). 29 CFR part 2, subpart D also contains requirements related to equal treatment in Department of Labor programs for religious organizations, and to protecting the religious liberty of Department of Labor social service providers and beneficiaries.
- e. WBL Partner understands that contracts will not be extended to WBL Partners who exhibit a pattern of ineffectiveness in providing trainees with relevant work experience.
- f. Training under this agreement shall not have any relation to lobbying of state or federal legislatures, judiciaries, or agencies.
- g. WBL Partner will not discriminate against any trainee due to his or her age, race, sex, national origin, religion, handicap, marital status, or military veteran status.
- h. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by WBL Partner and CareerSource Pinellas.
- i. WBL Partner must comply with all applicable federal, state, and local laws and regulations relating to a safe and accessible work environment, including but not limited to, federal and state Occupational Safety and Health Administration ("OSHA") laws and regulations, Americans with Disabilities Act (the "ADA") and its regulations, and the Fair Employment and Housing Act (the "FEHA") and its regulations.

## **VII. Termination:**

- a. **At Will or Lack of Funds:** This agreement may be terminated by either party upon no less than thirty (30) days' notice, without cause. Said notice shall be delivered by certified mail or in person. In the event funds to finance this agreement become unavailable, CareerSource Pinellas may terminate the agreement upon no less than seven (7) days' notice in writing to the WBL Partner. Said notice shall be delivered by certified mail or in person.

## VIII. Notice and Contact:

The contact information of the representative for the WBL Partner for this agreement is:

Contact Name Kelly Sims  
Contact Title Program Director  
Contact Phone # 7275646893  
Company Address 12810 US HWY 19 N  
Clearwater FL 33764  
Contact eMail Address ksims@exoffender.org

The representative for CareerSource Pinellas for this agreement is:

Sean Thornton  
CareerSource Pinellas  
13805 58<sup>th</sup> St. N., Ste. 2-140  
Clearwater, FL 33760  
727-608-2451  
sthornton@careersourcepinellas.com

This agreement and its attachments as referenced, contain all the terms and conditions agreed upon by the parties. By signing below the WBL Partner assures that the organization has not violated anti-discrimination statutes; labor and employment laws; environmental laws; or health and safety laws.

IN WITNESS WHEREOF, the parties have caused their hand to be set by their respective authorized officials hereto.

Michael Jalazo Digitally signed by Michael Jalazo  
Date: 2023.12.01 14:15:52 -05'00'  
Authorized WBL Partner Signature & Title

Pinellas Ex Offender Reentry Coalition  
WBL Partner Company Name

12/01/2023  
Date

59-3643636  
Federal Employer Identification Number

  
Steven Meier, Chief Executive Officer

WorkNet Pinellas, Inc., dba CareerSource Pinellas

12/1/2023  
Date



**EXHIBIT D**  
**DISCLOSURE AND CERTIFICATION OF**  
**CONFLICT OF INTEREST IN A CONTRACT**

I, Rebecca Sarlo, a board member / an employee of the board (circle one) hereby discloses that I, myself / my employer / my business / my organization/ OR "Other" (describe) \_\_\_\_\_ (Circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Pinellas/LWDB 14

Contractor Name & Address: Evara Health/14100 58<sup>th</sup> Street N. Clearwater, Fl. 33760

Contractor Contact Phone Number: 727-824-8181

Description or Nature of Contract: Work Based Learning (WBL)/Work Based Training (WBT) Provider

Description of Financial Benefit\*: WBL/WBT enrollees provided and reimbursement for PWE/OJT paid to Board member's company.

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

X have no relative who is a member of the board or an employee of the board, OR

\_\_\_\_\_ have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals\*\*/owners\*\*\* is X is not (check one) a member of the board. If applicable, the principal's business name is: \_\_\_\_\_

Dr. Rebecca Sarlo

Signature of Board Member/Employee

Rebecca Sarlo

Print Name

12/6/2023

Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT-OF-INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

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

LAST NAME—FIRST NAME—MIDDLE NAME <b>Sarlo Rebecca</b>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <b>CareerSource Pinellas Workforce Development Board</b>
MAILING ADDRESS <b>14100 58<sup>th</sup> Street N.</b>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY <b>Clearwater</b> COUNTY: <b>Pinellas</b>	NAME OF POLITICAL SUBDIVISION: <b>Pinellas</b>
DATE ON WHICH VOTE OCCURRED <b>January 17, 2023</b>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B.

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

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

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

\* \* \* \* \*

### ELECTED OFFICERS:

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

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

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

\* \* \* \* \*

### APPOINTED OFFICERS:

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

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

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

**APPOINTED OFFICERS (continued)**

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

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

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

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Rebecca Sarlo, hereby disclose that on January 17, 2024,

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

\_\_\_\_ inured to my special private gain or loss;

\_\_\_\_ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;

\_\_\_\_ inured to the special gain or loss of my relative, \_\_\_\_\_ ;

X inured to the special gain or loss of Evara Health, by whom I am retained; or

\_\_\_\_ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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

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

12/6/2023

Date Filed

DocuSigned by:

*Dr. Rebecca Sarlo*

96D03D2B9800488...

Signature

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

**EXHIBIT C**  
**CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Scott Thomas, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Pinellas Board of Directors and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Pinellas and Evara Health

Contractor Name & Address: Evara Health/14100 58th Street N Clearwater, FL. 33760

Contractor Contact Phone Number: 727-824-8181

Contract Number or Other Identifying Information, if any: Work Based Learning/Work Based Training

Contract Term: 12/04/2023 - 06/30/2024

Value of the Contract with no extensions or renewals exercised: up to \$100,000

Value of the Contract with all extensions and renewals exercised: up to \$100,000

Description of goods and/or services to be procured: Work Based Learning/Work Based Training

Method of procurement for the goods and/or services to be procured: Work Based Learning/Training agreement

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Rebecca Sarlo

The nature of the conflicting interest in the contract: Board memeber employed by Evara Health

The board member or employee with the conflict of interest        did        did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

**If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.**

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- A draft copy of the related party contract and amendments, as applicable.
- Documentation supporting the method of procurement of the related party contract.
- A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the information above is true and correct.

  
Signature of Board Chair / Vice Chair\*

Scott Thomas

Print Name

12/5/23

Date

\* Must be certified and attested to by the board's Chair or Vice Chair.



## **INFORMATION ITEM 1**

### **October 31, 2023 Financial Statements**

1. October 31, 2023 Financial Statements
  - a. Statement of Activities: Current Year vs. Prior Year.....Page 29
  - b. Statement of Activities: Current Year vs. Budget .....Page 31
  - c. Cost Allocation/Expenditure Report for PE 10/31/2023 .....Page 34
  - d. Pooled Cost Report 10/31/2023 .....Page 35
  - e. Grant Status Report 10/31/2023 .....Page 36

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2023 Through 10/31/2023  
(In Whole Numbers)

		Actual 2023-2024	Actual 2022-2023	Variance
<b>Revenue</b>				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	3,380,674	2,940,256	440,418
Total Grant Revenue		3,380,674	2,940,256	440,418
Contributions				
Corporate Revenue	3100	680	848	(168)
Total Contributions		680	848	(168)
Program Revenue				
Ticket to Work Revenue	3103	17,384	32,743	(15,359)
Total Program Revenue		17,384	32,743	(15,359)
Investment Income				
Interest/Dividends	3200	27,788	6,392	21,396
Total Investment Income		27,788	6,392	21,396
Other Income				
Other Revenues	3300	0	213	(213)
Total Other Income		0	213	(213)
Total Operating Revenue		3,426,526	2,980,452	446,074
Total Revenue		3,426,526	2,980,452	446,074
<b>Expenditures</b>				
Personnel Expenses				
Salary Expense	5000	1,174,355	980,416	(193,939)
Salary Expense - Benefit Stipend	5005	257,892	197,088	(60,804)
Payroll Taxes	5050	97,674	82,762	(14,913)
Fringe Benefits (ER Paid)	5060	12,105	11,010	(1,095)
Retirement	5090	63,513	40,386	(23,127)
Total Personnel Expenses		1,605,540	1,311,662	(293,878)
Program Expenses				
Food and Beverages	5310	1,470	874	(596)
Communications	5500	32,917	32,822	(95)
Outreach/Marketing	5520	10,813	4,097	(6,716)
Service Provider Contract	8000	183,868	117,233	(66,635)
One-Stop Operator	8100	15,556	17,903	2,347
Internal Monitoring	8200	23,983	34,005	10,023
OJT	8300	298,152	219,185	(78,967)
Paid Work Experience	8320	134,897	3,957	(130,940)
Workforce Services	8335	8,000	23,000	15,000
Youth Stipends	8340	16,555	10,175	(6,380)
Other Customer Support Services	8341	10,216	7,967	(2,249)
Customer Training	8342	529,969	530,364	396
Customer Supportive Services	8343	1,331	0	(1,331)
Licensures	8344	(93)	0	93
Training Related Material	8345	8,177	14,873	6,697
Fees/exams/certifications	8346	1,227	8,973	7,746
Total Program Expenses		1,277,037	1,025,429	(251,608)
Professional Fees				
Accounting/Audit Fees	5100	31,934	16,991	(14,943)
Legal Fees	5101	28,368	34,681	6,313
Professional Service	5104	38,240	72,579	34,339
Legal (Lobbying)	5105	0	5,000	5,000
Contract Labor	5170	56,314	53,344	(2,970)
Contract IT Services	5171	79,849	85,210	5,360

**CareerSource Pinellas**  
Statement of Revenues and Expenditures  
From 7/1/2023 Through 10/31/2023  
(In Whole Numbers)

		Actual 2023-2024	Actual 2022-2023	Variance
Cybersecurity - IT	5172	18,759	17,830	(929)
Total Professional Fees		253,464	285,635	32,170
Supplies				
Office Supplies	5302	5,977	6,701	724
Postage/Shipping	5307	1,303	756	(547)
Document Shredding	5308	390	390	0
Total Supplies		7,670	7,848	177
Insurance				
Insurance - Commercial Property	5400	2,941	2,242	(699)
Insurance - General Liability	5401	25,325	25,947	621
Insurance - Workers Comp	5403	14,829	12,878	(1,951)
Insurance - Auto	5404	0	2,688	2,688
Total Insurance		43,096	43,755	659
Occupancy				
Office Rent/Lease	5200	96,434	95,910	(525)
Utilities	5202	16,535	12,147	(4,388)
Repairs & Maintenance	5203	1,233	6,960	5,727
Security	5204	265	156	(109)
Janitorial Expense	5205	13,308	9,714	(3,594)
Pest Control	5206	924	860	(64)
Total Occupancy		128,699	125,746	(2,952)
Office Equipment				
Equipment Rent/Lease	5300	8,156	10,902	2,747
Copy Machine Usage/Maintenance	5301	4,134	3,772	(362)
Comp	5304	17,333	87,979	70,646
Software/License/Maintenance				
Equipment < \$5,000	5305	2,514	4,727	2,213
Equipment >or= \$5,000	5306	0	8,350	8,350
Total Office Equipment		32,137	115,730	83,593
Travel and Meetings				
Travel - Mileage	5540	3,987	2,485	(1,502)
Travel - Out of Town	5541	24,340	11,408	(12,932)
Meetings/Conferences	5560	10,198	5,540	(4,658)
Total Travel and Meetings		38,526	19,434	(19,092)
Licenses, Dues and Other Fees				
Staff Training/Education	5052	4,625	3,997	(628)
Recruitment	5095	0	1,604	1,604
Payroll Processing Fees	5103	3,558	4,419	861
License/Dues & Other Fees	5581	16,720	18,711	1,991
HSA\FSA Administrative Expenses	5582	184	0	(184)
401k Administrative Fees	5583	0	5,650	5,650
HRIS Administrative Fees	5584	3,003	5,400	2,397
Total Licenses, Dues and Other Fees		28,089	39,780	11,691
Miscellaneous				
Bank Fees	5102	0	4	4
Other Expense	5700	7,490	6,554	(936)
Total Miscellaneous		7,490	6,558	(932)
Total Expenditures		3,421,748	2,981,577	(440,171)
Net Revenue over (under) Expenditures		4,778	(1,125)	5,903

**CareerSource Pinellas**

Statement of Revenues and Expenditures - 2023-24 Actual vs Budget Mod 1

From 7/1/2023 Through 10/31/2023

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 1	YTD Variance	Total FY Budget Mod 1	Budget Remaining
<b>Revenue</b>						
Operating Revenue						
Grant Revenue						
Grant Revenue - Federal	3000	3,380,674	3,314,224	66,450	9,042,702	(5,662,028)
Grant Revenue - State	3001	0	103,184	(103,184)	309,553	(309,553)
Total Grant Revenue		3,380,674	3,417,408	(36,734)	9,352,255	(5,971,581)
Contributions						
Corporate Revenue	3100	680	600	80	2,400	(1,720)
Total Contributions		680	600	80	2,400	(1,720)
Program Revenue						
Ticket to Work Revenue	3103	17,384	33,333	(15,949)	100,000	(82,616)
Total Program Revenue		17,384	33,333	(15,949)	100,000	(82,616)
Investment Income						
Interest/Dividends	3200	27,788	14,000	13,788	42,000	(14,212)
Total Investment Income		27,788	14,000	13,788	42,000	(14,212)
Total Operating Revenue		3,426,526	3,465,341	(38,815)	9,496,655	(6,070,129)
Total Revenue		3,426,526	3,465,341	(38,815)	9,496,655	(6,070,129)
<b>Expenditures</b>						
Personnel Expenses						
Salary Expense	5000	1,174,355	1,179,474	5,119	3,516,114	2,341,759
Salary Expense - Benefit Stipend	5005	257,892	282,002	24,110	760,042	502,150
Payroll Taxes	5050	97,674	108,686	11,012	331,622	233,948
Fringe Benefits (ER Paid)	5060	12,105	13,040	935	40,860	28,755
Retirement	5090	63,513	67,423	3,910	207,488	143,975
Total Personnel Expenses		1,605,540	1,650,625	45,085	4,856,126	3,250,586
Program Expenses						
Food and Beverages	5310	1,470	1,900	430	4,200	2,730
Communications	5500	32,917	31,840	(1,077)	95,520	62,603
Outreach/Marketing	5520	10,813	19,200	8,387	35,400	24,587
Service Provider Contract	8000	183,868	225,000	41,132	565,000	381,132
One-Stop Operator	8100	15,556	16,000	444	48,000	32,444
Internal Monitoring	8200	23,983	34,000	10,018	68,000	44,018
OJT	8300	298,152	430,000	131,848	830,000	531,848
Paid Work Experience	8320	134,897	40,000	(94,897)	120,000	(14,897)
Workforce Services	8335	8,000	8,000	0	24,000	16,000
Youth Stipends	8340	16,555	14,000	(2,555)	16,500	(55)
Other Customer Support Services	8341	10,216	8,400	(1,816)	25,200	14,984

**CareerSource Pinellas**

Statement of Revenues and Expenditures - 2023-24 Actual vs Budget Mod 1

From 7/1/2023 Through 10/31/2023

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 1	YTD Variance	Total FY Budget Mod 1	Budget Remaining
Customer Training	8342	529,969	426,000	(103,969)	1,138,000	608,031
Customer Supportive Services	8343	1,331	6,000	4,669	18,000	16,669
Licensures	8344	(93)	0	93	0	93
Training Related Material	8345	8,177	16,200	8,023	48,600	40,423
Fees/exams/certifications	8346	1,227	8,400	7,173	25,200	23,973
Total Program Expenses		1,277,037	1,284,940	7,903	3,061,620	1,784,583
Professional Fees						
Accounting/Audit Fees	5100	31,934	20,500	(11,434)	56,250	24,316
Legal Fees	5101	28,368	32,000	3,632	96,000	67,632
Professional Service	5104	38,240	28,640	(9,600)	85,920	47,680
Legal (Lobbying)	5105	0	0	0	25,000	25,000
Contract Labor	5170	56,314	55,268	(1,046)	131,800	75,486
Contract IT Services	5171	79,849	79,812	(37)	245,340	165,491
Cybersecurity - IT	5172	18,759	15,720	(3,039)	47,160	28,401
Total Professional Fees		253,464	231,940	(21,524)	687,470	434,006
Supplies						
Office Supplies	5302	5,977	7,400	1,423	22,450	16,473
Postage/Shipping	5307	1,303	1,100	(203)	3,300	1,997
Document Shredding	5308	390	468	78	1,404	1,014
Total Supplies		7,670	8,968	1,298	27,154	19,484
Insurance						
Insurance - Commercial Property	5400	2,941	3,000	59	9,000	6,059
Insurance - General Liability	5401	25,325	25,666	341	77,000	51,675
Insurance - Workers Comp	5403	14,829	11,350	(3,479)	34,054	19,225
Total Insurance		43,096	40,016	(3,080)	120,054	76,958
Occupancy						
Office Rent/Lease	5200	96,434	88,180	(8,254)	256,415	159,981
Utilities	5202	16,535	14,000	(2,535)	36,700	20,165
Repairs & Maintenance	5203	1,233	1,540	307	4,680	3,447
Security	5204	265	156	(109)	468	203
Janitorial Expense	5205	13,308	13,260	(48)	39,780	26,472
Pest Control	5206	924	860	(64)	2,580	1,656
Total Occupancy		128,699	117,996	(10,703)	340,623	211,924
Office Equipment						
Equipment Rent/Lease	5300	8,156	8,004	(152)	24,012	15,856
Copy Machine Usage/Maintenance	5301	4,134	3,000	(1,134)	9,000	4,866
Comp Software/License/Maintenance	5304	17,333	26,804	9,471	111,077	93,744
Equipment < \$5,000	5305	2,514	6,000	3,486	18,000	15,486

**CareerSource Pinellas**

Statement of Revenues and Expenditures - 2023-24 Actual vs Budget Mod 1

From 7/1/2023 Through 10/31/2023

(In Whole Numbers)

		Actual YTD	YTD Budget Mod 1	YTD Variance	Total FY Budget Mod 1	Budget Remaining
Total Office Equipment		<u>32,137</u>	<u>43,808</u>	<u>11,671</u>	<u>162,089</u>	<u>129,952</u>
Travel and Meetings						
Travel - Mileage	5540	3,987	3,633	(354)	10,900	6,913
Travel - Out of Town	5541	24,340	10,650	(13,690)	37,750	13,410
Meetings/Conferences	5560	<u>10,198</u>	<u>6,650</u>	<u>(3,548)</u>	<u>18,850</u>	<u>8,652</u>
Total Travel and Meetings		38,526	20,933	(17,593)	67,500	28,974
Licenses, Dues and Other Fees						
Staff Training/Education	5052	4,625	10,000	5,375	43,050	38,425
Recruitment	5095	0	1,600	1,600	4,800	4,800
Payroll Processing Fees	5103	3,558	2,250	(1,308)	6,500	2,942
License/Dues & Other Fees	5581	16,720	19,772	3,052	40,339	23,619
HSA\FSA Administrative Expenses	5582	184	360	176	1,080	896
HRIS Administrative Fees	5584	<u>3,003</u>	<u>2,600</u>	<u>(403)</u>	<u>7,800</u>	<u>4,797</u>
Total Licenses, Dues and Other Fees		28,089	36,582	8,493	103,569	75,480
Miscellaneous						
Other Expense	5700	<u>7,490</u>	<u>0</u>	<u>(7,490)</u>	<u>0</u>	<u>(7,490)</u>
Total Miscellaneous		<u>7,490</u>	<u>0</u>	<u>(7,490)</u>	<u>0</u>	<u>(7,490)</u>
Total Expenditures		<u>3,421,748</u>	<u>3,435,808</u>	<u>14,060</u>	<u>9,426,205</u>	<u>6,004,457</u>
Net Revenue over (under) Expenditures		<u>4,778</u>	<u>29,533</u>	<u>(24,755)</u>	<u>70,450</u>	<u>(65,672)</u>



**CareerSource Pinellas**  
**Cost Allocation/Expenditure Report**  
**For the Four Months Ended October 31, 2023**

	WIOA	Employment Services	WTP	SNAP	TAA	Total Direct Grants and Spec Projects	Total
Approved 2023-2024 Planning Budget	5,533,069	1,534,000	2,400,000	400,000	10,000	453,953	10,331,022
Approved Budget Modification #1	(724,054)	139,687	(250,000)		-	-	(834,367)
Approved Budget Modification #2	-		-	-	-		-
Approved 2022-2023 Planning Budget	<b>4,809,015</b>	<b>1,673,687</b>	<b>2,150,000</b>	<b>400,000</b>	<b>10,000</b>	<b>453,953</b>	<b>9,496,655</b>
<b>Expenditures to Date:</b>							
<b>Pooled Costs</b>							-
Administrative	196,060.00	44,224.00	43,070.00	13,695.00	550.00	2,733.00	<b>300,332</b>
MIS\Technology	202.00	29,351.00	0.00	3,669.00	0.00	0.00	<b>33,222</b>
Outreach and Marketing	251.00	45,976.00	0.00	6,161.00	0.00	0.00	<b>52,388</b>
Staff Training Cost Pool	21.00	1,854.00	0.00	0.00	0.00	0.00	<b>1,875</b>
One-Stop Cost Pool	648.00	116,678.00	0.00	10,674.00	0.00	0.00	<b>128,000</b>
Program Management	220,118.00	129,891.00	69,798.00	62,395.00	0.00	0.00	<b>482,202</b>
Business Services	281,565.00	50,322.00	97,476.00	0.00	0.00	0.00	<b>429,363</b>
Indirect Program	790.00	1,819.00	2,096.00	538.00	4.00	141.00	<b>5,388</b>
<b>Total Pooled Costs</b>	<b>699,655</b>	<b>420,115</b>	<b>212,440</b>	<b>97,132</b>	<b>554</b>	<b>2,874</b>	<b>1,432,770</b>
	37%	68%	31%	53%	7%	7%	42%
<b>Direct Costs</b>							
Personnel Expenses	297,827	119,692	92,864	75,188	-	-	585,571
Service Provider Contracts	183,362	-	506	-	-	-	183,868
Workbased Learning Initiatives	141,859	-	291,190	-	-	-	433,049
Training and Support Services	530,292	5,444	29,142	55	6,613	1,168	572,714
Other Direct Operating Costs	30,788	73,045	62,264	9,306	1,338	37,035	213,776
<b>Total Direct Costs</b>	<b>1,184,128</b>	<b>198,181</b>	<b>475,966</b>	<b>84,549</b>	<b>7,951</b>	<b>38,203</b>	<b>1,988,978</b>
	63%	32%	69%	47%	93%	93%	58%
<b>Total Costs</b>	<b>1,883,783</b>	<b>618,296</b>	<b>688,406</b>	<b>181,681</b>	<b>8,505</b>	<b>41,077</b>	<b>3,421,748</b>
<b>Unexpended Budget Balance</b>	<b>2,925,232</b>	<b>1,055,391</b>	<b>1,461,594</b>	<b>218,319</b>	<b>1,495</b>	<b>412,876</b>	<b>6,074,907</b>
<b>Percentage of Budget Expended</b>	<b>39.2%</b>	<b>36.9%</b>	<b>32.0%</b>	<b>45.4%</b>	<b>85.1%</b>	<b>9.0%</b>	<b>36.0%</b>



**CareerSource Pinellas**  
**Pooled Cost Expenditure Report**  
**For the Four Months Ended October 31, 2023**

Expenditure	Admin	MIS/Tech Cost Pool	Outreach & Marketing Cost Pool	Staff Training Cost Pool	One-Stop Cost Pool	Case Mgmt Cost Pool	Business Services Cost Pool	Program Indirect	Total
Salary Expense	164,961	-	-	-	-	308,755	278,245	3,642	<b>755,603</b>
Salary Expense - Benefit Stipend	20,560	-	-	-	-	66,643	66,758	407	<b>154,368</b>
Payroll Taxes	12,588	-	-	-	-	25,018	23,696	282	<b>61,585</b>
Fringe Benefits (ER Paid)	1,623	-	-	-	-	3,543	3,050	-	<b>8,215</b>
Retirement	8,853	-	-	-	-	15,986	15,159	200	<b>40,198</b>
<b>Total Salary and Benefits</b>	<b>208,585</b>	-	-	-	-	<b>419,945</b>	<b>386,908</b>	<b>4,531</b>	<b>1,019,969</b>
Office Rent/Lease	12,341	-	-	-	56,089	11,121	13,509	275	<b>93,336</b>
Professional Service	-	-	36,350	-	-	-	-	-	<b>36,350</b>
Accounting/Audit Fees	31,934	-	-	-	-	-	-	-	<b>31,934</b>
Internal Monitoring	4,450	-	-	-	-	19,533	-	-	<b>23,983</b>
Contract Labor	-	23,800	-	-	-	-	-	-	<b>23,800</b>
Insurance - General Liability	5,413	18	-	-	-	9,740	2,773	121	<b>18,065</b>
Communications	2,074	153	-	-	7,361	3,205	3,995	46	<b>16,834</b>
Utilities	-	-	-	-	16,535	-	-	-	<b>16,535</b>
One-Stop Operator	-	-	-	-	15,556	-	-	-	<b>15,556</b>
License/Dues & Other Fees	3,404	250	5,300	-	-	544	4,120	102	<b>13,720</b>
Travel - Out of Town	4,388	-	-	-	-	3,600	5,711	-	<b>13,698</b>
Janitorial Expense	-	-	-	-	13,308	-	-	-	<b>13,308</b>
Outreach/Marketing	-	-	10,739	-	-	-	48	-	<b>10,787</b>
Insurance - Workers Comp	2,130	-	-	-	-	3,782	3,460	53	<b>9,425</b>
Contract IT Services	2,120	1,455	-	-	-	3,150	1,969	46	<b>8,739</b>
Legal Fees	8,169	-	-	-	-	-	-	-	<b>8,169</b>
Comp Software/License/Maintenance	2,638	3,960	-	-	-	741	-	58	<b>7,397</b>
Equipment Rent/Lease	469	-	-	-	5,408	402	577	10	<b>6,866</b>
Meetings/Conferences	1,750	-	-	-	-	1,050	2,948	-	<b>5,748</b>
Staff Training/Education	2,750	-	-	1,875	-	-	-	-	<b>4,625</b>
Cybersecurity - IT	311	3,312	-	-	-	718	272	-	<b>4,612</b>
Office Supplies	373	-	-	-	2,924	479	624	10	<b>4,410</b>
Copy Machine Usage/Maintenance	251	-	-	-	3,111	227	398	6	<b>3,993</b>
Payroll Processing Fees	3,491	-	-	-	-	-	-	67	<b>3,558</b>
HRIS Administrative Fees	2,947	-	-	-	-	-	-	56	<b>3,003</b>
Insurance - Commercial Property	201	-	-	-	2,265	213	206	5	<b>2,890</b>
Workforce Services	-	-	-	-	-	2,667	-	-	<b>2,667</b>
Equipment < \$5,000	-	-	-	-	1,679	835	-	-	<b>2,514</b>
Travel - Mileage	-	-	-	-	-	205	1,811	-	<b>2,015</b>
Postage/Shipping	-	-	-	-	1,303	-	-	-	<b>1,303</b>
Repairs & Maintenance	-	275	-	-	958	-	-	-	<b>1,233</b>
Pest Control	-	-	-	-	924	-	-	-	<b>924</b>
Document Shredding	78	-	-	-	312	-	-	-	<b>390</b>
Security	-	-	-	-	265	-	-	-	<b>265</b>
HSA\FSA Administrative Expenses	65	-	-	-	-	47	34	-	<b>149</b>
	<b>300,332</b>	<b>33,223</b>	<b>52,389</b>	<b>1,875</b>	<b>127,998</b>	<b>482,204</b>	<b>429,363</b>	<b>5,386</b>	<b>1,432,770</b>

