



**Transmittal Memo from CareerSource Pinellas to
County Administrator**



TO: Pinellas County Office of the County Administrator
Pinellas County Board of County Commissioners

FROM: Steven Meier, Interim Chief Executive Officer and Chief Financial Officer

SUBJECT: CareerSource Pinellas 2022-2023 Planning Budget

DATE: May 27, 2022

In response to the request from the County Administrator, this transmittal memo highlights the timeline and materials for review by the Board of County Commissioners (BCC) to solicit their consideration of support of the CareerSource Pinellas budget for Fiscal Year 2022-2023. Relative to previous submissions, the additional detailed material is provided to enhance transparency and encourage collaboration.

As requested, this transmittal memo provides the following information and attachments:

- **Attachment 1:** Board of Directors Meeting Minutes of May 26, 2022
- **Attachment 2:** 2022-2023 Planning Budget (Memo)
- **Attachment 3:** 2022-2023 Budgeted Revenues by Funding Streams and Grant
- **Attachment 4:** 2022-2023 Budgeted Revenues vs. 2020-2021 Budgeted Revenues with Variances
- **Attachment 5:** 2022-2023 Planning Budget – Comparison to 2020 and 2021
- **Attachment 6:** 2022-2023 Planning Budget – Federal Grants and Unrestricted
- **Attachment 7:** Cost Allocation/Expenditure Report

Each year, thousands of Pinellas County residents enter the local workforce system seeking new jobs, higher wages, greater skills, and a prosperous future. With the help of career counselors, business services representatives, instructors and other service providers, they forge new pathways to self-sufficiency, undergo basic skills training, and embark on career-focused education, from high school to post-secondary certificates and degrees. Still, others begin apprenticeships or enter the workforce through targeted forms of work-based learning.

CareerSource Pinellas has a robust menu of services to offer to both businesses and individuals in the region. The services to individuals include a wide array of career services including educational scholarships, pre-vocational training, career exploration, career resources, employability skills workshops, and recruitment events. The Career Resource Centers provide access and assistance with the following programs: Workforce Innovation and Opportunities Act (WIOA) Adult, Dislocated Worker and Youth, Welfare Transition Program (WTP), Veterans, Supplemental Nutrition Assistance Program (SNAP), Ticket to Work (TTW) – Disability Navigator, Trade Adjustment Assistance (TAA) and other opportunities provided through direct services and special projects.

In addition, CareerSource Pinellas has services available to businesses including career fairs, labor market information (LMI), job postings, business seminars and outplacement services. To assist with meeting local employer needs, we have identified five in-demand industry sectors: healthcare and social assistance; construction, manufacturing; financial and insurance; and professional, scientific and technical services. These industries were targeted because the region has strong and positive market trends, the ability to create jobs, a diversified economy and potential growth and development.

The budget is based on the best information we have available to us today. As customer and employer expectations shift and resource opportunities/challenges present themselves, CareerSource Pinellas will be flexible to meet the ever-changing needs of today's workforce and business needs.



ATTACHMENT 1
Board of Directors Meeting
Minutes of May 26, 2022

**CareerSource Pinellas
Board of Directors Minutes**

Date: Thursday, May 26, 2022, at 11:45 am.

Location: 13805 58th Street, Suite 2-140, Clearwater, FL and via Zoom

Call to Order

Chair Barclay Harless called the meeting to order at 11:49 am. There was a quorum with the following board members present.

Board Members in Attendance

Andrea Cianek, Barclay Harless, Candida Duff (signed on at 12pm), Celeste Fernandez, Commissioner René Flowers, Dr. Rebecca Sarlo, Elizabeth Siplin, Jack Geller, John Howell, Kenneth Williams (logged on at some point during the meeting), Kevin Knutson, Mark Hunt, Michael Jalazo, Patricia Sawyer, Scott Thomas, Zachary White

Board Members Not in Attendance

Belinthia Berry, Chris Owens, David Fetkenher, Glenn Willocks, Ivonne Alvarez, Jody Armstrong, Lisa Cane

Staff in Attendance

Steven Meier, Jay Burkey, Kris Lucas, Mary Jo Schmick, Leah Geis

Board Counsel in Attendance

Heather Ramos

Public Comments

There were no public comments.

ACTION ITEM 1 – Approval of the Minutes – 4.25.22 Special Board of Directors Meeting

The minutes of the April 25, 2022, Special Board of Directors meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Patricia Sawyer
Second:	Mark Hunt

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

ACTION ITEM 2 – PY’2022-2023 Board of Directors Reappointment Recommendations

The Board members listed below have terms which are expiring on 6/30/2022. All members, except for three individuals, are being presented for reappointment.

Representation	Name	Term Ends	Reappoint?
Business	Andrea Cianek	6/30/2022	No
GRO – Public Assistance	Celeste Fernandez	6/30/2022	Yes
Business	Chris Owens	6/30/2022	No
Business	David Fetkenher	6/30/2022	Yes
Business	Elizabeth Siplin	6/30/2022	Yes
Business	Glenn Willocks	6/30/2022	Yes
CBO – Individuals w/Barriers	Jody Armstrong	6/30/2022	No
WOLO*	Kenneth Williams	6/30/2022	Yes
ETPA*	Mark Hunt	6/30/2022	Yes
ETPO*	Dr. Rebecca Sarlo	6/30/2022	Yes

RECOMMENDATION

Approval of those directors whose term will expire on June 30, 2022 to be reappointed for an additional two-year term period, effective July 1, 2022 through June 30, 2024. Upon approval from the Board of Directors, this recommendation will be forwarded to the appointing authority, the Pinellas County Board of County Commissioners.

Discussion: None

Motion:	Jack Geller
Second:	Scott Thomas

The Board of Directors made a motion to approval of those directors whose term will expire on June 30, 2022 to be reappointed for an additional two-year term period, effective July 1, 2022 through June 30, 2024. Upon approval from the Board of Directors, this recommendation will be forwarded to the appointing authority, the Pinellas County Board of County Commissioners. The motion carried unanimously.

ACTION ITEM 3 – PY’2022-2023 Board Officer Recommendations

Officers	2021 – 2022 Board Officers	2022 – 2023 Nominees
Chair	Barclay Harless*	Scott Thomas
Chair-Elect	Michael Logal/Vacant	Elizabeth Siplin
Treasurer	Rebecca Sarlo*	Barclay Harless
Secretary	Sheryl Nadler/Kenneth Williams	Kenneth Williams

**Indicates the officer has served 2 consecutive terms in the same office.*

RECOMMENDATION

Approval of the 2022 - 2023 Board Officer nominees.

Discussion: None

Motion:	Jack Geller
Second:	Kevin Knutson
Abstentions:	Barclay Harless and Scott Thomas

The Board of Directors made a motion to approve of the 2022 - 2023 Board Officer nominees. The motion carried unanimously.

ACTION ITEM 4 – Annual Performance Evaluation

The annual performance process was approved for completion for all staff on a program year basis, from July 1 to June 30. On September 8, 2021, the Board of Directors approved the annual performance evaluation utilizing a five-point scale. CareerSource Pinellas is recommending that only merit increases be offered.

RECOMMENDATION

Approval for a merit increase for employees upon the completion of the annual performance evaluation. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee’s base salary determined by the individual’s overall rating on his/her annual performance evaluation for the program year ending in June 2022.

Discussion: None

Motion:	Scott Thomas
Second:	Jack Geller

The Board of Directors made a motion to approve of a merit increase for employees upon the completion of the annual performance evaluation. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year ending in June 2022. The motion carried unanimously.

ACTION ITEM 5 – Approval of Vendor for 2022 Compensation Review

The RFQ was issued at the beginning of March with the deadline to submit proposals by March 25. CareerSource Pinellas received proposals from four qualified vendors. Based upon review of the proposals, it is the recommendation to enter into a contract with Compensation Resources to perform a compensation review as an update to the review performed in 2019. Their quote to perform the compensation review is \$30,800. A budget modification request was approved at the November 17, 2021, Board Meeting that included a line item of \$37,500 for a Compensation Review. The Compensation Committee approved Compensation Resources at its April 7, 2022 meeting.

RECOMMENDATION

Approval of Compensation Resources to perform Compensation Review for CareerSource Pinellas at a cost not to exceed \$30,800 plus out-of-pocket expenses, if any.

Discussion: None

Motion:	Mark Hunt
Second:	Jack Geller

The Board of Directors made a motion to approve of Compensation Resources to perform Compensation Review for CareerSource Pinellas at a cost not to exceed \$30,800 plus out-of-pocket expenses, if any. The motion carried unanimously.

ACTION ITEM 6 – Policy Approval – WIOA-P-120-14 Youth Service Provider Selection

This policy provides Local Workforce Development Board 14 (LWDB-14) the criteria for awarding grants and contracts for youth workforce services under the Workforce Innovation and Opportunity Act (WIOA). Additionally, this policy outlines procurement requirements that govern the youth service provider selection process.

RECOMMENDATION

Approval of Policy WIOA-P-120-14-Youth Service Provider Selection.

Discussion: None

Motion:	Scott Thomas
Second:	Jack Geller

The Board of Directors made a motion to approve of Policy WIOA-P-120-14-Youth Service Provider Selection. The motion carried unanimously.

ACTION ITEM 7 – Approval of One-Stop Operator

CareerSource Pinellas is recommending contracting with The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions Based on overall score, experience as a One-Stop-Operator and previous experience as One-Stop Operator of CareerSource Pinellas for the last four years, . The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions was approved by the One-Stop Committee at its April 21, 2022 meeting.

RECOMMENDATION

Approval to enter into contract negotiations and award a contract for the provision of One-Stop-Operator Services with The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions for a one-year term commencing July 1, 2022, with up to three one-year renewals.

Discussion: None

Motion:	Mark Hunt
Second:	Jack Geller

The Board of Directors made a motion for approval to enter into contract negotiations and award a contract for the provision of One-Stop-Operator Services with The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions for a one-year term commencing July 1, 2022, with up to three one-year renewals. The motion carried unanimously.

ACTION ITEM 8 – Memorandum of Understanding – Vocational Rehabilitation Renewal

At the May 19, 2021, Board meeting, the required MOUs were approved through June 30, 2024, with the exception of the Department of Education, Division of Vocational Rehabilitation, which was approved through June 30, 2022. CareerSource Pinellas and Vocational Rehabilitation have coordinated the renewal of the MOU/IFA agreement for the period of July 1, 2022, through June 30, 2024. This term will allow the Vocational Rehabilitation partner MOU to be aligned with all other required partner MOUs.

RECOMMENDATION

Approval, upon receipt of fully executed agreement, of the MOU/IFA two-year renewal for CareerSource Pinellas and Vocational Rehabilitation for submission to the Board of County Commissioners for review and approval.

Discussion: None

Motion:	Mark Hunt
Second:	Scott Thomas
Abstentions:	John Howell

The Board of Directors made a motion for approval, upon receipt of fully executed agreement, of the MOU/IFA two-year renewal for CareerSource Pinellas and Vocational Rehabilitation for submission to the Board of County Commissioners for review and approval. The motion carried unanimously.

ACTION ITEM 9 – Schedule of Operations

As part of the Grantee-Subgrantee Agreement, DEO requires the Board to adopt a schedule of operations for the upcoming state fiscal year. The proposed schedule must be posted on the website and the Board must approve any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances.

RECOMMENDATION

Approval of the CareerSource Pinellas Schedule of Operations.

Discussion: None

Motion:	Scott Thomas
Second:	Jack Geller

The Board of Directors made a motion for approval of the CareerSource Pinellas Schedule of Operations. The motion carried unanimously.

ACTION ITEM 10 – Related Party Contracts for PY’2022-2023

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statute Section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with

any entity where a board member has any relationship with the contracting vendor. A listing of related party contracts requiring two-third board approval is below.

Action Item	Company	Board Member	OJT/PWE (not to exceed)	Leases (not to exceed)	Grant Training (not to exceed)	ITA (not to exceed)	Contracts
A	Ultimate Medical Academy	Rebecca Sarlo	\$100K			\$250K	
B	St. Petersburg College	Belinthia Berry		\$160K		\$1.2M	\$125K
C	Pinellas County Schools	Mark Hunt		\$130K		\$300K	
D	Pinellas Ex-Offender Re-Entry Coalition	Michael Jalazo			\$50K		

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

RECOMMENDATION

Approval of the PY'2022-2023 related party contracts by a two-thirds (2/3rd) vote.

Discussion: None

10A	Motion:	Jack Geller
	Second:	Scott Thomas
	Abstention:	Dr. Rebecca Sarlo
10B	Motion:	Jack Geller
	Second:	Scott Thomas
	Abstention:	NONE – Belinthia Berry was not on the call at this time.
10C	Motion:	Scott Thomas
	Second:	Jack Geller
	Abstention:	Mark Hunt
10D	Motion:	Mark Hunt
	Second:	Patricia Sawyer
	Abstention:	Michael Jalazo

The Board of Directors made a motion for approval of the PY'2022-2023 related party contracts by a two-thirds (2/3rd) vote. The motion carried unanimously.

ACTION ITEM 11 – Approved Training Providers: Renewal Agreements

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. Training providers listed have finished their initial one year term and are in continued eligibility status for review and two year renewal. Staff monitors training provider performance and presents this information to the Workforce Solutions Committee on a quarterly basis. Training providers that are determined to have performance issues or other issues, are brought to the Committee and Board throughout the year for review.

Access Computer Training (Hillsborough) CIE #5237
ACI Learning CIE #5237
Center for Technology Training, (Hillsborough), CIE #3094
Computer Coach IT Training Solutions (Hillsborough) CIE #5831
Concorde Career Institute, (Hillsborough) CIE #333

Florida Technical College (formerly LaSalle Computer Learning Center, Hillsborough) CIE #2715
Galen College of Nursing, CIE #3150
Jersey College, (Hillsborough) CIE #3719
National Aviation Academy, CIE #1785
New Horizons Computer Learning Center, (Hillsborough), CIE #3178
Pinellas County Schools, COE & SACS CASI (includes Community Adult Education & Pinellas Technical College - PTC)
Roadmaster Drivers School, Inc., (Hillsborough), CIE #1757
Southern Technical Institute, Pinellas Park, CIE #3918
St. Petersburg College, SACS - COC
Tampa Truck Driving School, Inc. (Hillsborough), CIE #5380
Ultimate Medical Academy, CIE #1606
University of South Florida / Innovative Education, SACS

RECOMMENDATION

Approval of the Board to enter into two-year (7/1/22-6/30/24) renewal agreements with the training providers listed above.

Discussion: None

Motion:	
Second:	

The Board of Directors made a motion for approval of the Board to enter into two year (7/1/22-6/30/24) renewal agreements with the training providers listed above. The motion carried unanimously.

ACTION ITEM 12 – Procurement Policy

Information

CareerSource Pinellas’ internal monitors, Taylor Hall Miller Parker P.A., reviewed our Purchasing Policy and recommended changes in light of updates to 2 CFR 200. Accordingly, in alignment with best practices, federal regulations, and Taylor Hall Miller Parker and DEO recommendations, CareerSource Pinellas is updating the organization’s Procurement Policy.

RECOMMENDATION

Approval of the presented Procurement Policies.

Discussion: None

Motion:	Scott Thomas
Second:	Jack Geller

The Board of Directors made a motion for approval of the presented Procurement Policies. The motion carried unanimously.

ACTION ITEM 13 – Contract Extension – Fractional Virtual Chief Information Officer

The Board approved the hiring of a virtual Chief Information Officer (CIO), Paul Ashe, to act as the central point of contact for information technology services at the July 15, 2020, Board meeting. Although most of the strategic initiatives have been implemented, staff would like to continue to work with Paul Ashe (Securance, LLC) to oversee

and manage all IT projects and vendors for 2022 - 2023. Securance, LLC's minimum requirements are 8 hours per week.

RECOMMENDATION

Approval to renew contract for Securance LLC, for the period July 1, 2022, through June 30, 2023, for an amount not to exceed \$75,000.

Discussion: None

Motion:	Scott Thomas
Second:	Jack Geller

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

ACTION ITEM 14 – Fiscal Year 2021 – 2022: Budget Modification No. 3

Total budgeted revenues estimated to decrease from \$9,765,948 to \$9,558,760, for an overall decrease of \$207,188; or 2.0%. Total budgeted expenses estimated to increase from \$9,691,422 to \$11,462,734, for an overall increase of \$1,771,312. Details were presented and included in the Board packet.

RECOMMENDATION

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

Discussion: None

Motion:	Mark Hunt
Second:	Scott Thomas

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

ACTION ITEM 15 – Program Year 2022-2023 Planning Budget

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. Details were presented and included in the Board packet.

RECOMMENDATION

Approval of the 2022-2023 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity.

Discussion: None

Motion:	Jack Geller
Second:	Scott Thomas

The Board of Directors made a motion for approval of the 2022-2023 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity. The motion carried unanimously.

ACTION ITEM 16 – Abacode, LLC, Cybersecurity 24/7 Monitoring

The current contract with Abacode, LLC, at a cost of \$3,399 per month, expires on June 30, 2022. Paul Ashe, vCIO, has negotiated a new contract with Abacode, LLC, at a cost of \$44,880 per year for a 3-year contract (total \$136,640).

RECOMMENDATION

Approval of three-year contract with Abacode, LLC, for 24/7 Cybersecurity Monitoring at a cost of \$44,880 per year.

Discussion: None

Motion:	Jack Geller
Second:	Scott Thomas

The Board of Directors made a motion for approval of three-year contract with Abacode, LLC, for 24/7 Cybersecurity Monitoring at a cost of \$44,880 per year. The motion carried unanimously.

ACTION ITEM 17 – Audit of June 30, 2022, Financial Statements

Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc., which comprise the statement of financial position as of June 30, 2020, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. The fees for the audit and the preparation of the Form 990 will be \$25,500 which will include travel and other out-of-pocket costs.

RECOMMENDATION

Approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2020.

Discussion: None

Motion:	Mark Hunt
Second:	Scott Thomas

The Board of Directors made a motion for approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2020. The motion carried unanimously.

ACTION ITEM 18 – Annual 401(k) Plan Audit

Thomas Howell Ferguson P.A. in its second year as the organization's auditors, will audit the financial statements of WorkNet Pinellas, Inc. 401(k) Plan, which are comprised of the statement of net assets available for benefits as of December 31, 2021, the statement of changes in net assets available for benefits for the year then ended, and the related notes and report on the supplemental schedules for the year ended December 31, 2021. For calendar year 2021, a limited scope audit, as permitted by USDOL regulations, will be performed and will not exceed \$7,500. The annual audit is to be completed and filed along with the Form 5500 by October 15, 2021.

RECOMMENDATION

Approval for Thomas Howell Ferguson P.A. to commence a limited scope audit of the WorkNet Pinellas, Inc. 401(k) for 2021.

Discussion: None

Motion:	Scott Thomas
Second:	Jack Geller

The Board of Directors made a motion for approval for Thomas Howell Ferguson P.A. to commence a limited scope audit of the WorkNet Pinellas, Inc. 401(k) for 2021. The motion carried unanimously.

General Counsel Update – Gray|Robinson

Heather Ramos, Gray|Robinson, shared an overview of the projects that their firm has been working on since the last Board meeting. The items were summarized on a memo included in the Board packet. Ms. Ramos also indicated that there is no known pending litigation against CareerSource Pinellas.

INFORMATION ITEM 1 – Board and Committee 2022-2023 Draft Calendar

The 2022-2023 Board and Committee Draft Calendar was presented to the board for review and discussion. The draft calendar will be implemented.

INFORMATION ITEM 2 – Current Board Roster and Term Dates

A list of current board member and their term dates was included in the meeting packet.

INFORMATION ITEM 3 – PY’2021-2022 Committee Assignments

A list of current committee assignments was included in the meeting packet. Board members were asked to let staff know if they wanted to be a part of specific committees.

INFORMATION ITEM 4 – Employee Engagement

Jay Burkey, HR Director, shared the status of the implementation of tactics to improve organizational culture and employee engagement.

INFORMATION ITEM 5 – Compensation and Turnover Summary

Jay Burkey, HR Director, referred the Board to the compensation and turnover summary.

INFORMATION ITEM 6 – 2021-2022 One-Stop Goals Update

Kris Lucas, COO, referred the Board to One-Stop Goals Update included in the Board packet.

INFORMATION ITEM 7 – Reports

Kris Lucas, COO, referred the Board to One-Stop Reports included in the Board packet.

INFORMATION ITEM 8 – Workforce Solutions Goals Update

Kristopher Lucas gave a brief summary of the Workforce Solutions Goals Update included in the meeting packet.

INFORMATION ITEM 9 – WIOA Primary Indicators Report Q1

Report included in meeting packet.

INFORMATION ITEM 10 – Training Provider Spending

Report included in meeting packet.

INFORMATION ITEM 11 – Work-Based Learning Spending

Report included in meeting packet.

INFORMATION ITEM 12 – Help Wanted Online Report

Report included in meeting packet.

INFORMATION ITEM 13 – February 28, 2022 Financial Statements

Report included in meeting packet.

INFORMATION ITEM 14 – 401K Trustee Information

Steve Meier indicated that the Third-Party Administrator of the Plan, determined that we can simply use business positions or titles as the Trustees in the Plan Document instead of specific names. As a result, the Plan Document will be restated to list the trustees as:

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

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

INFORMATION ITEM 15 – Unrestricted Cash

Subsequent to the payment of the disallowed costs attributable to the Final Determination from DOL compliance review from unrestricted funds, CareerSource Pinellas had almost \$893,000 of unrestricted funds available deposited in three accounts.

Other Administrative Items – None

Open Discussion – None

Adjournment

Jack Geller motioned and Scott Thomas seconded the motion for adjournment. Barclay Harless adjourned the meeting at 1:03 pm.

DRAFT



ATTACHMENT 2
2022-2023
Planning Budget
Memo



ACTION ITEM 15

Program Year 2022-2023 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 \$53,960 for the year. This is comprised of \$91,000 of unrestricted revenues and \$37,040 of unrestricted expenses.

REVENUE

- **Total Revenues** are budgeted to decrease <6.4>% from \$9,766,000 to \$9,145,000. DEO Revenue will see a decrease of \$352,000, or <3.7>%.
- **WIOA Revenues** are projected to increase slightly year-over-year. The main driver is full-year of the Get There Faster Low-Income Returning Adult Learners grant that is budgeted to contribute \$650,000. The purpose of the award is to provide adults and youth seeking education and training the opportunity to earn industry recognized cloud computing or other information technology (IT) related credentials of value identified by the Florida Department of Education (DOE). Through partnerships enabled among Florida's technical colleges, state colleges, and/or local workforce development boards, low-income returning adult learners and youth who reside in high poverty Florida zip codes are to be prioritized for support to participate in an available post-secondary degree or non-degree training program or a registered apprentice program.

2022-2023 will see either no funding or reduced funding in a number of WIOA grants as these grants ended during 2021-2022 or will end early this coming fiscal year. These grants are: Rapid Response, Apprenticeship Expansion, Apprenticeship Navigator, Soft Skills, COVID Dislocated Worker Grant and SFY 19-20 Performance Incentives.

- **Employment Services Revenue** is budgeted to be flat year-over-year.
- **Welfare Transition Revenue** is budgeted to decrease in our initial budget. During 2021-2022, CareerSource Pinellas requested additional funds to support our summer youth program. Since there were funds available at the state-level, we were awarded additional funds. There may be an opportunity to request additional funds this year but there is no certainty funds will be available at this time.



ACTION ITEM 15

Program Year 2022-2023 Planning Budget

- **Supplemental Nutrition Assistance Program (SNAP) Revenue** is budgeted to increase to return to historical levels.
- **Trade Adjustment Assistance (TAA) Revenue** is budgeted to decrease. TAA is a federal program of the United States government to act as a way to reduce the damaging impact of certain sectors of the U.S. economy. The number of TAA “petitions” has reduced over the last couple of years. This program is unique in that if we see an increase in the number of petitions, we are able to request additional funds at any time.
- **Youthbuild Revenue** will decrease as this grant ended in May 2022.

EXPENSES

Total expenses are budgeted to be approximately \$9,100,000.

Personnel Expenses

- Personnel expenses are budgeted to increase from prior year to about \$4,054,000, as the organization has made a conscientious effort to identify and fill critical positions within the organization.
- Salaries comprise 32% and Personnel expenses comprise 45% of the organization’s 2022-2023 budget.
- The budget consists of about 50 FTEs with many of the positions upgraded from prior year: Chief Operating Officer, Finance Director, Director of Policy and Compliance.
 - This does not include the 10-15 State employees

Program Expenses

- Budgeting Program expenses to be almost \$3.6 Million this coming fiscal year which represents 39% of the organization’s budget.
- Included in budget is \$525,000 for Pinellas Education Foundation as **Service Provider** of Youth Services. This will be the final year before the organization will be required to put Youth Services out for competitive bid.
- **On-the-Job (OJT) Training** is comprised of summer youth program for Welfare Transition (\$325,000) and traditional on-the-job training opportunities for Dislocated Workers.
- Organizations are required to spend 20% of their youth dollars on **Paid-Work-Experience**. We are budgeting \$144,000 for this coming fiscal year.



ACTION ITEM 15

Program Year 2022-2023 Planning Budget

- **Apprenticeships** are a big focus from the State and in 2021-2022, the organization set a good foundation. We are budgeting \$90,000.
- **Contracted Services** of \$72,000 represent the cost of online workshops outsourced to St. Petersburg College.
- **Customer Training** is broken down as follows:

Program	Amount
WIOA Adult/Dislocated Worker	1,260,000
Get there Faster Grant Training	450,000
WIOA Youth	144,000
Welfare Transition Vocational Training	24,000
Trade Adjustment Assistance	67,800
	\$ 1,945,800

- During the coming fiscal year, we will have flexibility to adjust funds between training and work-based learning if needed.

Professional Fees

- **Accounting/Audit Fees** of \$35,000 represent the cost of the annual 401k Audit and annual financial statement audit.
- **Legal Fees** of \$90,000 represent estimate of GrayRobinson's legal expenses. We anticipate that legal fees will be lower than 2021-2022 as we do not expect same type of issues to arise.
- **Professional Services** represents those provided by external marketing/PR firm, Tucker Hall.
- **Contract Labor** represents contract with Securance, LLC, for services provided by Paul Ashe as Chief Information Officer. Costs are budgeted to decrease from current year as most of the strategic projects have been completed and less management will be required.
- **Contract IT Services** represents annual cost of managed service provider. Costs are budgeted to decrease from current year as contracted services are lower with new managed service provider and fewer expected special projects.
- **Cybersecurity IT** is our 24/7 monitoring performed by Abacode.



ACTION ITEM 15

Program Year 2022-2023 Planning Budget

Insurance

- Budgeting increases year-over-year.
- Workers Comp increasing due to higher estimated payroll and not budgeting for annual dividend since not able to be determined.

Occupancy

- **Office rent** represents lease costs for EPI Center Administrative offices, Gulf-to-Bay and St. Petersburg career centers and Tarpon Springs satellite center.

Office Equipment

- **Computer Software/License/Maintenance** consists of:
 - Microsoft Office 365 Subscription - \$9,000
 - ERISS/SARA – case management system - \$55,000
 - Kiosk System - \$25,000
 - Barracuda Email Archiver - \$5,000
 - MIP Abila Financial Software - \$7,000

Attachments:

1. 2022-2023 Budgeted Revenues
2. 2022-2023 Revenue Variances from Prior Year
3. 2022-2023 CareerSource Pinellas Planning Budget
4. 2022-2023 Expenditure Report

RECOMMENDATION

Approval of the 2022-2023 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity.



ATTACHMENT 3
2022-2023 Budgeted Revenues
by Funding Streams and Grant



CareerSource Pinellas 2022-2023 Planning Budget Budgeted Revenues

Funding Streams	Estimated Allocations 2022- 2023	Carry Forward from 2021-2022	Carry Forward to 2023-2024	Revenue Budgeted for 2022-2023
Workforce Innovation & Opportunity Act				
Adult	1,155,000	900,000	(505,206)	1,549,794
Dislocated Worker	1,340,000	1,412,136	(1,140,000)	1,612,136
Youth	900,000	1,187,924	(900,000)	1,187,924
Rapid Response	-	30,000	-	30,000
Get There Faster Low Income Returning Ad.	-	650,000	-	650,000
Total WIOA	3,395,000	4,180,060	(2,545,206)	5,029,854
Employment Services				
Wagner-Peyser	650,000	200,000	(200,000)	650,000
Local Veterans	30,000	-	-	30,000
Disabled Veterans	120,000	-	-	120,000
Recovery Navigator	-	185,870	-	185,870
RESEA	364,000	120,000	(124,000)	360,000
Total Employment Services	1,164,000	505,870	(324,000)	1,345,870
Welfare Transition	2,237,000	-	-	2,237,000
Supplemental Nutrition Assistance Program	360,000	75,000	(90,000)	345,000
Trade Adjustment Assistance				
TAA Training	72,000	-	-	72,000
TAA Case Management and Administration	24,000	-	-	24,000
Total TAA	96,000	-	-	96,000
TOTAL DEO	7,252,000	4,760,930	(2,959,206)	9,053,724
Other Revenue				
Ticket to Work	78,000	-	-	78,000
Tobacco Free Florida	4,000	-	-	4,000
Career Fair Sponsorships	3,000	-	-	3,000
Interest	6,000	-	-	6,000
TOTAL NON-DEO	91,000	-	-	91,000
TOTAL 2021-2022 BUDGETED REVENUE	7,343,000	4,760,930	(2,959,206)	9,144,724



ATTACHMENT 4

2022 - 2023 Budgeted Revenues vs.

2021-2022 Budgeted Revenues with Variances



**CareerSource Pinellas
2022 - 2023 Planning Budget
Revenue Variances**

Funding Streams	Proposed Budget for 2022-2023	Approved Budget Mod 2 2021-2022	\$ Variance	% Variance	Comments
Workforce Innovation & Opportunity Act					
Adult	1,549,794	1,350,000	199,794	14.8%	
Dislocated Worker	1,612,136	1,700,000	(87,864)	(5.2%)	2022-2023 Budget represents 2021-2023 award plus \$200,000 of 2022-2023 award
Total Adult/Dislocated Worker	3,161,930	3,050,000	111,930	3.7%	
Youth	1,187,924	1,050,000	137,924	13.1%	2022-2023 Budget represents 2021-2023 award
Get There Faster Low Income Returning Adults	650,000	-	650,000	-	Grant awarded in 2021-2022 for \$750,000
Rapid Response	30,000	115,710	(85,710)	(74.1%)	Grant ends in 2023; 2022-2023 budget represents remaining grant funds
Apprenticeship Expansion	-	87,016	(87,016)	(100.0%)	Grant ended in 2021-2022
Apprenticeship Navigator	-	53,143	(53,143)	(100.0%)	Grant ended in 2021-2022
Soft Skills	-	14,444	(14,444)	(100.0%)	Grant ended in 2021-2022
COVID Dislocated Worker Grant	-	289,251	(289,251)	(100.0%)	Grant ended in 2021-2022
SFY 19-20 Performance Incentives	-	254,596	(254,596)	(100.0%)	Grant ended in 2021-2023
Total WIOA	5,029,854	4,914,160	115,694	2.4%	
Employment Services					
Wagner-Peyser	650,000	650,000	-	0.0%	DEO funding flat with prior year.
Veterans Services	150,000	153,000	(3,000)	(2.0%)	Based upon 2021-2022 spending and anticipated allocations.
RESEA	360,000	335,000	25,000	7.5%	Based upon 2021-2022 spending and anticipated allocations.
One-Stop Security	-	100,000	(100,000)	(100.0%)	Grant ended in 2021-2022
Recovery Navigator	185,870	102,000	83,870	82.2%	Grant ends in 2023; 2022-2023 budget represents remaining grant funds
Total Employment Services	1,345,870	1,340,000	5,870	0.4%	
Welfare Transition	2,237,000	2,685,288	(448,288)	(16.7%)	No anticipated carryover into 2022-2023 from prior year
Supplemental Nutrition Assistance Program	345,000	280,000	65,000	23.2%	Estimated based upon 2020-2021 spending and anticipated decrease in SNAP funding
Trade Adjustment Assistance	96,000	186,000	(90,000)	(48.4%)	Based upon 2021-2022 spending; can request additional funding.
TOTAL DEO	9,053,724	9,405,448	(351,724)	(3.7%)	
Youthbuild - Department of Labor	-	225,000	(225,000)	(100.0%)	Grant ended in 2021-2022
Other Revenue					
Ticket to Work	78,000	108,000	(30,000)	(27.8%)	
Tobacco Free Florida	4,000	11,500	(7,500)	(65.2%)	
Career Fair Sponsorships	3,000	3,000	-	-	
Donations	-	1,000	(1,000)	-	
Interest	6,000	12,000	(6,000)	(50.0%)	Bank balances decreased due to payout of disallowed expenses from DOL Compliance Review
TOTAL NON-DEO	91,000	360,500	(269,500)	(74.8%)	
BUDGETED REVENUE	9,144,724	9,765,948	(621,224)	(6.4%)	



ATTACHMENT 5
2022-2023
Planning Budget
(in total)



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Revenue					
Operating Revenue					
Grant Revenue					
Grant Revenue - Federal	3000	9,441,414	8,075,590	5,282,189	9,053,724
Grant Revenue - State	3001	-	227,372	-	-
Grant Revenue - Local	3002	(1,662)	-	-	-
Total Grant Revenue		9,439,752	8,302,962	5,282,189	9,053,724
Contributions					
Corporate Revenue	3100	17,175	7,538	1,725	4,000
Sponsorship Revenue	3101	3,750	-	1,000	3,000
Donations	3102	716	-	1,000	-
Total Contributions		21,641	7,538	3,725	7,000
Program Revenue					
Ticket to Work Revenue	3103	99,153	109,259	43,384	78,000
Usage Fee Revenue	3104	-	-	-	-
STEM - Field Trips	3400	-	-	-	-
Camp Fees	3421	-	-	-	-
Before/After Care	3422	-	-	-	-
Cyber Security	3470	-	-	-	-
Program Revenue	3502	-	1,290	-	-
Total Program Revenue		99,153	110,549	43,384	78,000
Investment Income					
Interest/Dividends	3200	19,106	14,090	5,869	6,000
Unrealized Gain/Loss	3201	723	-	-	-
Total Investment Income		19,829	14,090	5,869	6,000
Other Income					
Other Revenues	3300	288	691	102	-
Gain <Loss> on Sale/Disposal	5703	610,040	-	-	-
Total Other Income		610,328	691	102	-
Total Revenue		10,190,703	8,435,830	5,335,269	9,144,724
Expenditures					
Personnel Expenses					
Salary Expense	5000	3,194,070	2,740,401	1,722,924	2,923,315
Salary Expense - Benefit Stipend	5005	803,506	598,815	362,618	629,000
Payroll Taxes	5050	283,359	246,689	164,503	286,730
Fringe Benefits (ER Paid)	5060	19,810	36,905	22,367	37,200
Health Ins	5070	-	-	-	-
Retirement	5090	177,539	146,695	99,389	177,621
Total Personnel Expenses		4,478,284	3,769,505	2,371,801	4,053,866
Program Expenses					
Operating Supplies	5303	10,064	873	-	1,200



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Food and Beverages	5310	1,743	787	1,671	2,400
Communications	5500	112,706	95,528	61,486	83,856
Outreach/Marketing	5520	24,706	16,745	17,107	36,400
Service Provider Contract	8000	496,297	498,623	278,740	525,000
One-Stop Operator	8100	42,100	17,531	22,477	45,000
Internal Monitoring	8200	-	34,133	34,115	65,000
OJT	8300	(11,420)	59,396	172,064	385,000
EWT	8310	(30,788)	-	-	-
Paid-Work Experience	8320	3,971	20,125	4,740	144,000
DW Work Experience	8325	-	155,498	216,401	-
Apprenticeships	8330	-	-	-	90,000
Contracted Workforce Services	8335	-	54,400	34,400	72,000
Youth Stipends	8340	-	31,611	14,005	12,000
Other Customer Support Services	8341	25,946	34,414	20,384	33,600
Customer Training	8342	2,668,075	1,876,719	850,401	1,945,800
Customer Supportive Services	8343	117,149	3,575	-	39,000
Licensures	8344	930	(220)	-	-
Training Related Material	8345	119,331	92,446	44,370	72,600
Fees/exams/certifications	8346	111,553	34,861	20,646	33,000
Non Reportable ITA	8347	4,095	-	-	-
Total Program Expenses		3,696,460	3,027,045	1,793,007	3,585,856
Professional Fees					
Accounting/Audit Fees	5100	39,813	31,188	30,645	35,000
Legal Fees	5101	109,898	49,898	91,117	90,000
Legal (Lobbying)	5105	-	15,270	30,245	25,000
Professional Service	5104	64,460	37,874	45,870	73,680
Contract Labor	5170	14,988	130,885	143,104	76,800
Contract IT Services	5171	281,885	331,373	255,748	230,628
Cybersecurity - IT	5172	67,260	40,791	27,192	43,200
Total Professional Fees		578,302	637,279	623,921	574,308
Supplies					
Office Supplies	5302	24,666	41,358	11,172	17,940
Postage/Shipping	5307	4,812	2,158	1,797	4,500
Document Shredding	5308	1,186	875	712	950
Total Supplies		30,663	44,391	13,681	23,390
Insurance					
Insurance - Commercial Property	5400	11,773	5,370	4,701	23,900
Insurance - General Liability	5401	72,914	55,619	54,258	73,784
Insurance - Workers Comp	5403	11,328	30,618	22,010	57,543
Insurance - Auto	5404	7,186	6,673	5,071	8,400
Insurance - Claims	5405	2,500	-	-	-
Total Insurance		105,701	98,280	86,040	163,627
Occupancy					
Office Rent/Lease	5200	231,886	260,597	174,343	253,679



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Other Leases	5201	18,814	7,880	2,220	4,440
Utilities	5202	52,790	35,414	20,705	34,300
Repairs & Maintenance	5203	14,232	24,941	18,155	3,480
Security	5204	1,400	467	4,318	468
Janitorial Expense	5205	43,618	43,878	27,185	44,130
Pest Control	5206	2,837	2,321	1,568	2,352
Total Occupancy		365,577	375,498	248,494	342,849
Office Equipment					
Equipment Rent/Lease	5300	33,572	38,543	25,174	31,636
Copy Machine Usage/Maintenance	5301	21,818	8,492	6,407	9,120
Comp Software/License/Maintenance	5304	72,456	105,145	77,772	113,573
Equipment < \$5,000	5305	53,805	157,958	2,389	17,500
Other	5207	-	-	-	-
Total Office Equipment		181,651	310,138	111,742	171,829
Travel and Meetings					
Travel - Mileage	5540	11,849	3,499	3,035	9,000
Travel - Out of Town	5541	7,971	-	13,235	24,700
Meetings/Conferences	5560	10,661	4,651	6,662	16,750
Total Travel and Meetings		30,431	8,150	22,932	50,450
Licences, Dues and Other Fees					
Staff Training/Education	5052	1,398	11,435	20,725	24,950
Other Employee expenses	5055	42	3,455	-	-
Recruitment	5095	1,617	1,851	856	18,700
Payroll Processing Fees	5103	9,422	8,066	5,319	8,950
License/Dues & Other Fees	5581	25,491	30,407	24,936	40,384
FSA Administrative Expenses	5582	450	-	-	600
401k Administrative Fees	5583	9,292	6,123	500	12,000
HRIS Administrative Fees	5584	6,053	5,109	3,521	5,400
Total Licences, Dues and Other Fees		53,765	66,446	55,857	110,984
Amortization and Depreciation					
Depreciation Expense	5901	29,929	25,677	-	8,900
Amortization Expense	5902	1,247	-	-	-
Total Amortization and Depreciation		31,176	25,677	-	8,900
Miscellaneous					
Bank Fees	5102	1,990	1,122	694	-
Other Expense	5700	24,393	4,422	-	-
Vehicle Expenses	5701	2,056	941	230	4,705
Penalties\Disallowed Expenses	5710	8,700	341	-	-
Interest Expense	5900	16,015	-	-	-
Total Miscellaneous		53,153	6,826	924	4,705
Total Expenditures		9,605,164	8,369,235	5,328,399	9,090,764
Net Revenue over (under) Expenditures		585,539	66,595	6,870	53,960



ATTACHMENT 6
2022-2023
Planning Budget
(Fed. vs. Unrestricted)



CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023

	G/L	Federal Grants	Unrestricted	Total
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	9,053,724	-	9,053,724
Grant Revenue - State	3001	-	-	-
Grant Revenue - Local	3002	-	-	-
Total Grant Revenue		9,053,724	-	9,053,724
Contributions				
Corporate Revenue	3100	-	4,000	4,000
Sponsorship Revenue	3101	-	3,000	3,000
Donations	3102	-	-	-
Total Contributions		-	7,000	7,000
Program Revenue				
Ticket to Work Revenue	3103	-	78,000	78,000
Usage Fee Revenue	3104	-	-	-
STEM - Field Trips	3400	-	-	-
Camp Fees	3421	-	-	-
Before/After Care	3422	-	-	-
Cyber Security	3470	-	-	-
Program Revenue	3502	-	-	-
Total Program Revenue		-	78,000	78,000
Investment Income				
Interest/Dividends	3200	-	6,000	6,000
Unrealized Gain/Loss	3201	-	-	-
Total Investment Income		-	6,000	6,000
Other Income				
Other Revenues	3300	-	-	-
Gain <Loss> on Sale/Disposal	5703	-	-	-
Total Other Income		-	-	-
Total Operating Revenue		9,053,724	91,000	9,144,724
Total Revenue		9,053,724	91,000	9,144,724
Expenditures				
Personnel Expenses				
Salary Expense	5000	2,923,315	-	2,923,315
Salary Expense - Benefit Stipend	5005	629,000	-	629,000
Payroll Taxes	5050	286,730	-	286,730
Fringe Benefits (ER Paid)	5060	37,200	-	37,200
Health Ins	5070	-	-	-
Retirement	5090	177,621	-	177,621
Total Personnel Expenses		4,053,866	-	4,053,866
Program Expenses				
Operating Supplies	5303	1,200	-	1,200
Food and Beverages	5310	-	2,400	2,400



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Federal Grants	Unrestricted	Total
Communications	5500	83,856	-	83,856
Outreach/Marketing	5520	36,400	-	36,400
Service Provider Contract	8000	525,000	-	525,000
One-Stop Operator	8100	45,000	-	45,000
Internal Monitoring	8200	65,000	-	65,000
OJT	8300	385,000	-	385,000
EWT	8310	-	-	-
Paid-Work Experience	8320	144,000	-	144,000
DW Work Experience	8325	-	-	-
Apprenticeships	8330	90,000	-	90,000
Contracted Workforce Services	8335	72,000	-	72,000
Youth Stipends	8340	12,000	-	12,000
Other Customer Support Services	8341	33,600	-	33,600
Customer Training	8342	1,945,800	-	1,945,800
Customer Supportive Services	8343	39,000	-	39,000
Licensures	8344	-	-	-
Training Related Material	8345	72,600	-	72,600
Fees/exams/certifications	8346	33,000	-	33,000
Non Reportable ITA	8347	-	-	-
Total Program Expenses		3,583,456	2,400	3,585,856
Professional Fees				
Accounting/Audit Fees	5100	35,000	-	35,000
Legal Fees	5101	90,000	-	90,000
Legal (Lobbying)	5105	-	25,000	25,000
Professional Service	5104	73,680	-	73,680
Contract Labor	5170	76,800	-	76,800
Contract IT Services	5171	230,628	-	230,628
Cybersecurity - IT	5172	43,200	-	43,200
Total Professional Fees		549,308	25,000	574,308
Supplies				
Office Supplies	5302	17,940	-	17,940
Postage/Shipping	5307	4,500	-	4,500
Document Shredding	5308	950	-	950
Total Supplies		23,390	-	23,390
Insurance				
Insurance - Commercial Property	5400	23,900	-	23,900
Insurance - General Liability	5401	73,784	-	73,784
Insurance - Workers Comp	5403	57,543	-	57,543
Insurance - Auto	5404	8,400	-	8,400
Insurance - Claims	5405	-	-	-
Total Insurance		163,627	-	163,627
Occupancy				
Office Rent/Lease	5200	253,679	-	253,679
Other Leases	5201	-	4,440	4,440
Utilities	5202	34,300	-	34,300
Repairs & Maintenan	5203	3,480	-	3,480



CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023

	G/L	Federal Grants	Unrestricted	Total
Security	5204	468	-	468
Janitorial Expense	5205	44,130	-	44,130
Pest Control	5206	2,352	-	2,352
Total Occupancy		338,409	4,440	342,849
Office Equipment				
Equipment Rent/Lease	5300	31,636	-	31,636
Copy Machine Usage/Maintenance	5301	9,120	-	9,120
Comp Software/License/Maintenance	5304	113,573	-	113,573
Equipment < \$5,000	5305	17,500	-	17,500
Other	5207	-	-	-
Total Office Equipment		171,829	-	171,829
Travel and Meetings				
Travel - Mileage	5540	9,000	-	9,000
Travel - Out of Town	5541	24,700	-	24,700
Meetings/Conferences	5560	16,750	-	16,750
Total Travel and Meetings		50,450	-	50,450
Licences, Dues and Other Fees				
Staff Training/Education	5052	24,950	-	24,950
Other Employee expenses	5055	-	-	-
Recruitment	5095	18,700	-	18,700
Payroll Processing Fees	5103	8,950	-	8,950
License/Dues & Other Fees	5581	35,884	4,500	40,384
FSA Administrative Expenses	5582	600	-	600
401k Administrative Fees	5583	12,000	-	12,000
HRIS Administrative Fees	5584	5,400	-	5,400
Total Licences, Dues and Other Fees		106,484	4,500	110,984
Amortizatoin and Depreciation				
Depreciation Expense	5901	8,200	700	8,900
Amortization Expense	5902	-	-	-
Total Amortizatoin and Depreciation		8,200	700	8,900
Miscellaneous				
Bank Fees	5102	-	-	-
Other Expense	5700	-	-	-
Vehicle Expenses	5701	4,705	-	4,705
Penalties\Disallowed Expenses	5710	-	-	-
Interest Expense	5900	-	-	-
Total Miscellaneous		4,705	-	4,705
Total Expenditures		9,053,724	37,040	9,090,764
Net Revenue over (under) Expenditures		-	53,960	53,960



ATTACHMENT 7
2022-2023
**Cost Allocation/
Expenditure Report**



**CareerSource Pinellas
Cost Allocation/Expenditure Report
Planning Budget for the Year Ended June 30, 2023**

	WIOA	Employment Services	WTP	SNAP	TAA	Cost Pools/Other	Total
Proposed 2022-2023 Budget	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764
<u>Budgeted Expenditures</u>							
Pooled Costs							
Program Cost Pool	223,827	429,874	244,333	53,761	7,491	-	959,286
Business Services	350,000	50,000	273,229	50,000	-	-	723,229
One-Stop Operating	181,851	88,504	99,905	21,982	-	-	392,242
MIS\Technology	17,948	35,070	19,591	4,311	-	-	76,920
Outreach and Marketing	29,641	52,954	32,357	7,119	4,965	-	127,036
Staff Training and Development	4,387	7,837	4,787	1,054	735	-	18,800
Administrative\Program Indirect	694,636	139,845	367,679	20,354	10,221	-	1,232,735
Total Pooled Costs	1,502,290	804,084	1,041,881	158,581	23,412	-	3,530,248
	30%	60%	47%	46%	24%		39%
Direct Costs							
Personnel Expenses	610,254	311,427	671,967	150,337	-	-	1,743,985
Service Provider Contracts	507,000	-	18,000	-	-	-	525,000
Subsidized Employment (OJT/EWT)	294,000	-	325,000	-	-	-	619,000
Training and Support Services	1,996,800	1,200	48,000	6,000	72,000	-	2,124,000
Other Costs	119,510	229,159	132,152	30,082	588	37,040	548,531
Total Direct Costs	3,527,564	541,786	1,195,119	186,419	72,588	37,040	5,560,516
	70%	40%	53%	54%	76%		61%
Total Costs	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764