

**2019-2020 Planning Budget****Budget Modification #1**

| Funding Streams                                   | Approved Budget for 2019-2020 | Proposed Modification #1 | Proposed Modified Budget |
|---|-------------------------------|--------------------------|--------------------------|
| <b>Workforce Innovation &amp; Opportunity Act</b> |                               |                          |                          |
| Adult   | 1,799,381                     | (137,135)                | 1,662,246                |
| Dislocated Worker                                 | 1,850,000                     | 396,681                  | 2,246,681                |
| Youth   | 1,602,382                     | -                        | 1,602,382                |
| Career Ready - Sector Strategies IT               | -                             | 86,248                   | 86,248                   |
| WIOA Supplemental                                 | -                             | 137,135                  | 137,135                  |
| WIOA Apprenticeship Expansion                     | 90,000                        | 10,000                   | 100,000                  |
| WIOA Soft Skills                                  | 70,000                        | 29,793                   | 99,793                   |
| <b>Total WIOA</b>                                 | <b>5,411,763</b>              | <b>522,722</b>           | <b>5,934,485</b>         |
| <b>Total Employment Services</b>                  | <b>1,231,500</b>              | <b>-</b>                 | <b>1,231,500</b>         |
| <b>Welfare Transition</b>                         | <b>2,279,121</b>              | <b>-</b>                 | <b>2,279,121</b>         |
| <b>Supplemental Nutrition Assistance Program</b>  | <b>470,000</b>                | <b>-</b>                 | <b>470,000</b>           |
| <b>Trade Adjustment Assistance</b>                | <b>348,000</b>                | <b>-</b>                 | <b>348,000</b>           |
| <b>TOTAL DEO</b>                                  | <b>9,740,384</b>              | <b>522,722</b>           | <b>10,263,106</b>        |
| <b>Youthbuild - Department of Labor</b>           | <b>545,207</b>                | <b>-</b>                 | <b>545,207</b>           |
| <b>Juvenile Welfare Board of Pinellas County</b>  | <b>14,000</b>                 | <b>(13,000)</b>          | <b>1,000</b>             |
| <b>Other Revenue</b>                              | <b>133,440</b>                | <b>-</b>                 | <b>133,440</b>           |
| <b>TOTAL NON-DEO</b>                              | <b>692,647</b>                | <b>(13,000)</b>          | <b>679,647</b>           |
| <b>TOTAL 2019-2020 BUDGETED REVENUE</b>           | <b>10,433,031</b>             | <b>509,722</b>           | <b>10,942,753</b>        |

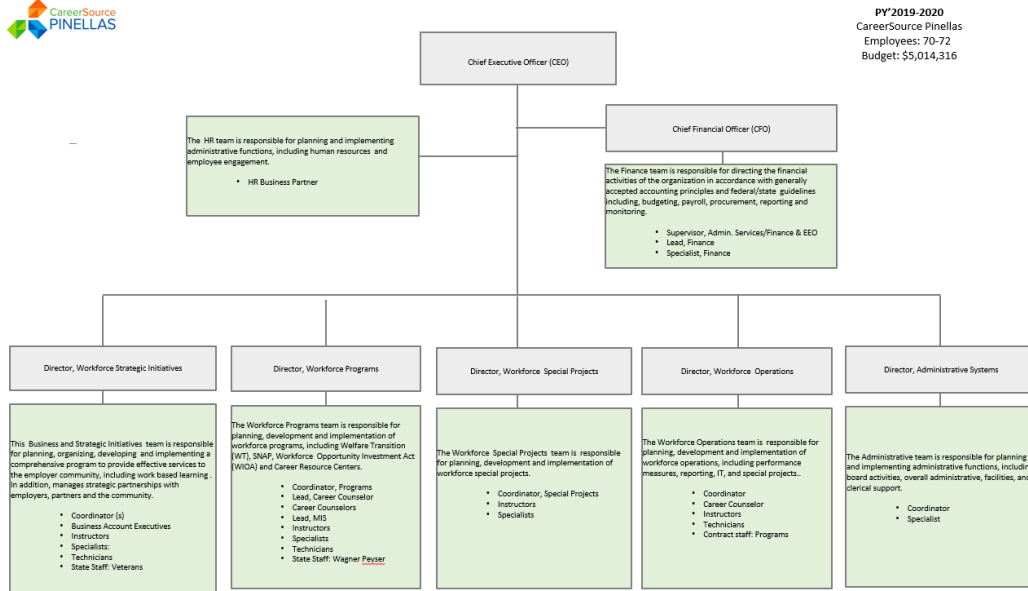
**Statements of Activities**  
**For the Four Months Ended October 31, 2020**

|                                | <u>Actual YTD</u>  | <u>Budget</u>       | <u>Variance</u>   |
|--------------------------------|--------------------|---------------------|-------------------|
| <b>Revenue</b>                 |                    |                     |                   |
| Operating Revenue              |                    |                     |                   |
| Grant Revenue                  | \$ 3,399,563       | \$ 3,585,218        | \$ (185,655)      |
| Program Revenue                | 40,134             | 42,000              | (1,866)           |
| Investment Income              | 1,363              | 480                 | 883               |
| Other Income                   | 483                | -                   | 483               |
| Sales Revenue (net)            | 20                 | -                   | 20                |
| <b>Total Revenue</b>           | <b>3,441,563</b>   | <b>3,627,698</b>    | <b>(186,135)</b>  |
| <b>Expenditures</b>            |                    |                     |                   |
| Personnel Expenses             | 1,619,872          | 1,665,239           | (45,367)          |
| Program Expenses               | 1,396,944          | 1,650,553           | (253,609)         |
| Professional Fees              | 133,439            | 137,125             | (3,686)           |
| Supplies                       | 8,654              | 11,204              | (2,550)           |
| Insurance                      | 49,092             | 48,086              | 1,006             |
| Occupancy                      | 132,568            | 133,813             | (1,245)           |
| Office Equipment               | 64,811             | 63,060              | 1,751             |
| Travel and Meetings            | 17,561             | 21,291              | (3,730)           |
| Licences, Dues and Other Fees  | 21,820             | 22,170              | (350)             |
| Amortization and Depreciation  | 1,084              | -                   | 1,084             |
| Miscellaneous                  | 20,359             | 4,342               | 16,017            |
| <b>Total Expenses</b>          | <b>3,466,204</b>   | <b>3,756,883</b>    | <b>(290,679)</b>  |
| <b>Surplus &lt;Deficit&gt;</b> | <b>\$ (24,641)</b> | <b>\$ (129,185)</b> | <b>\$ 104,544</b> |

**Cost Allocation/Expenditure Report  
For the Four Months Ended October 31, 2019**

|                                      | WIOA             | Employment Services | WTP              | SNAP           | TAA            | Total Direct Grants and Spec Projects | Total             |
|--------------------------------------|------------------|---------------------|------------------|----------------|----------------|---------------------------------------|-------------------|
| 2019- 2020 Approved Budget           | 5,411,763        | 1,231,500           | 2,279,121        | 470,000        | 348,000        | 692,647                               | 10,433,031        |
| Budget Modification #1               | 522,722          | -                   | -                | -              | -              | (13,000)                              | 509,722           |
| Approved Budget Modification #1      | <b>5,934,485</b> | <b>1,231,500</b>    | <b>2,279,121</b> | <b>470,000</b> | <b>348,000</b> | <b>679,647</b>                        | <b>10,942,753</b> |
| <b>Expenditures to Date:</b>         |                  |                     |                  |                |                |                                       |                   |
| <b>Pooled Costs</b>                  |                  |                     |                  |                |                |                                       |                   |
| Case Management                      | 15,438           | 1,415               | 28,066           | 4,503          | 17             | -                                     | 49,439            |
| Business Services                    | 263,511          | 41,912              | 85,481           | 38,620         | -              | -                                     | 429,524           |
| One-Stop Operating                   | 7,719            | 142,013             | 14,641           | 7,517          | 5,642          | -                                     | 177,532           |
| MIS\Technology                       | 4,830            | 73,842              | 8,348            | 3,944          | 3,097          | -                                     | 94,061            |
| Outreach and Marketing               | 494              | 19,445              | 936              | 1,180          | 640            | -                                     | 22,695            |
| Administrative                       | 186,121          | 47,665              | 73,018           | 8,577          | -              | 25,554                                | 340,935           |
| <b>Total Pooled Costs</b>            | <b>478,113</b>   | <b>326,292</b>      | <b>210,490</b>   | <b>64,341</b>  | <b>9,396</b>   | <b>25,554</b>                         | <b>1,114,186</b>  |
|                                      | 25%              | 87%                 | 27%              | 47%            | 66%            | 12%                                   | 32%               |
| <b>Direct Costs</b>                  |                  |                     |                  |                |                |                                       |                   |
| Personnel Expenses                   | 243,197          | 43,329              | 467,374          | 70,283         | 670            | 92,789                                | 917,642           |
| Service Provider Contracts           | 114,134          | -                   | 2,165            | -              | -              | -                                     | 116,299           |
| Training and Support Services        | 1,086,073        | 751                 | 89,566           | 2,149          | 4,100          | 17,522                                | 1,200,161         |
| Other Direct Operating Costs         | 23,745           | 5,441               | 17,762           | 1,542          | 14             | 69,412                                | 117,916           |
| <b>Total Direct Costs</b>            | <b>1,467,149</b> | <b>49,521</b>       | <b>576,867</b>   | <b>73,974</b>  | <b>4,784</b>   | <b>179,723</b>                        | <b>2,352,018</b>  |
|                                      | 75%              | 13%                 | 73%              | 53%            | 34%            | 88%                                   | 68%               |
| <b>Total Costs</b>                   | <b>1,945,262</b> | <b>375,813</b>      | <b>787,357</b>   | <b>138,315</b> | <b>14,180</b>  | <b>205,277</b>                        | <b>3,466,204</b>  |
| <b>Unexpended Budget Balance</b>     | <b>3,989,223</b> | <b>855,687</b>      | <b>1,491,764</b> | <b>331,685</b> | <b>333,820</b> | <b>474,370</b>                        | <b>7,476,549</b>  |
| <b>Percentage of Budget Expended</b> | <b>32.8%</b>     | <b>30.5%</b>        | <b>34.5%</b>     | <b>29.4%</b>   | <b>4.1%</b>    | <b>30.2%</b>                          | <b>31.7%</b>      |

# Organization



## Completed:

- Conducted an **Employee Engagement Survey** (February 2019)
  - Salary, Health & Benefits, Training and Communication
- Completed a **Comprehensive Salary and Title Review** (approved June 5, 2019)
- Taking Steps to Improve **Communication**
  - CSPIN Town Hall Meetings (Quarterly)
  - HR Happenings – *Internal Newsletter*
  - Pinellas Pinnacle – *Community Newsletter*
  - CSPIN Chairman’s Report – *Board Newsletter*
- Aligned **Performance Evaluations** with the Program Year
- Completed a **Health and Benefits Analysis & Review** (Approved July 17, 2019)
- Conducted a **Cybersecurity Review**

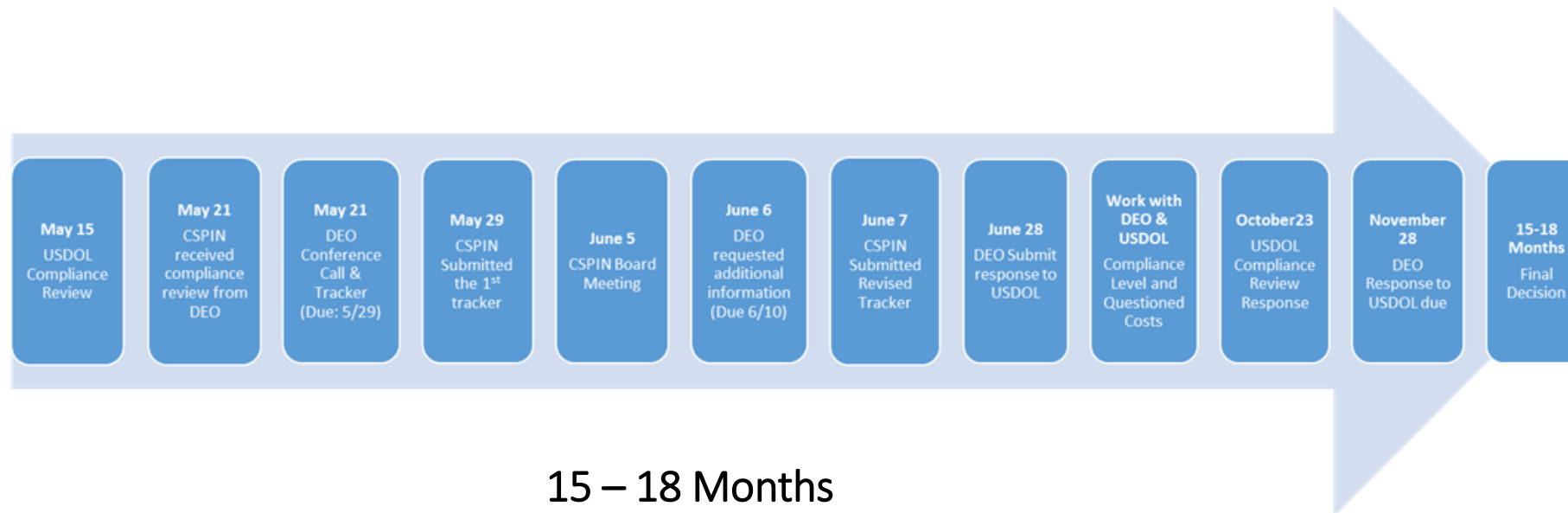
## In Progress:

- Employee Handbook Review**
- Desk Guides and SOP’s Review**

# Workforce Development

- **Strategic Planning 2020**
  - Ad Hoc Committee: Strategic Planning Team
  - Focus Groups: Board Members, Partners, Employers, Job Seekers and Employees
- **Local Workforce Development Plan** (March 2020)
  - MOUs and IFAs
- **Monthly Career Fairs – Epi Center**
  - January 30<sup>th</sup> – General Career Fair
- **Professional Networking Group (PNG)**
- **Satellite Office**
  - SPC – Tarpon Springs & EPI Center

# U.S. Department of Labor Compliance Review



# Science Center



**SOLD!**  
**November 20, 2019**