

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: August 2, 2018, 9:00 a.m.
Location: CareerSource Tampa Bay Office, 4902 Eisenhower Blvd. Tampa, FL

Call to Order

Incoming Chair Sophia West called the meeting to order at 9:03 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

Jasiel Legon, Michael Smith, Sophia West

Board Members not in attendance

Steve Hooper

Staff Present

Juditte Dorcy, Sheila Doyle, Anna Munro, Mai Russell

BOCC Liaison/Representative

Kenneth Jones, Ron Barton

Guest

Teri Morrow

The items are listed in the order of discussion.
▶ indicates committee action

Action Items

▶ Approval of Minutes: April 26, 2018 Finance Committee Meeting

A motion to approve the minutes of April 26th Finance Committee Meeting was made by Mike Smith and seconded by Jasiel Legon. The motion passed unanimously.

▶ 2018 – 2019 Budget Modification No. 1

Finance Director Sheila Doyle presented this item for consideration. Total budget revenue has increased from \$20.7M to \$22.5M. Interim Executive Director Dorcy added the new \$100k award for Apprenticeship will provide construction training targeted for Migrant Seasonal Farmworkers. **A motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

▶ Paid Time Off

HR Consultant Morrow presented this item. Referring to the excerpt on PTO taken from the Employee Handbook, she compared the current policy with industry standard. A discussion on capping PTO hours, capping PTO payout, unpaid leave, and FMLA ensued.

A motion to cap the accumulation of PTO hours not to exceed 480 hours was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

A motion to cap PTO payout at two (2) times the maximum annual accrual hours based on length of service was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

A motion to payout [transition employees with] accumulated PTO hours in December was made by Mike Smith and seconded by Jasiel Legon. The motion passed unanimously.

A motion to remove “Employees may not request unpaid leave with approval from the President & CEO” was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

A motion to add the following policy “PTO hours run concurrently with FMLA” was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

► 401(k) Plan Non-Elective Contribution (NEC)

Finance Director Anna Munro presented this item for consideration. **A motion to approve NEC of 5% of an employee's eligible earnings to be allocated as of the end of each payroll period within the Plan** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

Other Administrative Matters

► Combining Audit & Finance Committees

A motion to combine Audit & Finance Committees was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

Information Items

Section 125 Wrap Plan document

HR Consultant Morrow spoke on this item. She explained the filing of this document allows employees to make pre-tax payroll deduction for benefits. This document is being reviewed and will be presented for board approval by September 1st.

Expenditures Report for Period Ending June 30, 2018

A review of expenditures by program ensued. CareeSource Tampa Bay has expended 72% of its 2017 – 2018 budgets.

Public Comments

None was made.

Adjournment

The meeting was adjourned at approximately 10:35 a.m.