

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: October 25, 2018, 9:00 a.m.
Location: Tele-Conference

Call to Order

Chair Sophia West called the meeting to order at 9:04 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

Don Noble, Randall King, Sophia West

Board Members not in attendance

Jasiel Legon

Staff Present

Juditte Dorcy, Sheila Doyle, Anna Munro, Mimi Tran, Mai Russell

BOCC Liaison/Representative

Kenneth Jones

▶ indicates committee action

Public Comments

There was none.

Action/Discussion Items

▶ Approval of Minutes: August 2, 2018 Finance Committee Meeting

A motion to approve the minutes of August 2nd Finance Committee Meeting was made by Don Noble and seconded by Randall King. The motion passed unanimously.

▶ 2018 – 2019 Budget Modification No. 2

CFO Sheila Doyle presented this item for consideration. Total budget revenue has increased from \$22.5M to \$23.3M. A discussion on changes by program area ensued. **A motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget** was made by Sophia West and seconded by Don Noble. The motion passed unanimously.

Section 125 Cafeteria Plan

HR Director Mimi Tran advised that research has been in progress to assure compliance. This item will be brought to the Board for approval in the future.

Information Items

Expenditures Report for Period Ended June 30, 2018

CFO Doyle reviewed the expenditures report. A discussion on expenditure rate by program ensued. As of September 30th, CareerSource Tampa Bay has expended 14.84% of its overall budgets.

Supportive Services Update

CFO Doyle reported the supportive services policy is being reviewed. She reported on findings on other alternatives when providing supportive services. Speedway gas card is limited for purchasing fuel only. For public transportation, HART offers bus passes. For other services such as uniforms and tools, staff will be looking into direct billing with vendors or reimbursing the participant through a check request process or reloadable bank visa cards.

Supportive Services Audit

Audits Director Anna Munro reported Powell & Jones will begin their audit review beginning Nov 26th. The review will include pulling sample participants' file for eligibility compliance. The policies will also be reviewed and compared with best practices. The review period covers 2014 thru 2017.

Third Party Vendors

A listing of third party vendors was provided in the meeting packet. Audits Director Anna Munro reported on the service providers to-date. Responding to committee's inquiry, Munro advised SARA is a case management software. A discussion on purchasing threshold for approval ensued. Three quotes are needed for purchases above \$3,500. Purchases above \$150,000 requires Board approval.

Internal & External Audits

A listing of both internal & external audit financial reviews was provided in the meeting packet. Audits Director Munro reported DEO has been conducting their monitoring on quarter & annual basis. External review of financial statements have been conducted by Powell & Jones.

National Association of Workforce Boards (NAWB) Forum

Interim Director Dorcy reported a conference for board members will be held on March 23 thru 29, 2019 at Washington DC. This annual conference has been hosted by the National Association of Workforce Boards.

Adjournment

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