

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: February 28, 2019
Location: 4902 Eisenhower Blvd., Ste. 250, Tampa, FL

Call to Order

Chair Sophia West called the meeting to order at 9:38 a.m. There was a quorum present with the following Audit Committee members participating.

Board members in attendance

Don Noble, Randall King, Sophia West, (all board members present via conference call)

Staff Present

Juditte Dorcy, Sheila Doyle, Anna Munro, John Flanagan- via conference call

BOCC Liaison/Representative

Kenneth Jones

The items are listed in the order of discussion.

▶ indicates committee action

Public Comments

There were none.

Action/Discussion Items

▶ **Approval of Minutes: December 6, 2018 Special Finance Committee**

A motion to approve the minutes of **December 6, 2018 Special Finance Committee Meeting**

Motioned by: [Randall King](#)

Seconded by: [Don Noble](#)

The motion passed unanimously.

▶ **Action Item – 2018-2019 Budget Modification No. 3**

2018-2019 Budget Modification No. 3 presented by Sheila Doyle

Refer to Page 4 of the February 28, 2019 Finance Committee Agenda Packet

- The total budgeted revenue had an overall decrease of \$280,037. This is due to the following:
 - New award for WIOA Soft Skills \$100,000.
 - Welfare Transition Program had a decrease in Welfare Transition of \$455,037.
 - New award for Tech Hire Evaluation Program of \$75,000.
 - There was a decrease in expenditures of \$281,297.

The following points of discussion ensued

- Sophia West asked for clarification about the reductions to the budget. Sheila Doyle explained the DEO's procedure to monitor all Career Source locations and review which ones are in need of additional funding, and those who have funds available due to slower utilization rates. The DEO then reaches out for reallocation of funds.
- Sophia West asked about the grants and how they are sourced and procured.
- John Flanagan explained that the reallocations come from Federal level DEO and are passed down to the states. John also commented about the pool of grant and award moneys that have RFP's that CSTB reviews and applies for.

A Motion to approved the 2018-2019 Budget Modifications No 3.

Motioned by: [Don Noble](#)

Seconded by: [Randall King](#)

The motion passed unanimously.

Other Administrative Matters

(This item of discussion was not part of the Finance Committee agenda, however information was requested about the topic)

- Don Noble asked whether the next meeting would be a combined meeting of the Audit and Finance Committees. Anna Munro responded that there cannot be a combined meeting until it is approved by the Bylaws Committee. It was asked if the Bylaws Committee had been formed. John Flanagan explained that during the Executive Committee meeting last week the Chair appointed members to the Bylaws Committee. If there are any Board Members who would like to be on the Bylaws Committee, please let John Flanagan know and he will pass that along to Executive Committee Chair Sean Butler.

Information Items

Expenditure Reports for Period Ending January 31, 2019. Presented by Sheila Doyle
The CSTB Expenditure Report, the Pooled Cost Expenditure Detail Report, and the Grant Award to Actual Expenditures Comparison Report were all highlighted and briefly discussed.

Ken Jones and Sophia West complimented staff for providing this additional information.

Public Comments

No Public Comments

Adjournment

The meeting was adjourned at approximately 10:01 a.m.