



Thursday, February 28, 2019 9:30 AM
4902 Eisenhower Blvd., Ste. 250, Tampa, FL
Conference Dial: 1-800-511-7985
Conference Code: 605-9608#

Finance Committee Agenda

- I. **Welcome and Introductions** Sophia West, Chair

- II. **Action/Discussion Items**
 - 1. Approval of Minutes – December 6, 2018 Special Finance Committee Meeting Page 2
 - 2. 2018 – 2019 Budget Modification No. 3 S.Doyle, Page 4

- III. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)

- IV. **Information Items**
 - 1. Expenditure Reports for Period Ended January 31, 2019 S. Doyle, Page 8

- V. **Public Comments**

- VI. **Adjournment**

Next Finance Committee Meeting – April 25, 2019

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: December 6, 2018, 11:00 a.m.
Location: 4902 Eisenhower Blvd., Ste. 250, Tampa, FL

Call to Order

Chair Sophia West called the meeting to order at 11:04 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

Don Noble, Randall King, Sophia West (via telephone)

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: October 25, 2018 Finance Committee Meeting

A motion to approve the minutes of October 25th Finance Committee Meeting was made by Randall King and seconded by Don Noble. The motion passed unanimously.

► Section 125 Cafeteria Plan Benefits Stipend

HR Director Tran presented this item for consideration. She advised a cafeteria style plan has been offered to all full time employees. This plan allows the employees the options to select a customized benefits plan that best meet their needs. Among the choices include medical, dental, dependent benefits, long- & short-term disability plan, life insurance and voluntary life insurance, and contributions to the employee's 401(k) plan. HR Director Tran added a legal review has been conducted to assure compliance, then directed members' attention to the memo from the review attorney Berry dated December 4, 2018. She concluded with the recommendation to approve the cafeteria plan and the benefit stipend of 28%.

The following points of discussion ensued:

- For those employees who are opting not to use the stipend towards a medical coverage, the employees are required to provide evidence of receiving other alternate health coverage
- Out of approximately 115 employees, around 60 percent of the employees has enrolled in the company's health care plan
- Unused stipend could be used towards other benefits under the cafeteria plan, such as 401(k) or received as additional wages
- The stipend covers high deductible fees of over \$6K annually on healthcare coverage.

Original Motion

Approval of the cafeteria plan & the benefit stipend at 28% was made by Don Noble and seconded by Randall King.

The following points of discussion ensued:

- Committee members requested a study be conducted to vet the overarching compensation benefits offering to all employees

- Conducting a Compensation audit and study, beginning with forming an ad hoc Compensation Committee to review & approve the request for proposals
- Amending the original motion to a two-part motion that includes a caveat that the compensation audit/study is conducted prior to next approval and forming a compensation committee

Amended Motion (1st part)

A motion to approve the cafeteria plan & the benefit stipend at 28% as presented, with a caveat that a compensation audit/study is conducted prior to next approval was made by Don Noble and seconded by Randall King. The motion passed unanimously.

Amended Motion (2nd part)

A motion to proceed with the RFP process for a compensation audit & study, including forming an ad hoc compensation committee was made by Don Noble and seconded by Randall King. The motion passed unanimously.

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.

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ACTION ITEM

PY 2018-2019 Budget Modification No. 3

Background:

Total budgeted revenue has decreased from \$23,324,084 to \$23,044,047 for an overall decrease of \$280,037. This is due to the following:

Workforce Investment Act Programs:

New Award for WIOA Soft Skills of \$100,000

Welfare Transition Program:

Decrease in Welfare Transition of \$455,037

Direct Grants and Special Projects:

New Award for Tech Hire Evaluation Program of \$75,000

Additionally, there was a decrease in expenditures of \$281,297.

Recommendation

Approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

CareerSource Tampa Bay
 PY 2018-2019 Budget
 Modification #3

	Approved Budget	Modification No. 3	Modified Budget
WIOA Adult	4,701,045	-	4,701,045
WIOA Youth	3,353,651	-	3,353,651
WIOA Dislocated Worker	4,529,425	-	4,529,425
WIOA Community Based Sector Strategies	101,587	-	101,587
WIOA Community Based Training Construction	51,994	-	51,994
WIOA Sector Strategies IT Training	269,322	-	269,322
WIOA Sector Strategies Career Ready	299,409	-	299,409
WIOA Apprenticeship	100,000	-	100,000
WIOA Hurricane Maria Outreach	67,782	-	67,782
WIOA Soft Skills	-	100,000	100,000
WIOA Supplemental	251,171	-	251,171
Subtotal WIOA	13,725,386	100,000	13,825,386
Wagner Peyser	1,519,834	-	1,519,834
Veterans Programs	284,433	-	284,433
SNAP	767,240	-	767,240
Unemployment Svcs.	88,927	-	88,927
Trade Adjustment Act	191,270	-	191,270
Military Spouse	98,434	-	98,434
Subtotal Employment Services	2,950,138	-	2,950,138
Welfare Transition Program	4,300,000	(455,037)	3,844,963
Subtotal WTP	4,300,000	(455,037)	3,844,963
Reemployment & Eligibility Assessment (RESEA)	491,862	-	491,862
NEG - Hurricane Maria Evacuees	280,500	-	280,500
USDOL Tech Hire	1,294,726	-	1,294,726
Tech Hire Evaluation	-	75,000	75,000
Tampa Housing	95,353	-	95,353
Citi Foundation	186,119	-	186,119
Subtotal Grants and Special Projects	2,348,560	75,000	2,423,560
Total Combined	23,324,084	(280,037)	23,044,047

CareerSource Tampa Bay
CSTB Budget
PY 2018 (July 2018-June 2019)

	Workforce Innovation Opp Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CSTB PY 18-19	Modification No. 3	Prior CSTB Budget
REVENUE							
Program Year 2018 Awards	7,591,070	2,330,100	3,844,963	1,966,198	15,732,331	(280,037)	16,012,368
Prior Year Award Carryforward	6,234,316	620,038	-	457,362	7,311,716	-	7,311,716
TOTAL REVENUE	13,825,386	2,950,138	3,844,963	2,423,560	23,044,047	(280,037)	23,324,084
EXPENDITURES							
Indirect Cost Rate - Admin	967,777	275,214	269,147	169,649	1,681,787	(19,603)	1,701,390
PROGRAM SERVICES:							
Business Services	2,688,929	-	705,213	505,566	3,899,708	(292)	3,900,000
Case Management	2,655,000	890,000	900,000	192,000	4,637,000	(212,000)	4,849,000
Participant	5,151,000	170,000	990,000	295,000	6,606,000	943,000	5,663,000
SERVICE PROVIDER CONTRACTS:							
Service Provider Contracts	-	-	-	350,000	350,000	-	350,000
Junior Achievement	-	-	300,000	-	300,000	-	300,000
SUB TOTAL PROGRAM SVC	10,494,929	1,060,000	2,895,213	1,342,566	15,792,708	730,708	15,062,000
CSTB SUPPORT SERVICES							
Indirect Cost Rate - Program	414,762	117,949	115,348	72,707	720,766	(8,402)	729,168
Program Staff Direct	-	-	-	591,000	591,000	51,000	540,000
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000
One Stop Center Operating	476,730	875,402	78,888	173,980	1,605,000	-	1,605,000
Technology	115,521	171,615	169,505	43,359	500,000	-	500,000
Community Outreach	3,289	320,367	4,344	-	328,000	-	328,000
Employed Worker Training (EWT)	350,000	-	-	-	350,000	(100,000)	450,000
Subsidized Employment (OJT/PWE)	950,000	-	290,000	12,000	1,252,000	(950,000)	2,202,000
Staff Training & Development	22,034	8,766	16,566	2,634	50,000	15,000	35,000
SUB TOTAL CSTB SUPPORT SVCS	2,332,336	1,529,099	674,651	895,680	5,431,766	(992,402)	6,424,168
TOTAL DIRECT CLIENT	12,827,265	2,589,099	3,569,864	2,238,246	21,224,474	(261,694)	21,486,168
Unobligated Balance	30,344	85,825	5,952	15,665	137,786	1,260	136,526
SUMMARY							
Total Available	13,825,386	2,950,138	3,844,963	2,423,560	23,044,047	(280,037)	23,324,084
Total Direct Client	12,827,265	2,589,099	3,569,864	2,238,246	21,224,474	(261,694)	21,486,168
Total Administrative	967,777	275,214	269,147	169,649	1,681,787	(19,603)	1,701,390
Total Budgeted Cost	13,795,042	2,864,313	3,839,011	2,407,895	22,906,261	(281,297)	23,187,558
Unobligated Balance	30,344	85,825	5,952	15,665	137,786	1,260	136,526

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CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2018-2019
For Period Ending 1/31/2019

Program Description	Award Begin Date	Award End Date	Award Amount	FY18-19 Budget	FY18-19 Expenditures YTD	FY18-19 Remaining Budget	FY18-19 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2017	7/1/17	6/30/19	2,404,645	1,945,332	1,925,897	19,435	99.00%	79%	99%
WIOA - Adult PY2018	7/1/18	6/30/20	2,745,712	2,755,712	-	2,755,712	0.00%	29%	0%
WIOA - Dislocated Worker PY2017	7/1/17	6/30/19	3,219,985	2,575,099	2,230,257	344,842	86.61%	79%	89%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,964,326	1,954,326	-	1,954,326	0.00%	29%	0%
WIOA - Youth PY2017	4/1/17	6/30/19	2,725,862	923,791	878,739	45,052	95.12%	82%	98%
WIOA - Youth PY2018	4/1/18	6/30/20	3,004,861	2,429,862	-	2,429,862	0.00%	37%	0%
WIOA - Supplemental	7/1/18	12/31/19	251,171	251,171	-	251,171	0.00%	39%	0%
WIOA - Sector Strategies - Career READY	9/1/17	6/30/19	391,545	299,409	40,665	258,744	13.58%	78%	34%
WIOA - Sector Strategies - IT Training	7/1/17	6/30/19	396,495	269,322	47,359	221,963	17.58%	79%	44%
WIOA - Community Based Training - Construction	7/1/17	6/30/19	147,125	51,994	26,599	25,395	51.16%	79%	83%
WIOA - Community Based Sec Str	4/1/17	6/30/19	199,375	101,587	57,559	44,028	56.66%	82%	78%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	100,000	18,336	81,664	18.34%	38%	18%
WIOA - Soft Skills	2/1/19	8/31/20	100,000	100,000	-	100,000	0.00%	0%	0%
WIOA - Hurricane Maria Outreach	1/1/18	6/30/19	71,507	67,782	23,778	44,004	35.08%	72%	38%
Total Workforce Innovation Opportunity Act				13,825,386	5,249,189	8,576,197	37.97%		
Employment Services									
Wagner Peyser PY2017	7/1/17	9/30/18	1,389,416	286,668	286,668	(0)	100.00%	100%	100%
Wagner Peyser PY2018	7/1/18	9/30/19	1,283,166	1,233,166	546,741	686,425	44.34%	47%	43%
DVOP PY2017	10/1/17	10/31/18	245,000	75,889	30,506	45,383	40.20%	92%	81%
DVOP PY2018	10/1/18	9/30/19	215,189	152,189	36,404	115,785	23.92%	34%	17%
LVER PY 2017	10/1/17	9/30/18	57,000	18,308	6,341	11,967	34.64%	100%	79%
LVER PY 2018	10/1/18	9/30/19	53,797	38,047	9,984	28,063	26.24%	34%	19%
Supplemental Nutrition Assistance Program PY2017	10/1/17	9/30/18	787,357	204,740	186,102	18,638	90.90%	100%	98%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	750,000	562,500	253,498	309,002	45.07%	34%	34%
Reemployment Assistance Program PY2017	10/1/17	9/30/18	74,700	19,177	19,177	0	100.00%	100%	100%
Reemployment Assistance Program PY2018	10/1/18	9/30/19	93,000	69,750	11,626	58,124	16.67%	34%	13%
TAA Administration PY2017	7/1/17	9/30/19	14,695	7,078	1,219	5,859	17.22%	56%	60%
TAA Administration PY2018	7/1/18	6/30/19	13,000	13,000	-	13,000	0.00%	59%	0%
TAA Training PY2017	7/1/17	9/30/18	78,593	14,200	14,200	(0)	100.00%	100%	100%
TAA Training PY2018	7/1/18	6/30/19	112,512	112,512	16,845	95,667	14.97%	59%	15%
TAA Case Management PY2017	7/1/17	9/30/18	9,945	909	909	0	100.0%	100%	100%
TAA Case Management PY2018	7/1/18	6/30/19	43,571	43,571	8,387	35,184	19.25%	59%	19%
Military Family	7/1/18	6/30/19	98,434	98,434	60,140	38,294	61.10%	59%	61%
Total Employment Services				2,950,138	1,488,747	1,461,391	50.46%		
Welfare Transition									
Welfare Transition Program PY2018 July-Sept	7/1/18	11/30/18	929,305	929,305	929,305	-	100.00%	100%	100%
Welfare Transition Program PY2018 Oct-June	10/1/18	6/30/19	2,915,658	2,915,658	334,100	2,581,558	11.46%	45%	11%
Total Welfare Transition				3,844,963	1,263,405	2,581,558	32.86%		
Direct Grants & Special Projects									
RESEA Transition PY2018	1/1/18	12/31/18	380,020	201,862	201,862	0	100.00%	100%	100%
RESEA Transition PY2019	1/1/19	12/31/19	540,000	290,000	45,059	244,941	15.54%	8%	8%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/19	280,500	280,500	23,900	256,600	8.52%	67%	9%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,294,725	403,597	891,128	31.17%	65%	57%
Tech Hire Evaluation	3/20/18	6/30/20	75,000	75,000	8,663	66,337	11.55%	38%	12%
Tampa Housing	5/15/17	3/31/21	148,275	95,353	8,598	86,755	9.02%	44%	11%
Citi Foundation	9/18/17	6/30/19	250,000	186,119	158,596	27,523	85.21%	77%	89%
Total Direct Grants & Special Projects				2,423,560	850,275	1,573,285	35.08%		
Totals				\$ 23,044,047	8,851,616	14,192,431	38.41%		

**CareerSource Tampa Bay
Expenditure Report
For Period Ending January 31, 2019**

Funding Sources

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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Current Year Budgeted Revenues:

Carryforward Funds from FY 2018	6,234,316	620,038	-	457,362	7,311,716
FY 2019 Award	9,172,297	2,669,600	3,844,963	3,021,198	18,708,058
Total Funds available	15,406,613	3,289,638	3,844,963	3,478,560	26,019,774
Less: Planned Carryforward for FY 2020	(1,581,227)	(339,500)	-	(1,055,000)	(2,975,727)
Total Available Funds Budgeted	13,825,386	2,950,138	3,844,963	2,423,560	23,044,047

Expenditures to Date:

Pooled Costs:

Case Management	1,050,753	379,729	624,407	167,469	2,222,358
Business Services	1,062,989	91,248	265,625	56,797	1,476,659
Indirect Costs	431,177	178,444	104,491	67,638	781,750
One Stop Operating	3,191	601,329	108,686	111	713,317
Technology	11,926	176,215	32,015	9,522	229,678
Community Outreach	2,112	11,373	2,769	564	16,818
Staff Training & Development	4,685	2,846	567	2	8,100
Total Pooled Costs:	2,566,833	1,441,184	1,138,560	302,103	5,448,680

Direct Costs:

Service Provider Contracts	-	-	18,941	137,887	156,828
Participant Training Costs	2,617,739	31,155	102,965	83,595	2,835,454
Subsidized Employment (OJT/PWE)	64,191	-	2,939	-	67,130
Employed Worker Training (EWT)	-	-	-	-	-
Program Staff Direct	-	-	-	290,886	290,886
DEO (Jointly managed staff) travel	-	12,741	-	-	12,741
Other Operating Costs	426	3,667	-	35,804	39,897
Total Direct Costs:	2,682,356	47,563	124,845	548,172	3,402,936

Total Expenditures to Date

Unexpended Balance

% of Budget Expended

5,249,189	1,488,747	1,263,405	850,275	8,851,616
8,576,197	1,461,391	2,581,558	1,573,285	14,192,431
37.97%	50.46%	32.86%	35.08%	38.41%

**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending January 31,2019**

	Case Management	Business Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,849,000	3,900,000	2,430,557	1,605,000	500,000	328,000	35,000	13,647,557
Expenditures:								
Salaries & Benefits	2,151,138	1,354,894	491,415	-	-	-	8,100	4,005,547
Legal Fees	-	-	17,277	-	-	-	-	17,277
Bank Fees	-	-	505	-	-	-	-	505
Payroll Processing Fees	-	-	17,033	-	-	-	-	17,033
Professional Fees	28,260	10,682	14,737	-	-	-	-	53,679
Contract Labor	-	-	155,431	-	-	-	-	155,431
Contract IT Svcs	-	-	11,030	-	208,527	-	-	219,557
Office Rent / Lease	16,916	73,706	27,045	548,242	-	-	-	665,909
Utilities	-	-	-	16,906	-	-	-	16,906
Repairs & Maintenance	13	58	24	7,996	-	-	-	8,091
Security	160	698	286	6,307	-	-	-	7,451
Janitorial Services	-	-	-	4,740	-	-	-	4,740
Pest Control	-	-	-	634	-	-	-	634
Equipment Rental	1,092	4,758	1,765	28,349	-	-	-	35,964
Copy machine usage / maintenance	1,111	4,839	1,983	14,506	-	-	-	22,439
Office Supplies	179	781	858	9,457	-	154	-	11,429
Operating Supplies	-	-	899	689	-	1,980	-	3,568
Computer Software License / Maint	-	-	1,699	-	21,151	-	-	22,850
Equipment <5000	-	-	-	519	-	-	-	519
Postage / Shipping	98	427	430	2,489	-	-	-	3,444
Document Shredding	40	174	71	985	-	-	-	1,270
Insurance Com Property	189	473	520	9,348	-	-	-	10,530
Insurance General Liability	324	811	49	22,033	-	-	-	23,217
Insurance D&O	-	-	3,017	-	-	-	-	3,017
Telecommunication	3,245	11,780	8,564	39,600	-	-	-	63,189
Outreach / Marketing	-	-	-	-	-	14,589	-	14,589
Travel - Mileage	2,442	3,941	1,265	-	-	-	-	7,648
Travel - Out of town	14,513	7,333	5,702	-	-	-	-	27,548
Meetings & Conferences	2,375	1,128	1,232	34	-	-	-	4,769
License/Dues/Other Fees	263	176	18,194	200	-	95	-	18,928
Other Expenses	-	-	719	283	-	-	-	1,002
Total Expenditures to Date	2,222,358	1,476,659	781,750	713,317	229,678	16,818	8,100	5,448,680
Unexpended Balance	2,626,642	2,423,341	1,648,807	891,683	270,322	311,182	26,900	8,198,877
% of Budget Expended	46%	38%	32%	44%	46%	5%	23%	40%
Salaries & Benefits as a % of total	97%	92%	63%	0%	0%	0%	0%	
Operating costs as a % of total	4%	9%	37%	100%	100%	100%	100%	

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