

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: May 9, 2019
Location: 4902 Eisenhower Blvd., Ste. 250, Tampa, FL

Call to Order

Chair Sophia West called the meeting to order at 9:05 a.m. There was a quorum present with the following Finance Committee members participating.

Board members in attendance

Sophia West, Jasiel Legon (via phone), Don Noble (via phone), Randall King (via phone).

Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Anna Munro, Jody Toner, Mimi Tran, Tammy Stahlgren, Joe Vitale

BOCC Liaison/Representative

Kenneth Jones

The items are listed in the order of discussion.

▶ indicates committee action

□ Indicates Action Needed

Public Comments

There were none.

Action/Discussion Items

▶ Approval of Minutes:

February 28, 2019 Finance Committee

- A motion to approve the minutes of **February 28, 2019 Finance Committee Meeting**
- Motioned by: Randall King
- Seconded by: Don Noble

- The minutes approved as written. The motion passed unanimously.

▶ Action Item – 2019 – 2020 Planning Budget

2019 – 2020 Planning Budget presented by Shelia Doyle

(Refer to Page 4-10 of the May 9, 2019 Finance Committee Agenda Packet)

The following points of discussion ensued

- Carry forward dollars and timing of first budget modification to take place in August/September time frame.
- Staff retention, development and compensation
- Community outreach, new staff in the marketing department and tracking marketing dollars ROI.
- Method and location of service delivery to Hillsborough county residents
- The Chair requested for the next meeting:
 - Feedback on the expenditure of marketing dollars: how it is spent, how often it measured and where the dollars are spent.
 - Breakout by location the amount that is spent and the areas of expenditure

- A Motion to approve the **2019-2020 Planning Budget**
- Motioned by: Don Noble
- Seconded by: Jasiel Legon

- The motion passed unanimously.

► **Action Item – Cost of Living Adjustment (COLA)**

2019 – 2020 Planning Budget presented by Sheila Doyle and John Flanagan
(Refer to Page 11 of the May 9, 2019 Finance Committee Agenda Packet)

The following points of discussion ensued:

- After the separation from CareerSource Pinellas, there have been no COLA or Merit Based pay increases.
- The budgeted amount for the COLA is approximately \$150,000.
- The proposed amount of increase is 3% of base pay using the CPI (Consumer Price Index) for 2019 as a guide.
- Eligible employees are those employees that were onboard with CSTB as of September 1, 2018.
- DEO employees are not part of the pool as their pay is handled outside of CSTB.
- The payment will be a one-time retroactive lump sum.
- 85 -90 employees will be affected with an average payout of \$1,800.
- There has been considerable time since the previous compensation study. This adjustment is looking back to the previous two years to address the lack of any recent COLA.
- Board members reiterated the need for a completed Compensation Study in order to address future pay considerations.
- Recommendation to the Committee to give the CEO authority to approve a 3% COLA increase to an eligible employee's base salary using the current CPI as a guide.

- A Motion to approve **COST OF LIVING ADJUSTMENT (COLA)** with the following stipulations: the CEO has the authority to approve a 3% COLA increase to an eligible employee's base salary. At no time will his authority result in the budgeted amount of \$150,000 to be exceeded

- Motioned by: Don Noble
- Seconded by: Randall King

- The motion passed unanimously.

Information Item –
Compensation and Benefits Study

Staff will soon be soliciting bids for qualified agencies to perform a Compensation and Benefit Study and are currently putting together a scope of work as well as a list of qualified agencies.

Finance Committee is requested to weigh in with suggestions and recommendations to the scope of work.

Responsibility for the Solicitation of Bids will be shared between the CEO, HR, and Finance.

John Flanagan discussed the shift from a formal RFP to informal solicitation in the interest of time and due to the solicitation not meeting the threshold of a formal RFP with the goal of engaging a consultant as soon as possible. The committee agreed with this plan. It is estimated that it will take 90-120 days from this discussion to get the process from start to finish and information into the hands of the Board.

ACTION REQUESTS

Create a **Statement of Compensation Philosophy** for CSTB, which can be incorporated into the detail of the bid request, to assure the completed study recommendations align with internal goals.

Information Items

Expenditure Reports to the period ended March 31, 2019

Members were referred to the expenditures report for review. It was explained that we are 75% through the fiscal year and have about 55% expended at this time in FY18 and about 54% expended at this time in FY17.

Internal and External Audits

(Refer to Page 16 of the May 9, 2019 Finance Committee Agenda Packet)

Status update Internal and External Audits were reviewed.

DEO Fiscal Monitoring that took place in March 2019 is still ongoing. Due to DEO being short staffed the monitoring is taking longer than expected.

Third Party Contracts

(Refer to Page 17 of the May 9, 2019 Finance Committee Agenda Packet

New contracts Spectrum Enterprise and Mail Finance, Inc.

Other Administrative Matters

No Discussion occurred

Public Comments

No Public Comments

Adjournment

The meeting was adjourned at approximately 10:17a.m.

Minutes submitted by Tammy Stahlgren Administrative Services Coordinator.