

## **CareerSource Tampa Bay Minutes of Finance Committee Meeting**

**Date:** October 31, 2019  
**Location:** 4902 Eisenhower Blvd. Suite 250 Tampa, FL

### **Call to Order**

Chair Sophia West called the meeting to order at 1:02 p.m. There was a quorum present with the following Finance Committee members participating.

### **Board Members in attendance**

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

### **Board members not in attendance**

None

### **Staff Present**

John Flanagan, Mimi Tran, Anna Munro, and Tammy Stahlgren.

### **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**

#### **▶ Action Item 1 - Approval of Minutes: September 11, 2019 Finance Committee Meeting Minutes**

- **A motion to approve the minutes of September 11, 2019 Finance Committee Meeting**
- Motioned by: Randall King
- Seconded by: Jasiel Legon
- The motion carried. There was no discussion.

#### **▶ Action Item 2 - PY 2019 – 2020 Budget Modification No. 2, presented by Director Anna Munro (Refer to Pages 4-7 of the October 31, 2019 Finance Committee Agenda Packet)**

This Action Item represents the Budget Modification No. 2 for the PY 2019-2020. The total budgeted revenue has increased from \$23,554,195 to \$23,661,782 for an overall increase of \$107,586.

- **A Motion to approve the 2019-2020 Planning Budget approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.**
- Motioned by: Randall King
- Seconded by: Don Noble
- The motion passed. No further discussion.

#### **▶ Action Item 3– Compensation and Benefits Study, presented by Mimi Tran (Refer to Page 8 of the October 31, 2019 Finance Committee Agenda Packet)**

CSTB engaged a consultant, Compensation Resources, Inc. (CRI), to perform a compensation and benefits analysis. CRI did a market analysis of CSTB's current salary structure, performed a staff survey, and reviewed the CSTB benefit structure in comparison to the market.

#### CRI's Findings:

- a) Staff Survey – 75% of staff participated in a confidential survey to understand their perceptions relating to CSTB rewards. Results of the survey were discussed.
- b) Salary Surveys – Current positions were analyzed and found that 63.2% of current employees are in the middle range of their salary, 2.4% (3) of employees are below the middle range. Results of the survey was discussed.
- c) Benefits Study – CSI reviewed all our benefits, Medical, dental, vision etc. Results of the study was discussed as well as the current cafeteria contribution and alternative benefit structures.
- **A Motion to approve the continuation of the current benefit stipend through the end of the fiscal year June 30, 2020 at which time the organization would transition to a more equitable cafeteria style benefit structure similar to one of the alternatives discussed at the meeting. The determination would be based on which one has the least impact to staff and the operating budget.**
  - Motioned by: Randall King
  - Seconded by: Don Noble
  - The motion carried.
- **Additional Motion was made to accept the recommendation to move the employees who are below the market value during this compensation study up to the middle market value.**
  - Motioned by: Don Noble
  - Seconded by: Randal King
  - The motion carried. No further discussion

#### Other Administrative Matters

None

#### Information Items

Expenditure Reports for the period ending September 30, 2019 update by Anna Munro  
(Refer to Page 10 -13 of the October 31, 2019 Finance Committee Agenda Packet)

This Grant Report to actual expenditure report also known as the “Burn Report” shows how we are using grant dollars. We are 25% into the PY and approximately 19% of grant budget has been expended. All grants ending 9/30/2019 were fully expended with the exception of REA which ended up with \$15,000. All other grants are spending on target. No current areas of concern. No discussion occurred.

DEO Financial Compliance Monitoring Report for the period July 1, 2019 through March 31, 2019  
(Refer to Pages 14 -26 of the October 1, 2019 Finance Committee Agenda Packet)

Director Anna Munro reviewed the results of DEO's financial monitoring activities performed for the program years 2017-18 and 2018-19 or monitoring period July 1, 2017 through March 31, 2018. Each monitoring period included on-site visits, which occurred April 2 – 6, 2018 and March 19 – 21, 2019. No discussion occurred.

Highlights of the Monitoring Results report are found on page 20 of the packet. There were we no findings of noncompliance.

Internal and External Audits  
(Refer to Page 27 of the October 31, 2019 Finance Committee Agenda Packet)

There was no discussion.  
Status updates were provided for Internal and External Audits.

Third Party Contracts- Update given by Anna Munro

*(Refer to Page 29 of the October 1, 2019 Finance Committee Agenda Packet)*

CSTB is looking for a 3<sup>rd</sup> party attorney that we can use in case a conflict of interest arises with our current attorney, Hillsborough County Law Firm.

**Adjournment**

The meeting was adjourned at approximately 1:48 p.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.