

## CareerSource Tampa Bay Minutes of Finance Committee Meeting

**Date:** January 30, 2020  
**Location:** 4902 Eisenhower Blvd. Suite 250, Tampa, FL 33634

### Call to Order

Chair Sophia West called the meeting to order at 9:31 a.m. There was a quorum present with the following Finance Committee members participating.

### Board Members in attendance

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

### Board members not in attendance

Don Noble

### Staff Present

John Flanagan, Sheila Doyle, Anna Munro, Juditte Dorcy, Jody Toner, Mimi Tran, and Tammy Stahlgren.

### BOCC Liaison/Representative

Kenneth Jones (via phone).

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:  
October 31, 2019 Finance Committee Meeting Minutes

- A motion to approve the minutes of October 31, 2019 Finance Committee Meeting
- Motioned: Randall King
- Seconded: Jasiel Legon
  
- The motion carried. There was no discussion.

▶ **Action Item 2** - PY 2019 – 2020 Budget Modification No. 3, presented by Sheila Doyle  
(Refer to Pages 5-8 of the January 30, 2020 Finance Committee Agenda Packet)

This Action Item represents Budget Modification No. 3 for the PY 2019-2020. The total budgeted revenue has increased from \$23,661,781 to \$23,706,281 for an overall increase of \$44,500. Employment Services total budgeted revenue saw an increase in SNAP funding. Additionally, there was an increase in expenditures of \$43,516.

- A Motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget for PY 2019-2020
- Motioned by: Randall King
- Seconded by: Jasiel Legon
  
- The motion passed. No further discussion.

### Other Administrative Matters

There were none.

## Information Items

### Information Item #1: Expenditure Reports for the period ending December 31, 2019 – Update given by Sheila Doyle

*(Refer to Page 9--12 of the January 30, 2020 Finance Committee Agenda Packet)*

The grant award to actual expenditures report also known as the “Burn Report” shows how we are using grant dollars. We are 50% through the Program Year (PY) with approximately 33% of the overall current year budget expended.

- Under the Workforce Innovation Opportunity Act, the WIOA Adult and WIOA Dislocated Worker are spending on target. The WIOA Youth PY 2018 expenditures are trending low. The leadership team is currently looking at some additional training opportunities for the youth. In addition, we will be running an outreach program to assist with youth engagement. We are also anticipating a portion of these dollars will be expended as part of the Summer Job Connection program.
- There were two awards that ended 12/31/2019 that were not fully expended:
  - The Community Based Sector Strategy award was approximately 90% expended overall. This funding was primarily for staff salaries. During the grant period there was a vacant position that was not filled for a period of time.
  - The Sector Strategy IT Training award was approximately 99% expended overall. There were challenges with getting candidates to enroll in this program.
- The apprenticeship program for MSFW has been struggling with securing an instructor and enrollment of candidates. The instructor who created the program curriculum left and has not been replaced. We will most likely deobligate these funds.
- No other areas of concern noted.

### Information Item #2: Internal and External Audits – Update given by Anna Munro

Annual financial statement audit for fiscal year ending June 30, 2019 has been completed. The audit firm, James Moore, will present the results of the audit to the Audit Committee and Board in March.

### Information Item # 3: Benefit Structure Update – Update given by Mimi Tran

Jennie Tarr, Board Attorney, has been in contact with Mr. Flanagan about CSTB staff partnering with Hillsborough County for employee health and welfare benefits and has determined that this is not a possibility. We will be reaching out to PEO organizations as an alternative option. Next meeting, we will provide some benefit plan options to the committee.

## Public Comments

None

The chair recommended the following:

- Look into a Board Software to make it easier to participate via phone.
- Add additional committee members.
- Look into a system to sign checks electronically.

## Adjournment

The meeting was adjourned at approximately 10:14 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.