



Finance Committee Meeting Minutes

CareerSource Tampa Bay
Jun 29, 2023 at 9:00 PM EDT

Attendance

Present:

Members: Gary Hartfield (remote), Donald Noble (remote), Julie Renderos (remote), Audrey Ziegler (remote)

Absent:

Members: Commissioner Ken Kagan

Attendance

Present:

Members: Sheila Doyle (remote), Anna Munro (remote), Tammy Stahlgren (remote)

Board Liaison

Present:

Members: Ken Jones (remote), Jonathan Wolf (remote)

I. Call to Order, Roll Call and Welcome (Presenters: Gary Hartfield)

Chair Gary Hartfield called the meeting to order at 9:00 a.m. There was a quorum present.

II. Pledge of Allegiance (Presenters: Donald Noble)

Don Noble led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action/Discussion Items

A. Approval of Minutes - April 27, 2023 Finance Committee Meeting (Presenters: Gary Hartfield)

Motion:

To approve the minutes of the April 27, 2023, Finance Committee Meeting.

Motion moved by Donald Noble and motion seconded by Julie Renderos. Motion carried.

B. 2022 - 2023 Budget Modification No. 4 (Presenters: Sheila Doyle)

Motion:

To approve the 2022-2023 Budget modification number four to include the adjustment to the revenue budget and resultant modification to the expenditure budget.

Motion moved by Audrey Ziegler and motion seconded by Julie Renderos.
Motion carried.

Discussion occurred around the new award from Hillsborough County for the creation of an Ex-Offender/Returning Citizen Program. The committee agreed that this is a great program to assist these individuals gain employment. This population can assist in filling the gap in the labor shortages.

C. Audit & Tax Engagement Letter for FYE June 30, 2023 (Presenters: Anna Munro)

Motion:

To approve James Moore & Co., P.L. to provide audit and tax services for fees totaling \$25,200 for the fiscal year ending June 30, 2023.

Motion moved by Julie Renderos and motion seconded by Audrey Ziegler.
Motion carried.

D. Procurement of Audit & Tax Services (Presenters: Anna Munro)

Motion:

To approve to solicit for procurement of audit and tax services.

Motion moved by Donald Noble and motion seconded by Audrey Ziegler. Motion carried.

It was noted that James Moore, the previous audit firm may be awarded the new contract for audit services through competitive procurement, if the lead partner of the audit firm has not been engaged as the lead partner with CSTB for any of the previous five years.

V. Other Administrative Matters

There were none.

VI. Information Items

A. Expenditure Reports for the Period Ending May 31, 2023 (Presenters: Sheila Doyle)

The Expenditure Reports for the Period Ending May 31, 2023, were reviewed. There are currently no areas of concern. Our spending rate is on target.

VII. Adjournment

Meeting adjourned at 9:27 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.