



CareerSource Hillsborough Pinellas Finance/Audit Committee Minutes

5/22/2025 10:00 AM EDT

@ Hybrid; Meridian One 4350 W Cypress Street, Suite 875 Tampa FL 33607

Committee Member Attendance

Present:

Mitch Allen (remote), David Fetkenher (remote), Barclay Harless (remote), Don Noble (remote), Sophia West (remote), Bob Hyde (remote)

Absent:

Commissioner Latvala

Others Present:

CareerSource Hillsborough Pinellas Staff: Sheila Doyle, Anna Munro, Tammy Stahlgren, Keidrian Kunkel, Michelle Zieziula (remote)

Hillsborough County Government: Jonathan Wolf (remote)

I. Call to Order, Roll Call, and Welcome (Presenters: Don Noble)

Don Noble, Chair called the meeting to order at 10:02 A.M. There was a quorum present.

II. Public Comments (Presenters: Don Noble)

There were none.

III. Action Items/Discussion Items

A. Approval of minutes – March 10, 2025 Finance/Audit Committee Meeting

Motion:

To approve the minutes of March 10, 2025 Finance/Audit Committee Meeting.

Motion moved by David Fetkenher and motion seconded by Mitch Allen. Motion carried.

B. Acceptance Final IRS Form 990 – WorkNet Pinellas, Inc. (Presenters: Anna Munro, Allison Harrell)

Motion:

To accept the final WorkNet Pinellas, Inc. 2024 IRS Form 990 for the calendar year ending December 31, 2024.

Motion moved by Mitch Allen and motion seconded by David Fetkenher. Motion carried.

C. Fiscal Year 2025/2026 Planning Budget (Presenters: Sheila Doyle)

The fiscal year 2025-2026 planning budget was presented. Based on preliminary allocations, there is an anticipated decrease of approximately \$4.1 million in budgeted revenues compared to the previous year, primarily from reductions in grant carry forward amounts and special grants. Efforts to diversify funding sources are ongoing.

Motion:

To approve the FY2026 Planning Budget in order to provide to the Hillsborough Pinellas Workforce Development Consortium for their approval and allow for required submission to FloridaCommerce for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2025.

Motion moved by Barclay Harless and motion seconded by Sophia West. Motion carried.

D. Approval of CPA Firm – Tampa Bay Workforce Alliance, Inc. 401(k) (Presenters: Anna Munro)

Motion:

To approve BDG-CPA to audit Tampa Bay Workforce Alliance, Inc. 401(k) plan for the year ending December 31, 2024.

Motion moved by Sophia West and motion seconded by David Fetkenher. Motion carried.

IV. Information Item

A. Expenditure Reports for the period ending March 31, 2025 (Presenters: Sheila Doyle)

There were no questions or discussion regarding this information item.

V. Adjournment

The meeting adjourned at 10:23 AM. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.