



# CareerSource Tampa Bay Finance / Audit Committee Minutes

CareerSource Tampa Bay  
12/18/2025 10:00 AMEST

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

## **Committee Member**

### **Present:**

Members: Mitch Allen (remote), Barclay Harless (remote), Don Noble, Sophia West (remote), Don Blair (remote), Bob Hyde (remote)

### **Absent:**

Members: David Fetkenher, Elisa Caro, Commissioner Latvala

### CareerSource Tampa Bay Staff

Sheila Doyle, Anna Munro, Tammy Stahlgren

### Board Member

Dr. Cynthia Johnson, board member (remote)

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

Don Noble, Chair called the meeting to order at 10:01 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 – October 27, 2025 Finance/Audit Committee Meeting (Presenters: Don Noble)

### **Motion:**

To approve the minutes of the October 27, 2025 Finance/Audit Committee Meeting

Motion moved by Mitch Allen and motion seconded by Sophia West. Motion carried.

##### B. Required Communications and Acceptance of June 30, 2025, Annual Financial Statements

James Halloran from James Moore (the audit firm) reported a clean audit with no significant deficiencies, adjustments, or findings.

**Motion:**

To accept the Tampa Bay Workforce Alliance, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2025.

Motion moved by Barclay Harless and motion seconded by Mitch Allen. Motion carried.

C. Added Agenda Item: Gift Policy (Presenters: Don Noble)

Don Noble added the Gift Policy to the agenda.

The committee revisited the policy to clarify staff gift limits, noting that it primarily addresses organizational gifts while staff guidance is detailed in the updated employee handbook allowing gifts up to \$25.

The revised policy, highlighted in red, was emailed to the committee for review.

**Motion:**

To approve the revised gift policy at the committee level and move it to the board for approval in January.

Motion moved by Barclay Harless and motion seconded by Don Blair. Motion carried.

IV. Information Items

A. Expenditure Reports for the period ending October 31, 2025

There were no issues or concerns noted.

V. Adjournment

Meeting adjourned at 10:27 a.m.

Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.