



Finance Committee Meeting

CareerSource Tampa Bay

Aug 25, 2022 9:00 AM - 10:00 AM EDT

Table of Contents

I. Call to Order, Roll Call and Welcome

II. Pledge of Allegiance.....2

III. Public Comments

IV. Action/Discussion Items

A. Approval of Minutes - June 30, 2022 Finance Committee Meeting.....3

B. 2022– 2023 Budget Modification No. 1.....5

V. Other Administrative Matters

VI. Information Items

A. Expenditure Reports for the Period Ending June 30, 2022.....9

VII. Adjournment

A. Next Meeting: October 27, 2022

Pledge of Allegiance





Finance Committee Meeting Minutes

CareerSource Tampa Bay
Jun 30, 2022 at 9:00 AM EDT

Attendance

Members Present (Remote):

Elizabeth Gutierrez, Ian Lieberman, Commissioner Gwen Myers, Donald Noble, Richard Padilla, Audrey Ziegler

Members Absent:

Constance Daniels, Randall King, Karen Koundourakis

Attendance

Members Present (Remote):

Sheila Doyle, Anna Munro, Tammy Stahlgren

Guests Present (Remote):

Gary Hartfield

Board Liaison Present (Remote):

Ken Jones

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

Don Noble called the meeting to order at 9:01 a.m. There was a quorum present.

II. Pledge of Allegiance

Gary Hartfield led the Pledge of Allegiance.

III. Public Comments

There were none.

IV. Action/Discussion Items

- A. Approval of Minutes - April 28, 2022 Finance Committee Meeting (Presenters: Donald Noble)

Motion:

A motion to approve the minutes of April 28, 2022 Finance Committee Meeting.

Motion moved by Commissioner Gwen Myers and motion seconded by Elizabeth Guterrez. The motion carried.

B. 2021 – 2022 Budget Modification No. 4 (Presenters: Sheila Doyle)

Total budgeted revenue has increased from \$28,267,627 to \$28,460,510 for an overall increase of \$192,883.

Motion:

A motion to approve the Budget modification as presented.

Motion moved by Richard Padilla and motion seconded by Commissioner Gwen Myers. The motion carried.

V. Other Administrative Matters

There was none.

VI. Information Items

A. Expenditure Reports for the Period Ending May 31, 2022 (Presenters: Sheila Doyle)

No discussion occurred.

VII. Adjournment

The meeting was adjourned at 9:07 a.m.

Minutes prepared by Tammy Stahlgren, Administrative Services Coordinator.



Action Item

PY 2022-2023 Budget Modification No. 1

Information:

Total budgeted revenue has increased from \$22,718,926 to \$26,061,197 for an overall increase of \$3,342,271. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Increase in WIOA Adult of \$227,562

Increase in WIOA Youth of \$327,333

Increase in WIOA Dislocated Worker of \$239,360

Decrease in WIOA Rapid Response of \$6,129

Increase in WIOA Get There Faster – Military Program of \$942,852

Employment Services

Increase in Wagner Peyser of \$44,182

Increase in Veterans Programs of \$25,000

Increase in SNAP of \$95,194

Increase in Trade Adjustment Act of \$102,166

Increase in Military Family of \$177,503

Welfare Transition Program:

Increase in Welfare Transition of \$297,173

Direct Grants and Special Projects:

Increase in Re-employment & Eligibility Assessment of \$55,417

Decrease in NDWG – COVID 19 of \$120,364

Increase in Hillsborough County ACE Program of \$723,341

Increase in Hillsborough County Sector Strategies Program of \$73,859

New award – United Way Suncoast - TBSH for \$86,667

New award – United Way Suncoast – Youth Research Project for \$50,000

Increase in Foundation for Caring of \$1,155

Additionally, there was an increase in expenditures of \$3,338,877.

Recommendation

Approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

**CareerSource Tampa Bay
PY 2022-2023 Revenue Budget
Modification #1**

Program/Award	Approved Budget	Modification No. 1	Modified Budget
WIOA Adult	4,825,000	227,562	5,052,562
WIOA Youth	3,328,000	327,333	3,655,333
WIOA Dislocated Worker	2,745,250	239,360	2,984,610
WIOA Rapid Response	160,000	(6,129)	153,871
WIOA Supplemental	-	-	-
WIOA Performance Incentives	-	-	-
WIOA Get There Faster - Military Program	1,500,000	942,852	2,442,852
Subtotal WIOA	12,558,250	1,730,978	14,289,228
Wagner Peyser	1,650,000	44,182	1,694,182
Veterans Programs	170,000	25,000	195,000
SNAP	581,250	95,194	676,444
Trade Adjustment Act	250,000	102,166	352,166
Military Family	98,434	177,503	275,937
Subtotal Employment Services	2,749,684	444,045	3,193,729
Welfare Transition Program	5,180,492	297,173	5,477,665
Subtotal WTP	5,180,492	297,173	5,477,665
Reemployment & Eligibility Assessment (RESEA)	485,000	55,417	540,417
NDWG - COVID 19	450,000	(120,364)	329,636
Hillsborough County - ACE	272,500	723,341	995,841
Hillsborough County - Sector Strategies	457,000	73,859	530,859
Tech Quest Apprenticeship (TQA)	95,000	-	95,000
Tech Boost	462,000	-	462,000
United Way Suncoast - TBSH	-	86,667	86,667
United Way Suncoast - Youth Research Project	-	50,000	50,000
Foundation of Caring	9,000	1,155	10,155
Subtotal Grants and Special Projects	2,230,500	870,075	3,100,575
Total Combined	22,718,926	3,342,271	26,061,197

CareerSource Tampa Bay
Planning Budget - Modification #1
Fiscal Year 2023 (July 2022-June 2023)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2022-2023	Prior Approved Budget FY 2022-2023	Modification #1
Revenue:							
Fiscal Year 2023 New Allocations	6,248,285	2,438,018	4,380,492	1,709,917	14,776,712	13,195,426	1,581,286
Carryforward from Prior Year Allocations	8,040,943	755,711	1,097,173	1,390,658	11,284,485	9,523,500	1,760,985
Total Revenue	14,289,228	3,193,729	5,477,665	3,100,575	26,061,197	22,718,926	3,342,271
Expenditures:							
Program Services - Allocated Costs:							
Business Services	720,319	-	214,681	-	935,000	990,000	(55,000)
Case Management	2,518,087	640,045	1,644,154	33,918	4,836,204	4,439,072	397,132
Career Services	349,796	-	59,394	-	409,190	397,013	12,177
One Stop Operating/Facilities Costs	224,733	1,242,232	412,826	120,209	2,000,000	1,840,000	160,000
Technology	138,834	297,207	134,168	99,791	670,000	550,000	120,000
Community Outreach	74,465	146,784	61,924	36,827	320,000	320,000	-
Program Staff Training & Professional Development	7,019	27,478	10,321	5,182	50,000	50,000	-
Subtotal - Program Services Allocated	4,033,253	2,353,746	2,537,468	295,927	9,220,394	8,586,085	634,309
Program Services - Direct Costs:							
Participant & Work Based Learning	5,391,500	285,000	1,655,000	1,361,250	8,692,750	6,265,250	2,427,500
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	611,557	611,557	494,883	116,674
Subrecipient Contracts	3,328,004	57,600	602,666	440,000	4,428,270	4,317,876	110,394
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	8,719,504	377,600	2,257,666	2,412,807	13,767,577	11,113,009	2,654,568
Total Program Service Costs:	12,752,757	2,731,346	4,795,134	2,708,734	22,987,971	19,699,094	3,288,877
Indirect Costs							
Indirect Costs	1,459,904	424,854	659,693	355,549	2,900,000	2,850,000	50,000
Total Indirect Costs	1,459,904	424,854	659,693	355,549	2,900,000	2,850,000	50,000
Total Expenditures	14,212,661	3,156,200	5,454,827	3,064,283	25,887,971	22,549,094	3,338,877
Unobligated Balance	76,567	37,529	22,838	36,292	173,226	169,832	3,394



Information Item

Expenditure Reports for Period Ending June 30, 2022.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2021-2022
For Period Ending 6/30/2022

Program Description	Award Begin Date	Award End Date	Award Amount	FY 21-22 Budget	FY 21-22 Expenditures YTD	FY 21-22 Remaining Budget	FY 21-22 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	2,841,496	2,841,496	-	100%	100%	100%
WIOA - Adult PY2021	7/1/21	6/30/23	2,518,175	2,514,540	3,872	2,510,668	0%	50%	0%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,950,724	2,950,724	2,950,724	-	100%	100%	100%
WIOA - Dislocated Worker PY2021	7/1/21	6/30/23	2,341,733	1,373,386	851,040	522,346	62%	50%	46%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	3,097,249	3,097,249	-	100%	100%	100%
WIOA - Youth PY2021	4/1/21	6/30/23	2,704,652	2,569,419	1,265,428	1,303,991	49%	55%	47%
WIOA - Rapid Response	7/1/21	6/30/23	263,236	263,236	109,365	153,871	42%	50%	42%
WIOA - Get There Faster (Veterans & Military Spouses)	10/1/21	9/30/23	3,089,416	1,210,000	146,564	1,063,436	12%	37%	5%
WIOA - Performance Incentives	7/1/20	9/30/21	122,152	50,696	50,696	(0)	100%	100%	100%
WIOA - Performance Incentives	7/1/20	6/30/22	296,199	296,199	296,199	-	100%	100%	100%
Total Workforce Innovation Opportunity Act				17,166,945	11,612,633	5,554,312	68%		
Employment Services									
Wagner Peyser PY2020	7/1/20	9/30/21	1,471,831	575,197	575,197	-	100%	100%	100%
Wagner Peyser PY2021	7/1/21	9/30/22	1,491,018	1,491,018	1,405,389	85,629	94%	80%	94%
Wagner Peyser - One Stop Security	7/1/21	6/30/22	84,000	84,000	84,000	-	100%	100%	100%
DVOP PY2020	10/1/20	2/28/22	106,570	101,675	101,675	(0)	100%	100%	100%
DVOP PY2021	10/1/21	9/30/22	116,088	84,588	71,730	12,858	85%	75%	62%
LVER PY 2020	10/1/20	2/28/22	56,553	49,433	49,433	(0)	100%	100%	100%
LVER PY 2021	10/1/21	9/30/22	43,895	30,395	23,479	6,916	77%	75%	53%
Supplemental Nutrition Assistance Program PY2020	10/1/20	9/30/21	466,086	164,581	164,581	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2021	10/1/21	9/30/22	303,024	303,024	303,024	-	100%	75%	100%
SNAP Supplemental	10/1/21	9/30/22	369,155	201,110	123,961	77,149	62%	75%	34%
TAA Training PY2020	10/1/20	9/30/21	73,948	30,029	29,920	109	100%	100%	100%
TAA Training PY2021	10/1/21	9/30/22	150,000	150,000	48,476	101,524	32%	75%	32%
TAA Case Management/Admin PY2020	10/1/20	9/30/21	33,736	29,668	10,292	19,376	35%	100%	43%
TAA Case Management/Admin PY2021	10/1/21	9/30/22	63,500	63,500	28,734	34,766	45%	75%	45%
Military Family	7/1/21	6/30/22	121,156	121,156	121,156	-	100%	100%	100%
Total Employment Services				3,479,374	3,141,047	338,327	90%		
Welfare Transition									
Welfare Transition Program PY2021 Oct-June	10/1/20	8/15/21	3,162,737	624,841	624,841	(0)	100%	100%	100%
Welfare Transition Program PY2022 July-Sept	7/1/21	11/30/21	726,064	726,064	726,064	-	100%	100%	100%
Welfare Transition Program PY2022 Oct-June	10/1/21	8/31/22	3,654,428	3,254,428	2,157,255	1,097,173	66%	81%	59%
Total Welfare Transition				4,605,333	3,508,160	1,097,173	76%		
Direct Grants & Special Projects									
RESEA Transition PY2020	1/1/20	12/31/21	613,932	142,100	142,100	(0)	100%	100%	100%
RESEA Transition PY2021	1/1/21	9/30/22	631,773	541,356	541,356	-	100%	86%	86%
NEG - COVID 19	4/13/20	3/31/23	843,937	683,022	353,385	329,637	52%	75%	61%
Hills County - ACE	4/1/21	3/31/22	609,000	609,000	244,030	364,970	40%	125%	40%
Hills County - ACE 2.0	4/1/22	9/30/22	545,000	272,500	115,409	157,091	42%	0%	21%
Hills County - Targeted Industry Sector Workforce Prog	10/1/21	9/30/23	1,000,000	400,000	224,141	175,859	56%	37%	22%
Tech Quest Apprenticeship	7/1/21	6/30/22	79,000	79,000	26,565	52,435	34%	100%	34%
Tech Boost	7/1/21	6/30/23	387,000	387,000	-	387,000	0%	50%	0%
Community Fdn of Tampa Bay - ARP	7/1/21	6/30/22	30,000	30,000	30,000	-	100%	0%	100%
Foundation for Caring	7/1/21	12/31/22	18,320	18,320	8,153	10,167	45%	66%	45%
United Way Suncoast	7/1/21	6/30/22	82,500	82,500	82,500	-	100%	100%	100%
Total Direct Grants & Special Projects				3,244,797	1,767,639	1,477,158	54%		
Totals				\$ 28,496,448	20,029,479	8,466,969	70%		

CareerSource Tampa Bay Expenditure Report For Period Ending June 30,2022

Funding Sources

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
------------	--------------------	-----------	--------------------------------------	-----------

Current Year Budgeted Revenues:

Carryforward Funds from FY 2021	9,236,364	930,565	624,841	1,434,122	12,225,892
FY 2022 Award	10,917,212	2,761,853	4,380,492	2,773,593	20,833,150
Total Funds available	20,153,576	3,692,418	5,005,333	4,207,715	33,059,042
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2023	(2,986,631)	(213,045)	(400,000)	(962,917)	(4,562,593)
Total Available Funds Budgeted	17,166,945	3,479,373	4,605,333	3,244,798	28,496,449

Expenditures to Date:

Pooled Costs:

Case Management	2,147,974	394,078	1,201,437	102,241	3,845,730
Business Services	781,313	37,913	192,428	-	1,011,654
Career Services	17,030	2,759	16,621	4,365	40,775
Indirect Costs	1,229,836	467,036	465,982	182,150	2,345,004
One Stop Operating	199,223	1,050,454	163,486	62,427	1,475,589
Technology	38,563	379,272	55,925	30,049	503,810
Community Outreach	36,190	269,618	52,485	13,751	372,044
Staff Training & Development	631	7,579	915	2,126	11,249
Total Pooled Costs:	4,450,760	2,608,708	2,149,279	397,108	9,605,855

Direct Costs:

Service Provider Contracts	3,262,708	57,505	423,762	579,907	4,323,882
Participant & Worked Based Learning Costs	3,734,045	368,538	935,120	470,902	5,508,605
Program Staff Direct	-	-	-	263,857	263,857
DEO (Jointly managed staff) travel	-	23,199	-	-	23,199
Other Operating Costs	165,120	83,096	-	55,866	304,083
Total Direct Costs:	7,161,873	532,339	1,358,882	1,370,531	10,423,625
Total Expenditures to Date	11,612,633	3,141,047	3,508,160	1,767,639	20,029,481
Unexpended Balance	5,554,312	338,327	1,097,173	1,477,159	8,466,968
% of Budget Expended	68%	90%	76%	54%	70%

CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending June 30, 2022

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	5,058,963	1,208,036	388,261	2,800,000	1,962,000	890,000	420,000	50,000	12,777,260

Expenditures:

Salaries & Benefits	3,694,543	690,049	28,584	1,926,134	133,730	-	96	11,249	6,484,386
Accounting/Audit Fees	-	-	-	34,547	-	-	-	-	34,547
Legal Fees	-	-	-	4,476	-	-	-	-	4,476
Bank Fees	100	-	-	6,729	-	-	-	-	6,829
Payroll Processing Fees	-	-	-	52,349	-	-	-	-	52,349
Professional Fees	67,935	122,588	355	4,691	-	21,400	2,250	-	219,219
Contract Labor	-	-	-	-	-	-	-	-	-
Contract IT Svcs	-	-	-	49,653	-	382,496	-	-	432,149
Office Rent / Lease	40,302	92,653	-	88,687	985,229	-	-	-	1,206,871
Utilities	-	-	-	-	13,799	-	-	-	13,799
Repairs & Maintenance	-	-	-	-	18,926	-	-	-	18,926
Security	104	361	-	355	34,042	-	-	-	34,861
Janitorial Services	156	608	-	598	-	-	-	-	1,363
Pest Control	-	-	-	-	420	-	-	-	420
Equipment Rental	1,962	5,030	-	4,960	42,727	-	-	-	54,679
Copy machine usage / maintenance	1,359	3,176	-	3,122	30,433	-	-	-	38,090
Office Supplies	530	1,727	-	1,852	11,190	-	768	-	16,067
Operating Supplies	288	626	41	1,899	16,499	3,075	5,670	-	28,098
Computer Software License / Maint	17,674	29,555	5,340	18,224	-	60,208	13,208	-	144,208
Equipment <5000	2,083	328	-	1,070	16,501	36,603	304	-	56,889
Equipment >5000	-	-	-	-	-	-	-	-	-
Postage / Shipping	186	507	-	568	3,325	-	-	-	4,586
Document Shredding	288	793	-	815	4,789	-	-	-	6,685
Insurance Com Property	592	1,395	-	1,371	21,784	-	-	-	25,142
Insurance General Liability	1,241	2,845	-	7,720	61,247	-	-	-	73,053
Insurance D&O	-	-	-	20,204	-	-	-	-	20,204
Telecommunication	5,387	16,570	662	18,586	80,949	-	-	-	122,153
Outreach / Marketing	-	527	-	-	-	-	343,100	-	343,627
Travel - Mileage	1,290	1,860	-	334	-	-	-	-	3,484
Travel - Out of town	73	15,680	2,973	55,577	-	-	581	-	74,884
Meetings & Conferences	8,499	7,296	2,800	22,643	-	-	2,565	-	43,803
License/Dues/Other Fees	1,138	17,479	20	17,841	-	29	3,502	-	40,009

Total Expenditures to Date	3,845,730	1,011,654	40,775	2,345,004	1,475,589	503,810	372,044	11,249	9,605,855
-----------------------------------	-----------	-----------	--------	-----------	-----------	---------	---------	--------	-----------

Unexpended Balance	1,213,233	196,382	347,486	454,996	486,411	386,190	47,956	38,751	3,171,405
---------------------------	-----------	---------	---------	---------	---------	---------	--------	--------	-----------

% of Budget Expended	76%	84%	11%	84%	75%	57%	89%	22%	75%
-----------------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----

Salaries & Benefits as a % of total	96%	68%	70%	82%	9%	0%	0%	100%
--	-----	-----	-----	-----	----	----	----	------

Operating costs as a % of total	4%	32%	30%	18%	91%	100%	100%	0%
--	----	-----	-----	-----	-----	------	------	----



CareerSource Tampa Bay
4902 Eisenhower Blvd., Suite 250 | Tampa, FL 33634
CareerSourceTampaBay.com

Copyright © CareerSource Tampa Bay. All Rights Reserved.

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

A proud partner of the American  JobCenter network