



Finance Committee Meeting

CareerSource Tampa Bay

Aug 26, 2021 9:00 AM - 10:00 AM EDT

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A. Next Finance Committee Meeting - October 28, 2021

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: May 27, 2021
Location: Zoom Meeting

Call to Order

Chair Noble called the meeting to order at 9:00 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

Elizabeth Gutierrez, Commissioner Kemp, Lindsey Kimball, Karen Koundourakis, and Don Noble.

Board members not in attendance

Constance Daniels, Randall King, Ian Lieberman, Richard Padilla, and Nikita Patel.

Staff Present

John Flanagan, Sheila Doyle, Michelle Zieziula, Anna Munro, Jody Toner, and Tammy Stahlgren.

BOCC Liaison/Representative

Ken Jones.

Others

The items are listed in the order of discussion.

- ▶ Indicates Committee Action
- Indicates Action Needed

Pledge of Allegiance

The Pledge of Allegiance was led by Don Noble.

Public Comments

There were none.

Action/Discussion Items

▶ Action Item 1 - Approval of Minutes:

April 29, 2021 Finance Committee Meeting Minutes

(Refer to Pages 2-3 of the May 27, 2021 Finance Committee Agenda Packet)

- A motion to approve the minutes of the April 29, 2021 Finance Committee Meeting.
 - Motioned: Lindsey Kimball
 - Seconded: Commissioner Kemp
- The motioned passed unanimously.

Action Item 2 – Audit and Tax Engagement Letter for Fiscal Year Ending June 30, 2021

(Refer to Pages 4-19 of the May 27, 2021 Finance Committee Agenda Packet)

- A motion to approve James Moore & Co., P.L. to provide audit and tax services for the fiscal year ending June 30, 2021.
 - Motioned: Commissioner Kemp
 - Seconded: Lindsey Kimball
- The motioned passed unanimously.

Other Administrative Matters

None.

Information Items

Information Item #1: Expenditure Reports for the period ending April 30, 2021.
(Refer to Page 20-23 of the May 27, 2021 Finance Committee Agenda Packet)
No Discussion.

Public Comments

None.

Adjournment

The meeting was adjourned at approximately 9:07 a.m.
Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.

DRAFT



Action Item

PY 2021-2022 Budget Modification No. 1

Information:

Total budgeted revenue has increased from \$23,268,867 to \$27,079,708 for an overall increase of \$3,810,841. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Increase in WIOA Adult of \$856,011

Increase in WIOA Youth of \$516,306

Increase in WIOA Dislocated Worker of \$810,884

New award - WIOA Rapid Response of \$263,236

Increase in WIOA Supplemental of \$40,000

Increase in WIOA Performance Incentives of \$125,628

Employment Services

Increase in Wagner Peyser of \$331,610

Decrease in Veterans Programs of \$30,160

Increase in SNAP of \$25,831

Increase in Trade Adjustment Act of \$167,197

Welfare Transition Program:

Decrease in Welfare Transition of \$36,992

Direct Grants and Special Projects:

Decrease in Re-employment & Eligibility Assessment of \$92,482

Increase in Hillsborough County ACE Program of \$152,250

Increase in NDWG – COVID 19 of \$133,022

New award – Tech Quest Apprenticeship for \$79,000

New award – Tech Boost for \$387,000

New award – United Way Suncoast for \$82,500

Additionally, there was an increase in expenditures of \$3,793,875.

Recommendation

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

**CareerSource Tampa Bay
PY 2021-2022 Revenue Budget
Modification #1**

Program/Award	Approved Budget	Modification No. 1	Modified Budget
WIOA Adult	4,500,025	856,011	5,356,036
WIOA Youth	5,150,363	516,306	5,666,669
WIOA Dislocated Worker	3,713,226	810,884	4,524,110
WIOA Rapid Response	-	263,236	263,236
WIOA Supplemental	160,000	40,000	200,000
WIOA Performance Incentives	320,000	125,628	445,628
	-	-	
Subtotal WIOA	13,843,614	2,612,065	16,455,679
Wagner Peyser	1,747,327	331,610	2,078,937
Veterans Programs	296,250	(30,160)	266,090
SNAP	570,000	25,831	595,831
Trade Adjustment Act	106,000	167,197	273,197
Military Family	98,434	-	98,434
Subtotal Employment Services	2,818,011	494,478	3,312,489
Welfare Transition Program	4,980,492	(36,992)	4,943,500
Subtotal WTP	4,980,492	(36,992)	4,943,500
Reemployment & Eligibility Assessment (RESEA)	620,000	(92,482)	527,518
Hillsborough County - ACE	456,750	152,250	609,000
NDWG - COVID 19	550,000	133,022	683,022
Tech Quest Apprenticeship (TQA)	-	79,000	79,000
Tech Boost	-	387,000	387,000
United Way Suncoast	-	82,500	82,500
Subtotal Grants and Special Projects	1,626,750	741,290	2,368,040
Total Combined	23,268,867	3,810,841	27,079,708

CareerSource Tampa Bay
Planning Budget - Modification #1
Fiscal Year 2022 (July 2021-June 2022)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2021-2022	Prior Approved Budget FY 2021-2022	Modification #1
Revenue:							
Fiscal Year 2022 New Allocations	7,120,582	2,381,924	4,380,492	933,918	14,816,916	13,261,117	1,555,799
Carryforward from Prior Year Allocations	9,335,097	930,565	563,008	1,434,122	12,262,792	10,007,750	2,255,042
Total Revenue	16,455,679	3,312,489	4,943,500	2,368,040	27,079,708	23,268,867	3,810,841
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,280,349	-	192,245	-	1,472,594	1,139,714	332,880
Case Management	2,267,579	550,259	1,459,726	2,403	4,279,967	3,961,839	318,128
Career Services	147,762	-	201,613	-	349,375	413,516	(64,141)
One Stop Operating/Facilities Costs	478,399	1,496,568	85,033	-	2,060,000	2,000,000	60,000
Technology	265,822	484,178	-	-	750,000	650,000	100,000
Community Outreach	157,438	184,105	32,967	25,490	400,000	370,000	30,000
Program Staff Training & Professional Development	24,055	14,263	8,496	3,186	50,000	50,000	-
Subtotal - Program Services Allocated	4,621,404	2,729,373	1,980,080	31,079	9,361,936	8,585,069	776,867
Program Services - Direct Costs:							
Participant & Work Based Learning	6,735,000	205,000	1,235,000	1,472,750	9,647,750	7,226,500	2,421,250
Direct Grants & Special Projects - Salaries & Benefits	160,230	-	-	166,594	326,824	140,357	186,467
Subrecipient Contracts	2,891,720	49,350	1,162,654	421,276	4,525,000	4,200,000	325,000
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	9,786,950	289,350	2,397,654	2,060,620	14,534,574	11,601,857	2,932,717
Total Program Service Costs:	14,408,354	3,018,723	4,377,734	2,091,699	23,896,510	20,186,926	3,709,584
Indirect Costs							
Indirect Costs	1,956,268	260,243	543,785	243,282	3,003,578	2,919,287	84,291
Total Indirect Costs	1,956,268	260,243	543,785	243,282	3,003,578	2,919,287	84,291
Total Expenditures	16,364,622	3,278,966	4,921,519	2,334,981	26,900,088	23,106,213	3,793,875
Unobligated Balance	91,057	33,523	21,981	33,059	179,620	162,654	16,966



Information Item

December 31, 2020, 401k Plan Audit and 5500 Filing

Background

Effective September 1, 2018, the Tampa Bay Workforce Alliance, Inc. 401k Plan (TBWA 401k Plan), a defined contribution retirement plan, was established. The requirement for a 401k audit is triggered by the number of eligible participants at the beginning of a plan year.

Due to the number of eligible participants exceeding 120 at January 1, 2020, the audit requirement has been met for the December 31, 2020 plan year and must be audited by a qualified independent public accountant. The audit report must be attached to the Annual Report of the Employee Benefit Plan (Form 5500) and filed by July 31st unless the filing deadline is extended to October 15th with the IRS and Department of Labor. Once an audit has occurred, the 401k plan must be audited every year until the eligible participant number drops below 100.

Audit and 5500 Filing

The audit for the December 31, 2020 401k plan year has been completed. The primary purpose of the 401(k) audit is to ensure that the 401(k) plan is operating in accordance with the Department of Labor (DOL) and Internal Revenue Service (IRS) rules and regulations as well as operating consistent with the plan document. There were no issues identified. The general focal points of the audit, include:

- Reviewing 401(k) plan documents to verify the plan is compliant with IRS and DOL rules
- Determining the accuracy of information reported on Form 5500, Annual Return/Report of Employee Benefit Plan
- Examining employee contributions to ensure money was remitted in a timely way
- Confirming a sample of participant account balances
- Sampling specific participants' transactions to further ensure compliance

The filing deadline has been extended to October 15th. The Audit report and Form 5500 is in the process of being filed.



Information Item

Expenditure Reports for Period Ending June 30, 2021

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2020-2021
For Period Ending 6/30/2021

Program Description	Award Begin Date	Award End Date	Award Amount	FY 20-21 Budget	FY 20-21 Expenditures YTD	FY 20-21 Remaining Budget	FY 20-21 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2019	7/1/19	6/30/21	2,621,848	1,750,908	1,750,908	0	100%	100%	100%
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	2,489,050	-	2,489,050	0%	50%	0%
WIOA - Dislocated Worker PY2019	7/1/19	6/30/21	2,985,701	2,906,506	2,906,506	(0)	100%	100%	100%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,950,724	1,571,634	-	1,571,634	0%	50%	0%
WIOA - Youth PY2019	4/1/19	6/30/21	2,837,546	2,837,546	2,837,546	-	100%	100%	100%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	2,168,073	-	2,168,073	0%	55%	0%
WIOA - Supplemental PY20	7/1/19	12/31/20	265,535	54,713	54,713	0	100%	100%	100%
WIOA - Supplemental PY21	7/1/20	6/30/21	672,391	672,391	108,278	564,113	16%	100%	16%
WIOA - Soft Skills	2/1/19	6/30/21	100,000	90,014	90,014	(0)	100%	100%	100%
WIOA - Performance Incentives	7/1/19	12/31/20	122,152	122,152	122,152	-	100%	100%	100%
WIOA - Performance Incentives	1/1/20	5/31/21	91,614	91,614	91,614	-	100%	100%	100%
WIOA - Performance Incentives	7/1/20	9/30/21	91,614	91,614	71,456	20,158	78%	80%	78%
WIOA - Performance Incentives	7/1/20	2/28/22	394,932	394,932	-	394,932	0%	60%	0%
WIOA - Emerging Initiatives - Foundational Skills	12/1/19	6/30/21	20,833	20,833	20,833	-	100%	100%	100%
Total Workforce Innovation Opportunity Act				15,261,980	8,054,020	7,207,960	53%		
Employment Services									
Wagner Peyser PY2019	7/1/19	9/30/20	1,418,050	625,754	506,152	119,602	81%	100%	92%
Wagner Peyser PY2020	7/1/20	9/30/21	1,471,831	1,371,831	896,634	475,197	65%	80%	61%
DVOP PY2019	10/1/19	12/31/20	141,364	48,393	48,393	(0)	100%	100%	100%
DVOP PY2020	10/1/20	9/30/21	154,910	154,910	4,895	150,015	3%	75%	3%
LVER PY 2019	10/1/19	12/31/20	52,907	18,880	18,880	0	100%	100%	100%
LVER PY 2020	10/1/20	9/30/21	74,067	74,067	7,120	66,947	10%	75%	10%
Supplemental Nutrition Assistance Program PY2019	10/1/19	9/30/20	549,427	125,837	125,837	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2020	10/1/20	9/30/21	466,086	385,000	301,505	83,495	78%	75%	65%
TAA Training PY2019	10/1/19	9/30/20	100,000	81,048	7,100	73,948	9%	100%	26%
TAA Training PY2020	10/1/20	9/30/21	56,250	56,250	43,919	12,331	78%	75%	78%
TAA Case Management/Admin PY2019	10/1/19	9/30/20	33,736	19,177	6,228	12,949	32%	100%	62%
TAA Case Management/Admin PY2020	10/1/20	9/30/21	18,750	18,750	4,068	14,682	22%	75%	22%
Military Family	7/1/20	6/30/21	98,434	98,434	98,434	-	100%	100%	100%
Total Employment Services				3,078,331	2,069,165	1,009,166	67%		
Welfare Transition									
Welfare Transition Program PY2020 Oct-June	10/1/19	8/31/20	3,638,872	785,805	785,805	0	100%	100%	100%
Welfare Transition Program PY2021 July-Sept	7/1/20	10/31/20	717,768	717,768	717,768	-	100%	100%	100%
Welfare Transition Program PY2021 Oct-June	10/1/20	8/15/21	3,482,898	3,482,898	2,537,896	945,002	73%	86%	73%
Total Welfare Transition				4,986,471	4,041,469	945,002	81%		
Direct Grants & Special Projects									
RESEA Transition PY2019	1/1/19	7/31/20	632,669	29,007	29,007	(0)	100%	100%	100%
RESEA Transition PY2020	1/1/20	9/30/21	625,169	500,135	471,832	28,303	94%	86%	75%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/20	200,000	43,141	43,141	(0)	100%	100%	100%
NEG - COVID 19	4/13/20	3/31/22	843,937	843,937	160,916	683,021	19%	62%	19%
USDOL Tech Hire	7/1/16	6/30/21	3,796,320	598,617	413,451	185,166	69%	100%	95%
Hillsborough County - CARES Act (R3)	6/3/20	12/30/20	14,500,000	14,500,000	14,033,640	466,360	97%	100%	97%
Hillsborough County - ACE	4/1/21	3/31/22	609,000	152,250	-	152,250	0%	0%	0%
Tampa Housing	5/15/17	3/31/21	148,275	101,681	2,902	98,779	3%	100%	33%
United Way Suncoast	7/1/20	6/30/21	75,000	75,000	75,000	-	100%	100%	100%
Community Foundation - PPE	7/1/20	12/31/20	30,000	30,000	30,000	-	100%	100%	100%
Tech Quest Apprenticeship	4/24/20	6/30/21	30,000	30,000	2,443	27,557	8%	100%	8%
Total Direct Grants & Special Projects				16,903,767	15,262,332	1,641,435	90%		
Totals				\$ 40,230,549	29,426,986	10,803,563	73%		

**CareerSource Tampa Bay
Expenditure Report
For Period Ending June 30,2021**

Funding Sources

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

Current Year Budgeted Revenues:

Carryforward Funds from FY 2020	7,782,675	921,816	785,806	173,828	9,664,125
FY 2021 Award	10,140,020	2,485,265	4,200,665	16,854,972	33,680,922
Total Funds available	17,922,695	3,407,081	4,986,471	17,028,800	43,345,047
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2022	(2,660,715)	(328,750)	-	(125,033)	(3,114,498)
Total Available Funds Budgeted	15,261,980	3,078,331	4,986,471	16,903,767	40,230,549

Expenditures to Date:

Pooled Costs:

Case Management	2,311,530	273,140	1,707,572	415,406	4,707,648
Business Services	927,369	42,001	399,190	-	1,368,559
Career Services	365,967	-	628,967	1,250	996,183
Indirect Costs	631,256	160,416	317,346	1,240,940	2,349,958
One Stop Operating	512,268	744,366	238,288	90,373	1,585,294
Technology	161,507	399,921	137,755	37,745	736,927
Community Outreach	125,731	113,378	52,325	22,949	314,383
Staff Training & Development	24,833	11,306	8,138	3,640	47,918
Total Pooled Costs:	5,060,460	1,744,527	3,489,581	1,812,303	12,106,871

Direct Costs:

Service Provider Contracts	-	-	-	-	-
Participant & Worked Based Learning Costs	2,823,124	317,202	551,888	12,496,451	16,188,666
Program Staff Direct	-	-	-	735,345	735,345
DEO (Jointly managed staff) travel	-	2,045	-	-	2,045
Other Operating Costs	170,436	5,391	-	218,232	394,059
Total Direct Costs:	2,993,560	324,638	551,888	13,450,029	17,320,115
Total Expenditures to Date	8,054,020	2,069,165	4,041,469	15,262,332	29,426,986
Unexpended Balance	7,207,960	1,009,166	945,002	1,641,435	10,803,564
% of Budget Expended	53%	67%	81%	90%	73%

**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending June 30, 2021**

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	6,085,855	1,500,000	1,567,956	2,952,884	2,130,000	725,000	370,000	50,000	15,381,695
Expenditures:									
Salaries & Benefits	4,590,524	1,162,104	950,410	1,931,008	84,966	1,247	2,468	47,918	8,770,646
Accounting/Audit Fees	-	-	-	22,426	-	-	-	-	22,426
Legal Fees	-	-	-	18,272	-	-	-	-	18,272
Bank Fees	145	-	-	4,934	-	-	-	-	5,079
Payroll Processing Fees	5	-	-	40,355	-	-	-	-	40,360
Professional Fees	62,622	46,542	39,175	39,820	76	-	-	-	188,236
Contract Labor	-	-	-	6,338	21,142	-	-	-	27,480
Contract IT Svcs	-	-	-	49,057	-	300,276	-	-	349,333
Office Rent / Lease	32,232	61,977	-	116,733	947,340	-	-	-	1,158,282
Utilities	-	-	-	-	20,691	-	-	-	20,691
Repairs & Maintenance	-	130	-	800	97,800	-	-	-	98,731
Security	359	337	-	715	98,167	-	-	-	99,578
Janitorial Services	679	467	-	924	29,432	-	-	-	31,502
Pest Control	-	-	-	-	805	-	-	-	805
Equipment Rental	2,175	3,133	-	6,389	44,548	-	-	-	56,245
Copy machine usage / maintenance	1,035	2,143	-	3,513	20,876	-	-	-	27,566
Office Supplies	657	1,205	-	2,414	10,183	69	329	-	14,856
Operating Supplies	6	262	277	829	29,831	6,377	2,873	-	40,455
Computer Software License / Maint	1,905	45,750	4,984	8,795	-	77,101	1,360	-	139,896
Equipment <5000	524	961	-	4,325	5,210	326,059	4,715	-	341,794
Equipment >5000	-	-	-	-	-	24,596	-	-	24,596
Postage / Shipping	40	99	-	196	1,170	-	-	-	1,505
Document Shredding	140	390	9	641	4,074	-	-	-	5,253
Insurance Com Property	819	743	-	1,315	23,026	-	-	-	25,903
Insurance General Liability	1,600	1,426	-	10,244	61,305	-	-	-	74,575
Insurance D&O	-	-	-	31,596	-	-	-	-	31,596
Telecommunication	4,744	7,229	401	17,473	84,647	-	-	-	114,496
Outreach / Marketing	-	4,000	-	59	-	-	301,179	-	305,238
Travel - Mileage	1,009	1,340	785	336	-	-	-	-	3,470
Travel - Out of town	4,393	7,728	-	16,755	-	-	-	-	28,876
Meetings & Conferences	1,090	550	-	5,598	5	-	795	-	8,038
License/Dues/Other Fees	946	20,042	142	8,096	-	1,200	665	-	31,091
Total Expenditures to Date	4,707,648	1,368,559	996,183	2,349,958	1,585,294	736,927	314,383	47,918	12,106,870
Unexpended Balance	1,378,207	131,441	571,773	602,926	544,706	(11,927)	55,617	2,082	3,274,825
% of Budget Expended	77%	91%	64%	80%	74%	102%	85%	96%	79%
Salaries & Benefits as a % of total	98%	85%	95%	82%	0%	0%	0%	0%	0%
Operating costs as a % of total	2%	15%	4%	17%	100%	100%	100%	100%	100%