

## **CareerSource Tampa Bay Minutes of Finance Committee Meeting**

**Date:** August 2, 2018, 9:00 a.m.

**Location:** CareerSource Tampa Bay Office, 4902 Eisenhower Blvd. Tampa, FL

### **Call to Order**

Incoming Chair Sophia West called the meeting to order at 9:03 a.m. There was a quorum present with the following Finance Committee members participating.

### **Board Members in attendance**

Jasiel Legon, Michael Smith, Sophia West

### **Board Members not in attendance**

Steve Hooper

### **Staff Present**

Juditte Dorcy, Sheila Doyle, Anna Munro, Mai Russell

### **BOCC Liaison/Representative**

Kenneth Jones, Ron Barton

### **Guest**

Teri Morrow

The items are listed in the order of discussion.

▶ indicates committee action

### **Action Items**

#### **▶ Approval of Minutes: April 26, 2018 Finance Committee Meeting**

**A motion to approve the minutes of April 26<sup>th</sup> Finance Committee Meeting** was made by Mike Smith and seconded by Jasiel Legon. The motion passed unanimously.

#### **▶ 2018 – 2019 Budget Modification No. 1**

Finance Director Sheila Doyle presented this item for consideration. Total budget revenue has increased from \$20.7M to \$22.5M. Interim Executive Director Dorcy added the new \$100k award for Apprenticeship will provide construction training targeted for Migrant Seasonal Farmworkers. **A motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

#### **▶ Paid Time Off**

HR Consultant Morrow presented this item. Referring to the excerpt on PTO taken from the Employee Handbook, she compared the current policy with industry standard. A discussion on capping PTO hours, capping PTO payout, unpaid leave, and FMLA ensued.

**A motion to cap the accumulation of PTO hours not to exceed 480 hours** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**A motion to cap PTO payout at two (2) times the maximum annual accrual hours based on length of service** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**A motion to payout** [transition employees with] accumulated PTO hours in December was made by Mike Smith and seconded by Jasiel Legon. The motion passed unanimously.

**A motion to remove “Employees may not request unpaid leave with approval from the President & CEO”** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**A motion to add the following policy “PTO hours run concurrently with FMLA”** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**► 401(k) Plan Non-Elective Contribution (NEC)**

Finance Director Anna Munro presented this item for consideration. **A motion to approve NEC of 5% of an employee's eligible earnings to be allocated as of the end of each payroll period within the Plan** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**Other Administrative Matters**

**► Combining Audit & Finance Committees**

**A motion to combine Audit & Finance Committees** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**Information Items**

**Section 125 Wrap Plan document**

HR Consultant Morrow spoke on this item. She explained the filing of this document allows employees to make pre-tax payroll deduction for benefits. This document is being reviewed and will be presented for board approval by September 1<sup>st</sup>.

**Expenditures Report for Period Ending June 30, 2018**

A review of expenditures by program ensued. CareeSource Tampa Bay has expended 72% of its 2017 – 2018 budgets.

**Public Comments**

None was made.

**Adjournment**

The meeting was adjourned at approximately 10:35 a.m.