



Thursday, November 30, 2017, 8:30 AM

Via teleconference

Conference Dial: 1-800-511-7985

Conference Code: 605-9608#

Finance Committee Agenda

- I. Welcome and Introductions** Darren Veneri

- II. Action/Discussion Items**
 - 1. Approval of Minutes – October 26, 2017 Finance Committee Meeting Page 2
 - 2. 2017 – 2018 Budget Modification No. 3 Page 4

- III. Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)

- IV. Information Items**
 - 1. Financial Update for Period Ended October 31, 2017 Page 8

- V. Public Comments**

- VI. Adjournment**

Next Finance Committee Meeting – February 1, 2018



**CareerSource Tampa Bay
Finance Committee Meeting**

Date: October 26, 2017, 8:30 a.m.

Location: Via Teleconference

Call to Order

Committee Chair Darren Veneri called the meeting to order at 8:31 A.M. There was a quorum present with the following Finance Committee members participating.

Committee Members in Attendance

Shannon Evans, Randall King, Dick Peck, Darren Veneri

Committee Members Not in Attendance

Jennifer Kuhn

Staff Present

Edward Peachey, Jeanette Lugo, Mai Russell

Guest

Kenneth Jones

Action/Discussion Items

Action Item 1 – Approval of Minutes of Finance Committee Meeting

The minutes of July 27, 2017 Finance Committee Meeting were presented for approval.

Motion: Randall King

Second: Shannon Evans

The minutes were approved as presented.

The motion carried.

Action Item 2 – 2016 – 2017 Budget Modification No. 2

Total budgeted revenue has increased from \$21,575,914 to \$21,872,067 for an overall increase of \$296,153. This is due to the following:

Workforce Innovation and Opportunity Act:

Increase in WIOA Adult of \$515,411

Increase in WIOA DW of \$335,775

Decrease in WIOA Community Based Sector Strategies of \$1,899

Employment Services:

Decrease in Wagner Peyser of \$74,278

Increase in TAA of \$20,878

New Award for Cooperative Outreach Program of \$42,282

Decrease in Military Spouse of \$ 1,566

Direct Grants and Special Projects:

Increase in RESEA of \$180,484

Decrease in Tampa Housing of \$49,384

Additionally, there was an increase in expenditures of \$495,542

Motion: Randall King

Second: Dick Peck

The Finance Committee recommended approval of the adjustments to the revenue budgets and the resultant modifications to the expenditures budgets.

The motion carried.

Other Administrative Matters

No items were brought forward for action.

Information Item 1 Financial Compliance Monitoring Report

FL Department of Economic Opportunity's Bureau of Financial Monitoring and Accountability has conducted its review of CareerSource Tampa Bay's financial procedures. The monitoring procedures performed included test of transaction details, file inspections, and other inquiries for the period covering July 1, 2016 through June 30, 2017.

As a result of this monitoring, there were no non-compliance issues identified.

Information Item 2 Financial Update for Period Ended September 30, 2017

The Grant Award to Actual Expenditures report was provided in the meeting packet. CareerSource Tampa Bay has expended 21.87% of its 2017 - 2018 budgets.

Public Comments

There was none.

Adjournment

The meeting was adjourned at approximately 8:40 A.M.



Action Item 2

2017 - 2018 Budget Modification No. 3

Information:

Total budgeted revenue has increased from \$21,872,067 to \$22,532,279 for an overall increase of \$660,212. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

New Award for WIOA Community Based Training Construction of \$70,000

New Award for WIOA Sector Strategies IT Training of \$196,495

New Award for WIOA Sector Strategies Career Ready of \$191,545

Employment Services:

Increase in SNAP of \$83,795

Decrease in Unemployment Services of \$6,623

Direct Grants and Special Projects:

New Award from Citi Foundation of \$125,000

Additionally, there was an increase in expenditures of \$672,523.

Recommendation

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

CareerSource Tampa Bay
 PY 2017-2018 Budget
 Financial Report Summary

	Approved Budget	Modification No. 3	Modified Budget
WIOA Adult	3,881,049	-	3,881,049
WIOA Youth	3,607,531	-	3,607,531
WIOA Dislocated Worker	4,608,295	-	4,608,295
WIOA Community Based Sector Strategies	197,476	-	197,476
WIOA Performance Incentives	134,584	-	134,584
WIOA Community Based Training Construction	-	70,000	70,000
WIOA Sector Strategies IT Training	-	196,495	196,495
WIOA Sector Strategies Career Ready	-	191,545	191,545
WIOA Supplemental	329,315	-	329,315
Subtotal WIOA	12,758,250	458,040	13,216,290
Wagner Peyser	1,116,361	-	1,116,361
Veterans Programs	250,000	-	250,000
SNAP	675,000	83,795	758,795
SNAP ERS	20,000	-	20,000
Unemployment Svcs.	100,000	(6,623)	93,377
Trade Adjustment Act	225,217	-	225,217
Cooperative Outreach Program	42,282	-	42,282
Military Spouse	98,434	-	98,434
Subtotal Employment Services	2,527,294	77,172	2,604,466
Welfare Transition Program	4,430,731	-	4,430,731
Subtotal WTP	4,430,731	-	4,430,731
Reemployment & Eligibility Assessment (RESEA)	600,000	-	600,000
Job Driven- Nat'l Emergency Grant	-	-	-
Sector Partnership - Nat'l Emergency Grant	-	-	-
USDOL H1B	-	-	-
Tampa Housing	49,066	-	49,066
Citi Foundation	-	125,000	125,000
USDOL Tech Hire	1,506,726	-	1,506,726
Subtotal Grants and Special Projects	2,155,792	125,000	2,280,792
Total Combined	21,872,067	660,212	22,532,279

CareerSource Tampa Bay
CSTB Budget
PY 2017 (July 2017-June 2018)

	Workforce Innovation Opp Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CSTB PY 17-18	Modification No. 3	Prior CSTB Budget
REVENUE							
P.Y. 2017 CONTRACTS	8,494,560	2,364,654	4,430,731	1,861,276	17,151,221	660,212	16,491,009
CARRYFORWARD	4,721,730	239,812	-	419,516	5,381,058	-	5,381,058
TOTAL REVENUE	13,216,290	2,604,466	4,430,731	2,280,792	22,532,279	660,212	21,872,067
EXPENDITURES							
ADMIN AVAILABLE							
INDIRECT COST RATE	7%	7%	7%	7%	7%	0.0%	7%
PROJECTED EXPEND	925,140	281,041	310,151	159,655	1,675,987	46,214	1,629,773
PROGRAM SERVICES							
SERVICE PROVIDER CONTRACTS							
Business Services	2,552,826	-	759,159	588,015	3,900,000	-	3,900,000
Case Management	2,305,000	775,000	1,350,000	275,000	4,705,000	65,000	4,640,000
Participant	3,170,000	220,000	800,000	140,000	4,330,000	(80,000)	4,410,000
Service Provider Contracts	-	-	-	660,000	660,000	-	660,000
Junior Achievement	-	-	300,000	-	300,000	-	300,000
SUB TOTAL PROGRAM SVC	8,027,826	995,000	3,209,159	1,663,015	13,895,000	(15,000)	13,910,000
CSTB SUPPORT SERVICES							
Indirect Cost Rate (3%)	396,489	120,446	132,922	68,424	718,281	19,806	698,475
TBWA Program Coordinator	245,000	90,000	-	105,000	440,000	315,000	125,000
DEO Staff Travel	-	15,000	-	-	15,000	-	15,000
One Stop Center Operating	628,869	523,592	296,903	200,636	1,650,000	76,503	1,573,497
MIS/Technology	134,758	93,627	163,622	42,993	435,000	-	435,000
Community Outreach	-	400,000	-	-	400,000	-	400,000
Employed Worker Training	550,000	-	-	-	550,000	50,000	500,000
Subsidized Employment	2,180,000	-	290,000	-	2,470,000	180,000	2,290,000
One Stop Staff Training	22,460	9,771	10,604	7,165	50,000	-	50,000
SUB TOTAL CSTB SUPPORT SVCS	4,157,576	1,252,436	894,051	424,218	6,728,281	641,309	6,086,972
TOTAL DIRECT CLIENT	12,185,402	2,247,436	4,103,210	2,087,233	20,623,281	626,309	19,996,972
EXCESS	105,748	75,989	17,370	33,904	233,011	(12,311)	245,322
SUMMARY							
Total Available	13,216,290	2,604,466	4,430,731	2,280,792	22,532,279	660,212	21,872,067
Total Direct Client	12,185,402	2,247,436	4,103,210	2,087,233	20,623,281	626,309	19,996,972
Total Administrative	925,140	281,041	310,151	159,655	1,675,987	46,214	1,629,773
Total Budgeted Cost	13,110,542	2,528,477	4,413,361	2,246,888	22,299,268	672,523	21,626,745
Excess/(Deficiency)	105,748	75,989	17,370	33,904	233,011	(12,311)	245,322



Information Item

Financial Update for Period Ended October 31, 2017

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2017-2018
For Period Ending 10/31/2017

Description	Begin Date	Grant End	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
Workforce Innovation Opportunity Act						
Adult PY2016	7/1/16	6/30/18	1,738,462	888,634	51.12%	849,828
Adult PY2017	7/1/17	6/30/19	2,142,587	-	0.00%	2,142,587
ISYouth PY2016	4/1/16	6/30/18	28,060	28,060	100.00%	-
ISYouth PY2017	4/1/17	6/30/19	271,199	22,701	8.37%	248,498
OSYouth PY2016	4/1/16	6/30/18	867,484	867,484	100.00%	-
OSYouth PY2017	4/1/17	6/30/19	2,440,788	459,083	18.81%	1,981,705
Dislocated Worker PY2016	7/1/16	6/30/18	1,755,664	1,180,957	67.27%	574,707
Dislocated Worker PY2017	7/1/17	6/30/19	2,852,631	-	0.00%	2,852,631
Community Based Sec Str	4/1/17	3/31/18	197,476	49,786	25.21%	147,690
Community Based Training - Construction	7/1/17	12/31/18	70,000	-	0.00%	70,000
Sector Strategies - IT Training	7/1/17	12/31/18	196,495	-	0.00%	196,495
Sector Strategies - Career READY	9/1/17	2/28/19	191,545	-	0.00%	191,545
Performance Incentives (Youth,AD,DW)	7/1/16	12/31/17	134,584	-	0.00%	134,584
Supplemental WIOA State Level	7/1/17	6/30/18	329,315	-	0.00%	329,315
Total Workforce Innovation Opportunity Act			13,216,290	3,496,705	26.46%	9,719,585
Employment Services						
Wagner Peyser PY2016	7/1/16	9/30/17	69,595	69,595	100.00%	-
Wagner Peyser PY2017	7/1/17	9/30/18	1,046,766	346,029	33.06%	700,737
WP - Cooperative Outreach Program	7/1/17	6/30/18	42,282	-	0.00%	42,282
DVOP PY17 July-Sept	7/1/17	9/30/17	76,130	69,831	91.73%	6,299
DVOP PY17 Oct-June	10/1/17	6/30/18	123,870	-	0.00%	123,870
LVER PY17 July-Sept	7/1/17	9/30/17	20,751	18,032	86.90%	2,719
LVER PY17 Oct-June	10/1/17	6/30/18	29,249	-	0.00%	29,249
Supplemental Nutrition Assistance Program PY17 July-Sept	7/1/17	9/30/17	171,438	171,438	100.00%	-
Supplemental Nutrition Assistance Program PY17 Oct-June	10/1/17	9/30/18	587,357	77,662	13.22%	509,695
SNAP ERS	2/1/17	9/30/17	20,000	6,341	31.71%	13,659
Unemployment Compensation PY17 July-Sept	7/1/17	9/30/17	18,677	18,677	100.00%	-
Unemployment Compensation PY17 Oct-June	10/1/17	6/30/18	74,700	7,749	10.37%	66,951
TAA Administration PY2016	10/1/16	9/30/17	20,878	1,183	5.67%	19,695
TAA Administration PY2017	10/1/17	6/30/18	26,250	2,694	10.26%	23,556
TAA Training PY2017	10/1/17	6/30/18	100,105	26,181	26.15%	73,924
TAA Case Management PY2016	10/1/16	9/30/17	29,234	1,718	5.88%	27,516
TAA Case Management PY2017	10/1/17	6/30/18	48,750	4,460	9.15%	44,290
Military Family	7/1/17	6/30/18	98,434	40,958	41.61%	57,476
Total Employment Services			2,604,466	862,548	33.12%	1,741,918
Welfare Transition						
Welfare Transition Program PY17 July-Sept	7/1/17	9/30/17	1,107,683	1,107,683	100.00%	-
Welfare Transition Program PY17 Oct-June	10/1/17	6/30/18	3,323,048	292,764	8.81%	3,030,284
Total Welfare Transition			4,430,731	1,400,447	31.61%	3,030,284
Direct Services						
RESEA Transition PY2017	1/1/17	12/31/17	419,516	121,939	29.07%	297,577
RESEA Transition PY2018	1/1/18	12/31/18	180,484	-	0.00%	180,484
USDOL Tech Hire	7/1/16	6/30/20	1,506,726	370,620	24.60%	1,136,106
Tampa Housing	5/15/17	3/31/21	49,066	5,626	11.47%	43,440
Citi Foundation	9/18/17	9/17/18	125,000	-	0.00%	125,000
Total Direct Services			2,280,792	498,185	21.84%	1,782,607
Grand Total			\$ 22,532,279	6,257,885	27.77%	16,274,394