



Thursday, February 1, 2018, 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 – November 30, 2017 Finance Committee Meeting Page 2
 - 2. 2017 – 2018 Budget Modification No. 4 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 December 31, 2017 Page 8

- V. Public Comments**

- VI. Adjournment**

Next Finance Committee Meeting – March 1, 2018



**CareerSource Tampa Bay
Finance Committee Meeting**

Date: November 30, 2017, 8:30 a.m.

Location: Via Teleconference

Call to Order

Committee Chair Darren Veneri called the meeting to order at 8:30 A.M. There was a quorum present with the following Finance Committee members participating.

Committee Members in Attendance

Shannon Evans, Randall King, Jennifer Kuhn, Dick Peck, Darren Veneri

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 October 26, 2017 Finance Committee Meeting were presented for approval.

Motion: Randall King

Second: Dick Peck

The minutes were approved as presented.

The motion carried.

Action Item 2 – 2016 – 2017 Budget Modification No. 3

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.

Motion: Dick Peck
Second: Randall King

*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: Financial Update for Period Ended October 31, 2017

The Grant Award to Actual Expenditures report was provided in the meeting packet. CareerSource Tampa Bay has expended 27.77% 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. 4

Information:

Total budgeted revenue has increased from \$22,532,279 to \$23,447,872 for an overall increase of \$915,593. This is due to the following:

Workforce Innovation & Opportunity Programs:

Increase in WIOA Adult of \$250,000

Decrease in WIOA DW of \$100,000

Employment Services:

Increase in Wagner Peyser of \$150,000

Increase in SNAP of \$46,785

Direct Grants and Special Projects:

Increase in Sector Partnership – Nat'l Emergency of \$186,938

Increase in USDOL Tech Hire of \$381,870

Additionally, there was an increase in expenditures of \$981,560.

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. 4	Modified Budget
WIOA Adult	3,881,049	250,000	4,131,049
WIOA Youth	3,607,531	-	3,607,531
WIOA Dislocated Worker	4,608,295	(100,000)	4,508,295
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	13,216,290	150,000	13,366,290
Wagner Peyser	1,116,361	150,000	1,266,361
Veterans Programs	250,000	-	250,000
SNAP	758,795	46,785	805,580
SNAP ERS	20,000	-	20,000
Unemployment Svcs.	93,377	-	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	2,604,466	196,785	2,801,251
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	-	186,938	186,938
USDOL H1B	-	-	-
Tampa Housing	49,066	-	49,066
Citi Foundation	125,000	-	125,000
USDOL Tech Hire	1,506,726	381,870	1,888,596
Subtotal Grants and Special Projects	2,280,792	568,808	2,849,600
Total Combined	22,532,279	915,593	23,447,872

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	8,644,560	2,561,439	4,430,731	2,430,084	18,066,814	915,593	17,151,221
CARRYFORWARD	4,721,730	239,812	-	419,516	5,381,058	-	5,381,058
TOTAL REVENUE	13,366,290	2,801,251	4,430,731	2,849,600	23,447,872	915,593	22,532,279
EXPENDITURES							
ADMIN AVAILABLE							
INDIRECT COST RATE	7%	7%	7%	7%	7%	0.0%	7%
PROJECTED EXPEND	935,640	284,316	310,151	199,472	1,729,579	53,592	1,675,987
PROGRAM SERVICES							
SERVICE PROVIDER CONTRACTS							
Business Services	2,482,651	-	731,141	686,208	3,900,000	-	3,900,000
Case Management	2,305,000	825,000	1,350,000	300,000	4,780,000	75,000	4,705,000
Participant	3,420,000	220,000	890,000	425,000	4,955,000	625,000	4,330,000
Service Provider Contracts	-	-	-	660,000	660,000	-	660,000
Junior Achievement	-	-	300,000	-	300,000	-	300,000
SUB TOTAL PROGRAM SVC	8,207,651	1,045,000	3,271,141	2,071,208	14,595,000	700,000	13,895,000
CSTB SUPPORT SERVICES							
Indirect Cost Rate (3%)	400,989	121,850	132,922	85,488	741,249	22,968	718,281
TBWA Program Coordinator	245,000	90,000	-	105,000	440,000	-	440,000
DEO Staff Travel	-	15,000	-	-	15,000	-	15,000
One Stop Center Operating	616,153	627,919	291,526	214,402	1,750,000	100,000	1,650,000
MIS/Technology	132,033	169,554	162,470	45,943	510,000	75,000	435,000
Community Outreach	-	400,000	-	-	400,000	-	400,000
Employed Worker Training	550,000	-	-	-	550,000	-	550,000
Subsidized Employment	2,180,000	-	250,000	70,000	2,500,000	30,000	2,470,000
One Stop Staff Training	22,005	9,926	10,412	7,657	50,000	-	50,000
SUB TOTAL CSTB SUPPORT SVCS	4,146,180	1,434,249	847,330	528,490	6,956,249	227,968	6,728,281
TOTAL DIRECT CLIENT	12,353,831	2,479,249	4,118,471	2,599,698	21,551,249	927,968	20,623,281
EXCESS (Deficiency)	76,819	37,686	2,109	50,430	167,044	(65,967)	233,011
SUMMARY							
Total Available	13,366,290	2,801,251	4,430,731	2,849,600	23,447,872	915,593	22,532,279
Total Direct Client	12,353,831	2,479,249	4,118,471	2,599,698	21,551,249	927,968	20,623,281
Total Administrative	935,640	284,316	310,151	199,472	1,729,579	53,592	1,675,987
Total Budgeted Cost	13,289,471	2,763,565	4,428,622	2,799,170	23,280,828	981,560	22,299,268
Excess/(Deficiency)	76,819	37,686	2,109	50,430	167,044	(65,967)	233,011



Information Item

Financial Update for Period Ended December 31, 2017

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2017-2018
For Period Ending 12/31/2017

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	1,070,923	61.60%	667,539
Adult PY2017	7/1/17	6/30/19	2,392,587	-	0.00%	2,392,587
ISYouth PY2016	4/1/16	6/30/18	21,562	21,562	100.00%	-
ISYouth PY2017	4/1/17	6/30/19	271,199	43,004	15.86%	228,195
OSYouth PY2016	4/1/16	6/30/18	873,982	873,982	100.00%	-
OSYouth PY2017	4/1/17	6/30/19	2,440,788	988,423	40.50%	1,452,365
Dislocated Worker PY2016	7/1/16	6/30/18	1,755,664	1,441,715	82.12%	313,949
Dislocated Worker PY2017	7/1/17	6/30/19	2,752,631	-	0.00%	2,752,631
Community Based Sec Str	4/1/17	9/30/18	197,476	57,216	28.97%	140,260
Community Based Training - Construction	7/1/17	12/31/18	70,000	34,395	49.14%	35,605
Sector Strategies - IT Training	7/1/17	12/31/18	196,495	1,982	1.01%	194,513
Sector Strategies - Career READY	9/1/17	2/28/19	191,545	3,800	1.98%	187,745
Performance Incentives (Youth,AD,DW)	7/1/16	12/31/17	134,584	134,584	100.00%	-
Supplemental WIOA State Level	7/1/17	12/31/18	329,315	-	0.00%	329,315
Total Workforce Innovation Opportunity Act			13,366,290	4,671,586	34.95%	8,694,704
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	1,196,766	625,463	52.26%	571,303
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	53,005	53,005	100.00%	-
DVOP PY17 Oct-Sept	10/1/17	9/30/18	146,995	50,100	34.08%	96,895
LVER PY17 July-Sept	7/1/17	9/30/17	12,945	12,945	100.00%	-
LVER PY17 Oct-Sept	10/1/17	9/30/18	37,055	15,543	41.95%	21,512
Supplemental Nutrition Assistance Program PY17 July-Sept	7/1/17	9/30/17	218,223	218,223	100.00%	-
Supplemental Nutrition Assistance Program PY17 Oct-Sept	10/1/17	9/30/18	587,357	192,290	32.74%	395,067
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-Sept	10/1/17	9/30/18	74,700	15,131	20.26%	59,569
TAA Administration PY2016	10/1/16	6/30/17	20,878	1,183	5.67%	19,695
TAA Administration PY2017	7/1/17	6/30/18	26,250	4,645	17.70%	21,605
TAA Training PY2017	7/1/17	6/30/18	100,105	43,393	43.35%	56,712
TAA Case Management PY2016	10/1/16	6/30/17	29,234	1,718	5.88%	27,516
TAA Case Management PY2017	7/1/17	6/30/18	48,750	5,782	11.86%	42,968
Military Family	7/1/17	6/30/18	98,434	61,050	62.02%	37,384
Total Employment Services			2,801,251	1,395,084	49.80%	1,406,167
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	969,124	29.16%	2,353,924
Total Welfare Transition			4,430,731	2,076,807	46.87%	2,353,924
Direct Services						
RESEA Transition PY2017	1/1/17	12/31/17	419,516	419,516	100.00%	-
RESEA Transition PY2018	1/1/18	12/31/18	180,484	-	0.00%	180,484
Sector Partnership NEG	7/1/15	6/30/18	186,938	-	0.00%	186,938
USDOL Tech Hire	7/1/16	6/30/20	1,888,596	565,564	29.95%	1,323,032
Tampa Housing	5/15/17	3/31/21	49,066	7,400	15.08%	41,666
Citi Foundation	9/18/17	9/17/18	125,000	-	0.00%	125,000
Total Direct Services			2,849,600	992,480	34.83%	1,857,120
Grand Total			\$ 23,447,872	9,135,957	38.96%	14,311,915