



Thursday, September 11, 2019 - 11:00 AM  
Conference Call

## Finance Committee Agenda

- I. **Welcome and Introductions** .....Sophia West, Chair
  
- II. **Action/Discussion Items**
  - 1. Approval of Minutes – July 25,2019 Finance Committee Meeting ..... Page 2
  - 2. 2019 – 2020 Budget Modification No. 1 .....S. Doyle, Page 5
  
- III. **Other Administrative Matters**  
*(Items of urgency not meeting the seven-day guideline for review)*
  
- IV. **Information Items**
  - 1. Budget Narrative for Non-Recurring Items ..... S. Doyle, Page 10
  - 2. Internal and External Audits .....A. Munro, Page 11
  - 3. Third Party Contracts.....A. Munro, Page 12
  
- V. **Public Comments**
  
- VI. **Adjournment**

Next Finance Committee Meeting – October 24, 2019

# CareerSource Tampa Bay Minutes of Finance Committee Meeting

**Date:** July 25, 2019  
**Location:** 4902 Eisenhower Blvd., Ste. 250, Tampa, FL

## Call to Order

Chair Sophia West called the meeting to order at 9:32 a.m. There was a quorum present with the following Finance Committee members participating.

## Board members in attendance

Sophia West, Don Noble and Randall King (via phone).

## Board members not in attendance

Jasiel Legon

## Staff Present

John Flanagan, Sheila Doyle, Anna Munro, Jody Toner, Mimi Tran, and Tammy Stahlgren

## BOCC Liaison/Representative

Kenneth Jones

The items are listed in the order of discussion.

▶ indicates committee action

□ Indicates Action Needed

## Public Comments

There were none.

## Action/Discussion Items

### ▶ Approval of Minutes:

#### May 9, 2019 Finance Committee

- A motion to approve the minutes of **May 9, 2019 Finance Committee Meeting**
- Motioned by: Don Noble
- Seconded by: Randall King
- The minutes approved as written. The motion passed unanimously.

### ▶ Action Item – PY 2018 – 2019 Budget Modification No. 4

PY 2018 – 2019 Budget Modification No. 4 presented by Sheila Doyle

*(Refer to Page 5-7 of the July 25, 2019 Finance Committee Agenda Packet)*

- This represents the final budget modification for fiscal year ended 6/30/19
- Budgeted revenues have increased from \$23,044,047 to \$23,544,047 for an overall increase of \$500k.
- The increase is related to additional funding received for the Welfare Transition program.
- Expenditures related primarily to direct participant costs increased by \$498k.
- A Motion to approve the **2019-2020 Planning Budget**
- Motioned by: Don Noble
- Seconded by: Randall King
- The motion passed. No further discussion.

## Other Administrative Matters

- Discussion on soliciting a Consultant to assist with mitigating the disallowed costs and the funding source that will be used to pay for the Consultant fee.
- Discussion on increasing unrestricted funds and finding ways to grow this amount for the upcoming fiscal year.

## Information Item –

### Expenditure Reports for the period ended June 30, 2019

Presented by Sheila Doyle, CFO

*(Refer to Pages 8-11 of the July 25, 2019 Finance Committee Agenda Packet)*

Members were referred to the expenditures report for review.

- Overall all awards that ended 6/30/19 were fully expended
- 3 of the WIOA special awards from CareerSource Florida have been extended until 12/31/19.
  - Career Ready
  - IT Training
  - Sector Strategy
- Reemployment Assistance Program PY2018 award may not be able to fully expended by the end date of 9/30/19. This is charged mainly for staff time for UC claimant assistance. All other awards are spending as expected.
- Carryforward funding appears to be in line with expectations. The only exception is the Tech Hire award that will carryforward additional funding. We may have to look at requesting a no-cost extension from USDOL in order to fully expend.

### Indirect Cost Rate

Presented by Sheila Doyle, CFO

*(Refer to Page 12 of the July 25, 2019 Finance Committee Agenda Packet)*

- CSTB previously elected to use the 10% de minimis rate for the indirect costs. For the period beginning July 1, 2018, we submitted a proposal based on our expenditure projections through the end of the fiscal year and were approved for a provisional rate of 14.59%.
- The actual indirect cost rate for the period ended 6/30/2019 was 13.23%. Within 6 months of FYE we will submit a final rate. We can either use that final rate for the next fiscal year or submit for a new provisional.

### Compensation and Benefits Study

*(Refer to Page 13 of the July 25, 2019 Finance Committee Agenda Packet)*

- Director Tran reviewed the update and timeline for the compensation and Benefits study.
- Ken Jones suggested looking at Hillsborough counties Health Care for comparison.

### Internal and External Audits

*(Refer to Page 16 of the July 25, 2019 Finance Committee Agenda Packet)*

- Status update Internal and External Audits were reviewed.
- DEO Fiscal Monitoring that took place in March 2019 is still ongoing. Due to DEO being short staffed the monitoring is taking longer than expected.
- Further discussion occurred regarding who performs the internal and external audits.

### Third Party Contracts

*(Refer to Page 17 of the July 25, 2019 Finance Committee Agenda Packet)*

- New contracts Dynamic Works and Complete Technology.

## Discussion Item

### Finance Committee items for future consideration

- It was recommended to share at the next finance meeting a narrative of non-recurring items that are built into the budget.
- Accelerate the combining of the finance and audit committee
- Consider virtual access for committee meetings

### DOL Findings Discussion

A brief discussion occurred regarding the findings and what we are doing differently?

- Clarification was made that DOL findings relate to program and not finance
- Engaging 3<sup>rd</sup> party to conduct review of policies and procedures

### Other

- Handouts presented to FC:
  - Marketing and related ROI and including information at the FC level.
  - Career Center locations: map of area, general information, foot traffic
  - Compensation philosophy presented in draft form.

## Adjournment

The meeting was adjourned at approximately 10:31a.m.

Minutes submitted by Tammy Stahlgren Administrative Services Coordinator.



**Action Item # 2**  
**2019 – 2020 Budget Modification No. 1**



## **PY 2019-2020 Budget Modification No. 1**

### **Information:**

Total budgeted revenue has increased from \$22,479,311 to \$23,554,195 for an overall increase of \$1,074,884. This is due to the following:

### **Workforce Innovation & Opportunity Act Programs:**

Increase in WIOA Adult of \$164,593

Increase in WIOA Youth of \$39,679

Increase in WIOA Dislocated Worker of \$200,204

Decrease in WIOA Community Based Sector Strategies of \$5,000

Increase in WIOA Sector Strategies IT Training of \$25,000

Increase in WIOA Sector Strategies Career Ready of \$10,000

Increase in WIOA Apprenticeship of \$10,759

Decrease in WIOA Hurricane Maria Outreach of \$5,022

Increase in WIOA Soft Skills of \$16,345

Increase in WIOA Supplemental of \$14,364

### **Employment Services:**

Increase in Wagner Peyser of \$241,798

Decrease in Veterans Programs of \$15,109

Increase in SNAP of \$1,927

Decrease in Unemployment Services of \$7,619

Increase in Trade Adjustment Act of \$29,503

Increase in Military of \$434

### **Welfare Transition Program:**

Increase in Welfare Transition of \$190,228

**Direct Grants and Special Projects:**

Decrease in Re-employment & Eligibility Assessment of \$7,583

Decrease in NEG – Hurricane Maria Evacuees of \$112,703

Increase in USDOL Tech Hire of \$278,551

Decrease in Tech Hire Evaluation of \$578

Increase in Tampa Housing of \$1,374

Increase in City Foundation of \$3,739

Additionally, there was an increase in expenditures of \$1,070,339.

**Recommendation**

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

**CareerSource Tampa Bay  
PY 2019-2020 Revenue Budget  
Modification #1**

<b>Program/Award</b>	<b>Approved Budget</b>	<b>Modification No. 1</b>	<b>Modified Budget</b>
WIOA Adult	3,967,329	164,593	4,131,922
WIOA Youth	5,011,433	39,679	5,051,112
WIOA Dislocated Worker	4,145,655	200,204	4,345,859
WIOA Community Based Sector Strategies	30,000	(5,000)	25,000
WIOA Sector Strategies IT Training	45,000	25,000	70,000
WIOA Sector Strategies Career Ready	10,000	10,000	20,000
WIOA Apprenticeship	63,000	10,759	73,759
WIOA Hurricane Maria Outreach	9,000	(5,022)	3,978
WIOA Soft Skills	80,000	16,345	96,345
WIOA Supplemental	251,171	14,364	265,535
<b>Subtotal WIOA</b>	<b>13,612,588</b>	<b>470,922</b>	<b>14,083,510</b>
Wagner Peyser	1,308,473	241,798	1,550,271
Veterans Programs	241,250	(15,109)	226,141
SNAP	627,500	1,927	629,427
Unemployment Svcs.	69,500	(7,619)	61,881
Trade Adjustment Act	197,000	29,503	226,503
Military Family	98,000	434	98,434
<b>Subtotal Employment Services</b>	<b>2,541,723</b>	<b>250,934</b>	<b>2,792,657</b>
Welfare Transition Program	4,500,000	190,228	4,690,228
<b>Subtotal WTP</b>	<b>4,500,000</b>	<b>190,228</b>	<b>4,690,228</b>
Reemployment & Eligibility Assessment (RESEA)	485,000	(7,583)	477,417
NEG - Hurricane Maria Evacuees	220,000	(112,703)	107,297
USDOL Tech Hire	1,000,000	278,551	1,278,551
Tech Hire Evaluation	30,000	(578)	29,422
Tampa Housing	90,000	1,374	91,374
Citi Foundation	-	3,739	3,739
<b>Subtotal Grants and Special Projects</b>	<b>1,825,000</b>	<b>162,800</b>	<b>1,987,800</b>
<b>Total Combined</b>	<b>22,479,311</b>	<b>1,074,884</b>	<b>23,554,195</b>



**CareerSource Tampa Bay**  
**Planning Budget - Modification #1**  
**Fiscal Year 2020 (July 2019-June 2020)**

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2019-2020	Prior Approved Budget FY 2019-2020	Modification #1
<b>Revenue:</b>							
Fiscal Year 2020 New Allocations	7,279,732	2,211,816	4,491,446	1,378,551	15,361,545	14,167,140	1,194,405
Carryforward from Prior Year Allocations	6,803,778	580,841	198,782	609,249	8,192,650	8,312,171	(119,521)
<b>Total Revenue</b>	<b>14,083,510</b>	<b>2,792,657</b>	<b>4,690,228</b>	<b>1,987,800</b>	<b>23,554,195</b>	<b>22,479,311</b>	<b>1,074,884</b>
<b>Expenditures:</b>							
<b>Program Services - Allocated Costs:</b>							
Business Services	1,115,342	-	215,382	44,276	1,375,000	2,480,000	(1,105,000)
Case Management	3,197,779	764,464	1,365,813	341,414	5,669,470	5,370,515	298,955
Career Services	782,797	141,836	334,343	18,055	1,277,031	800,934	476,097
One Stop Operating/Facilities Costs	608,368	944,810	223,268	138,554	1,915,000	1,915,000	-
Technology	120,169	242,365	94,848	42,618	500,000	500,000	-
Community Outreach	89,627	171,475	64,497	14,401	340,000	300,000	40,000
Program Staff Training & Professional Development	22,206	16,450	9,485	1,859	50,000	50,000	-
<b>Subtotal - Program Services Allocated</b>	<b>5,936,288</b>	<b>2,281,400</b>	<b>2,307,636</b>	<b>601,177</b>	<b>11,126,501</b>	<b>11,416,449</b>	<b>(289,948)</b>
<b>Program Services - Direct Costs:</b>							
Participant & Work Based Learning	6,618,750	70,000	1,615,000	395,000	8,698,750	7,468,737	1,230,013
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	357,571	357,571	384,066	(26,495)
Subrecipient Contracts	-	-	250,000	370,000	620,000	620,000	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
<b>Subtotal - Program Services Direct</b>	<b>6,618,750</b>	<b>105,000</b>	<b>1,865,000</b>	<b>1,122,571</b>	<b>9,711,321</b>	<b>8,507,803</b>	<b>1,203,518</b>
<b>Total Program Service Costs:</b>	<b>12,555,038</b>	<b>2,386,400</b>	<b>4,172,636</b>	<b>1,723,748</b>	<b>20,837,822</b>	<b>19,924,252</b>	<b>913,570</b>
<b>Indirect Costs</b>							
Indirect Costs	1,471,727	367,073	490,129	207,726	2,536,655	2,379,886	156,769
<b>Total Indirect Costs</b>	<b>1,471,727</b>	<b>367,073</b>	<b>490,129</b>	<b>207,726</b>	<b>2,536,655</b>	<b>2,379,886</b>	<b>156,769</b>
<b>Total Expenditures</b>	<b>14,026,765</b>	<b>2,753,473</b>	<b>4,662,765</b>	<b>1,931,474</b>	<b>23,374,477</b>	<b>22,304,138</b>	<b>1,070,339</b>
<b>Unobligated Balance</b>	<b>56,745</b>	<b>39,184</b>	<b>27,463</b>	<b>56,326</b>	<b>179,718</b>	<b>175,173</b>	<b>4,545</b>



## INFORMATION ITEM # 1

### Budget Narrative for Non-Recurring Items

The following items are included in the 2019/2020 operating budget and are non-recurring in nature:

- Community Workforce Advancements (CWA) - workforce development consultant to perform review of current service delivery model in the amount of approximately \$160k. These costs are captured in the Business Services, Career Services, Case Management and Indirect cost pools.
- Technology improvements – Office 365 and server migration to the cloud in the amount of approximately \$25k. These costs are captured in the Technology cost pool.
- Office/Facility improvements – furniture additions and/or replacement and security cameras in the amount of approximately \$200k. These costs are captured in the One Stop Operating/Facilities Cost pool.
- Compensation resources – full compensation study to include salary market analysis and benefit composition of approximately \$50k. These costs are captured in the Indirect Cost pool.
- Financial consultant – review of financial policies and procedures to obtain recommendations for improvement and best practices of approximately \$65k. These costs are captured in the Indirect Cost pool.



## INFORMATION ITEM # 2

### Internal and External Audits

Internal/ External	Procedure Performed	Timing	Frequency	Status Update
External: DEO	Desk Reviews	Quarterly	On-going	Currently no desk reviews are in-progress.
External: DEO	On-site review	Annual	On-going	Onsite: 3.18.19 – 3.22.19 Review period: 4.1.18 -3.31.19 Status: Wrap of onsite review
Internal	Supportive Service Monitoring	EOM	On-going	Eisenhower, Tampa Center, Brandon and Career Prep Center completed with no issues.
Internal	Payroll monitoring (pay rate)	Annual	On-going	Payroll monitoring tentatively scheduled for September 2019
Internal	Board review	Annual	On-going	Related party review of supporting schedules completed. No findings noted.
Internal	Balance Sheet	Quarterly	On-going	Bank reconciliation review: tentatively scheduled for September 2019
Internal	Training Provider (Enrollment and Revenues)	Quarterly	On-going	Training vendors review: In-Progress
Internal	Disbursements	Quarterly	On-going	Disbursement review: In-Progress
Internal	Related Party Review of Contract Threshold	Monthly	On-going	Related Party Contract threshold review: In-Progress



**INFORMATION ITEM # 3**  
**Third Party Contracts**  
**Gray = New contracts**

<b>Service Providers Name</b>	<b>Service Type</b>	<b>Term</b>	<b>Rate Range</b>
Community Workforce Advancements	Workforce Development Consulting Services	7/22/2019 – 6/30/2020	\$111,625
EMSI	Business Engage	6/01/2019 - 5/31/2020	\$10,000
Tampa Bay Business Journal	Outreach	8/14/2019 – 7/8/2020	\$40,172
Marriott Tampa Water Street	Business Education Summit	2/28/2020	\$25,000
Compensation Resources	Compensation and Benefits Consulting	Thru 6/30/2020	\$48,000
Dynamic Works	One Stop Operator	Renewal 7/1/19-6/30/20 (Add'l 2 yr. option)	\$39,341 (annually)
Complete Technology Solutions	IT Services	New annual contract effective 7/1/19 (Subject to four additional one-year options )	\$397,431 (Yr1 )
Spectrum Enterprise	Fiber Intranet and Ethernet Service: N. Florida Avenue	3 years (4/2019-4/2022)	\$1,999/month
Mail Finance, Inc.	Postage machines: Eisenhower, N. Florida, Brandon	60 months (4/2019-4/2024)	Four at \$142.09/month
Trenam Kemker	Legal Services	2011 - Present (Ongoing)	\$250/hr
Dex Imaging	Lease: Copier/Printing/Scanner/Fax	10/2017-10/2024	\$52,729.92 (annually)
Brown & Brown Insurance	Property and General Liability	1/1/2019-1/1/2020	\$78,021.90 (total cost)
Access Interpreting Services (sign Language)	Disability Navigator Services	Ongoing	\$120/service
Alliance Health & Safety	Drug Tests	Ongoing	\$46/person
SARMA	Background Screenings	Ongoing	\$31/person



Insurance Information Exchange	Motor Vehicles Reports	Ongoing	\$10/person
Talx Corporation	Employment Verification Services	Ongoing	\$4,760/month
EMSI	Labor Market Data	3 years (2/1/19-1/31/22)	\$60,000 (20,000 per year)
Marine Max	Lease – Facilities (CPC) 2605 N. 43rd Street	7 years (7/1/14-6/30/21) 16,320 sq ft	\$4.21/sq ft \$4.63/sq ft
Park at Bay Plaza	Lease – Facilities (Brandon) 9350 Bay Plaza Boulevard	5 years (10/1/14-9/30/19) 8,256 sq ft	\$14.26-\$16.05/ sq ft
Hillsborough County	Lease – Facilities (Plant City) 2001 E. Cherry Street	3 years (9/2018-9/2021) 294 sq ft	\$6.00/sq ft
DEO	Lease – Facilities (Tampa Center) 9215 N. Florida Avenue	Indefinite – 76,737 sq ft	\$10.94 (FY19)
Tampa Eisenhower, LLC	Lease – Facilities (Eisenhower) 4902 Eisenhower Blvd.	5 years (7/1/16-6/30/22) 9,436 sq ft	\$19.96 – \$23.95/sq ft







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