

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: September 11, 2019
Location: Tele Conference

Call to Order

Chair Sophia West called the meeting to order at 11:02 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance via conference call

Sophia West, Don Noble and Jasiel Legon.

Board members not in attendance

Randall King.

Staff Present

John Flanagan, Sheila Doyle, Anna Munro, 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:

July 25, 2019 Finance Committee

- A motion to approve the minutes of **July 25, 2019 Finance Committee Meeting**
- Motioned by: Don Noble
- Seconded by: Jasiel Legon

- The motion carried. No further discussion.

▶ Action Item – PY 2019 – 2020 Budget Modification No. 1

PY 2019 – 2020 Budget Modification No. 1, presented by Shelia Doyle

(Refer to Pages 5-9 of the September 11, 2019 Finance Committee Agenda Packet)

First modification for fiscal year ending 6/30/2020 which represents true up related to final allocations from the state and final carryforward amounts.

- Program Services – Allocated Costs:
 - The reduction under business services and corresponding increase in Case Management and Career Services relates to the organizational changes in the Business Services dept and the movement of staff
 - The increase in Community outreach is related to the addition of Business Association memberships and related outreach costs.
- The majority of the increase in overall expenses are allocated to the participant expense line
- A Motion to approve the **2019-2020 Planning Budget approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.**

- Motioned by: Don Noble
- Seconded by: Jasiel Legon

- The motion passed. No further discussion.

Other Administrative Matters

Sophia West asked for an update on the plan to add Finance Committee members. Mr. Flanagan will reach out the Chair, Sean Butler for an update.

Don Noble gave an update on the Ad hoc By-Laws Committee. The committee proposed combining the Audit Committee and Finance Committee meetings and adding an Audit Sub-committee. The Committee also recommended requiring all Board members to participate in at least one committee. In keeping with the DOL findings, Hillsborough County is currently reviewing the recommended changes and will bring them back to the committee for further review. The By-Laws final draft will be brought to the Board of Directors meeting for approval, most likely at the November meeting. Then it will go to the Board of County Commissioners for their review and approval. Then it will be enacted, and any changes will move forward.

Compensation Study Update – Staff have received surveys regarding current benefits to be completed by next week. CSTB staff are on schedule to have a decision the first or second week of October. A special Board of Directors meeting will most likely be called in late October to present the benefits recommendations.

Information Items

Budget Narrative for Non-Recurring Items

(Refer to Page 10 of the September 11, 2019 Finance Committee Agenda Packet)

Office/Facility Improvement was discussed. Security guards were recently hired at the Career Prep Center and Brandon locations. CSTB recently hired a Property Manager who is assessing security needs for all locations.

Internal and External Audits

(Refer to Page 11 of the September 11, 2019 Finance Committee Agenda Packet)

Status updates were provided for Internal and External Audits.

DEO Fiscal Monitoring that took place in March 2019, is still ongoing. We expect their results soon.

Third Party Contracts

(Refer to Page 12 of the September 11, 2019 Finance Committee Agenda Packet)

New contracts were highlighted in gray.

Adjournment

The meeting was adjourned at approximately 11:32 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.