



Thursday, January 30, 2020
4902 Eisenhower Blvd., Suite 250 Tampa, FL

Finance Committee Agenda

- I. **Welcome and Introductions**Sophia West, Chair

- II. **Action/Discussion Items**
 - 1. Approval of Minutes – October 31, 2019 Finance Committee Meeting Page 2
 - 2. 2019 – 2020 Budget Modification No. 3S. Doyle, Page 5

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

- IV. **Information Items**
 - 1. Expenditure Reports for the period ending December 31, 2019S. Doyle Page 9
 - 2. External audit update A. Munro
 - 3. Benefit structure updateM. Tran. S. Doyle

- V. **Public Comments**

- VI. **Adjournment**

Next Finance Committee Meeting – February 27, 2020



CareerSource Tampa Bay

Minutes of Finance Committee Meeting

Date: October 31, 2019
Location: 9215 Eisenhower Blvd. Suite 250 Tampa, FL

Call to Order

Chair Sophia West called the meeting to order at 1:02 p.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

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

Board members not in attendance

None

Staff Present

John Flanagan, Mimi Tran, 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

▶ Action Item 1 - Approval of Minutes: September 11, 2019 Finance Committee Meeting Minutes

- **A motion to approve the minutes of September 11, 2019 Finance Committee Meeting**
- Motioned by: Randall King
- Seconded by: Jasiel Legon
- The motion carried. There was no discussion.

▶ Action Item 2 - PY 2019 – 2020 Budget Modification No. 2, presented by Director Anna Munro (Refer to Pages 4-7 of the October 31, 2019 Finance Committee Agenda Packet)

This Action Item represents the Budget Modification No. 2 for the PY 2019-2020. The total budgeted revenue has increased from \$23,554,195 to \$23,661,782 for an overall increase of \$107,586.

- **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: Randall King
- Seconded by: Don Noble
- The motion passed. No further discussion.

▶ Action Item 3– Compensation and Benefits Study, presented by Mimi Tran (Refer to Page 8 of the October 31, 2019 Finance Committee Agenda Packet)

CSTB engaged a consultant, Compensation Resources, Inc. (CRI), to perform a compensation and benefits analysis. CRI did a market analysis of CSTB's current salary structure, performed a staff survey, and reviewed the CSTB benefit structure in comparison to the market.

CRI's Findings:

- a) Staff Survey – 75% of staff participated in a confidential survey to understand their perceptions relating to CSTB rewards. Results of the survey were discussed.
 - b) Salary Surveys – Current positions were analyzed and found that 63.2% of current employees are in the middle range of their salary, 2.4% (3) of employees are below the middle range. Results of the survey was discussed.
 - c) Benefits Study – CSI reviewed all our benefits, Medical, dental, vision etc. Results of the study was discussed as well as the current cafeteria contribution and alternative benefit structures.
- **A Motion to approve the continuation of the current benefit stipend through the end of the fiscal year June 30, 2020 at which time the organization would transition to a more equitable cafeteria style benefit structure similar to one of the alternatives discussed at the meeting. The determination would be based on which one has the least impact to staff and the operating budget.**
 - Motioned by: Randall King
 - Seconded by: Don Noble
 - The motion carried.
 - **Additional Motion was made to accept the recommendation to move the employees who are below the market value during this compensation study up to the middle market value.**
 - Motioned by: Don Noble
 - Seconded by: Randal King
 - The motion carried. No further discussion

Other Administrative Matters

None

Information Items

Expenditure Reports for the period ending September 30, 2019 update by Anna Munro
(Refer to Page 10 -13 of the October 31, 2019 Finance Committee Agenda Packet)

This Grant Report to actual expenditure report also known as the "Burn Report" shows how we are using grant dollars. We are 25% into the PY and approximately 19% of grant budget has been expended. All grants ending 9/30/2019 were fully expended with the exception of REA which ended up with \$15,000. All other grants are spending on target. No current areas of concern. No discussion occurred.

DEO Financial Compliance Monitoring Report for the period July 1, 2019 through March 31, 2019
(Refer to Pages 14 -26 of the October 1, 2019 Finance Committee Agenda Packet)

Director Anna Munro reviewed the results of DEO's financial monitoring activities performed for the program years 2017-18 and 2018-19 or monitoring period July 1, 2017 through March 31, 2018. Each monitoring period included on-site visits, which occurred April 2 – 6, 2018 and March 19 – 21, 2019. No discussion occurred.

Highlights of the Monitoring Results report are found on page 20 of the packet. There were we no findings of noncompliance.

Internal and External Audits

(Refer to Page 27 of the October 31, 2019 Finance Committee Agenda Packet)

There was no discussion.

~~Status updates were provided for Internal and External Audits.~~

Third Party Contracts- Update given by Anna Munro
(Refer to Page 29 of the October 1, 2019 Finance Committee Agenda Packet)

CSTB is looking for a 3rd party attorney that we can use in case a conflict of interest arises with our current attorney, Hillsborough County Law Firm.

Adjournment

The meeting was adjourned at approximately 1:48 p.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.

DRAFT



Action Item # 2
2019 – 2020 Budget Modification No. 3



PY 2019-2020 Budget Modification No. 3

Information:

Total budgeted revenue has increased from \$23,661,781 to \$23,706,281 for an overall increase of \$44,500. This is due to the following:

Employment Services:

Increase in SNAP of \$44,500

Additionally, there was an increase in expenditures of \$43,516.

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 #3**

Program/Award	Approved Budget	Modification No. 3	Modified Budget
WIOA Adult	4,137,375	-	4,137,375
WIOA Youth	5,057,809	-	5,057,809
WIOA Dislocated Worker	4,346,995	-	4,346,995
WIOA Community Based Sector Strategies	25,000	-	25,000
WIOA Sector Strategies IT Training	70,000	-	70,000
WIOA Sector Strategies Career Ready	20,000	-	20,000
WIOA Apprenticeship	73,759	-	73,759
WIOA Hurricane Maria Outreach	3,978	-	3,978
WIOA Soft Skills	96,345	-	96,345
WIOA Supplemental	265,535	-	265,535
Subtotal WIOA	14,096,796	-	14,096,796
Wagner Peyser	1,557,071	-	1,557,071
Veterans Programs	226,141	-	226,141
SNAP	647,427	44,500	691,927
Unemployment Svcs.	61,881	-	61,881
Trade Adjustment Act	226,503	-	226,503
Military Family	98,434	-	98,434
Subtotal Employment Services	2,817,457	44,500	2,861,957
Welfare Transition Program	4,690,228	-	4,690,228
Subtotal WTP	4,690,228	-	4,690,228
Reemployment & Eligibility Assessment (RESEA)	477,417	-	477,417
NEG - Hurricane Maria Evacuees	176,797	-	176,797
USDOL Tech Hire	1,278,551	-	1,278,551
Tech Hire Evaluation	29,422	-	29,422
Tampa Housing	91,374	-	91,374
Citi Foundation	3,739	-	3,739
Subtotal Grants and Special Projects	2,057,300	-	2,057,300
Total Combined	23,661,781	44,500	23,706,281

CareerSource Tampa Bay
Planning Budget - Modification #3
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 #3
Revenue:							
Fiscal Year 2020 New Allocations	7,293,018	2,281,116	4,491,446	1,448,051	15,513,631	15,469,131	44,500
Carryforward from Prior Year Allocations	6,803,778	580,841	198,782	609,249	8,192,650	8,192,650	-
Total Revenue	14,096,796	2,861,957	4,690,228	2,057,300	23,706,281	23,661,781	44,500
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,208,314	-	166,686	-	1,375,000	1,375,000	-
Case Management	3,140,423	483,311	1,426,691	489,285	5,539,710	5,669,470	(129,760)
Career Services	741,876	-	388,058	11,413	1,141,347	1,277,031	(135,684)
One Stop Operating/Facilities Costs	399,201	1,259,318	180,009	76,472	1,915,000	1,915,000	-
Technology	84,308	309,471	82,248	23,973	500,000	500,000	-
Community Outreach	117,897	164,154	55,929	2,020	340,000	340,000	-
Program Staff Training & Professional Development	19,543	18,556	8,225	3,676	50,000	50,000	-
Subtotal - Program Services Allocated	5,711,562	2,234,810	2,307,846	606,839	10,861,057	11,126,501	(265,444)
Program Services - Direct Costs:							
Participant & Work Based Learning	6,836,781	185,000	1,615,000	542,000	9,178,781	8,791,781	387,000
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	274,881	274,881	357,571	(82,690)
Subrecipient Contracts	-	-	250,000	370,000	620,000	620,000	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	6,836,781	220,000	1,865,000	1,186,881	10,108,662	9,804,352	304,310
Total Program Service Costs:	12,548,343	2,454,810	4,172,846	1,793,720	20,969,719	20,930,853	38,866
Indirect Costs							
Indirect Costs	1,473,115	373,822	490,129	214,988	2,552,054	2,547,404	4,650
Total Indirect Costs	1,473,115	373,822	490,129	214,988	2,552,054	2,547,404	4,650
Total Expenditures	14,021,458	2,828,632	4,662,975	2,008,708	23,521,773	23,478,257	43,516
Unobligated Balance	75,338	33,325	27,253	48,592	184,508	183,524	984



INFORMATION ITEM # 1

Expenditure Reports for the period ending December 31, 2019

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2019-2020
For Period Ending 12/31/2019

Program Description	Award Begin Date	Award End Date	Award Amount	FY 19-20 Budget	FY 19-20 Expenditures YTD	FY 19-20 Remaining Budget	FY 19-20 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2018	7/1/18	6/30/20	2,755,573	1,308,804	1,308,804	(0)	100.00%	75%	100%
WIOA - Adult PY2019	7/1/19	6/30/21	2,621,848	2,828,571	148,230	2,680,341	5.24%	25%	6%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,975,639	2,418,120	1,061,832	1,356,288	43.91%	75%	54%
WIOA - Dislocated Worker PY2019	7/1/19	6/30/21	2,975,147	1,928,876	-	1,928,876	0.00%	25%	0%
WIOA - Youth PY2018	4/1/18	6/30/20	3,014,051	2,787,772	1,023,406	1,764,366	36.71%	78%	41%
WIOA - Youth PY2019	4/1/19	6/30/21	2,837,546	2,270,037	-	2,270,037	0.00%	33%	0%
WIOA - Supplemental	7/1/19	12/31/20	265,535	265,535	-	265,535	0.00%	33%	0%
WIOA - Sector Strategies - Career READY	7/1/19	12/31/19	20,000	20,000	20,000	-	100.00%	100%	100%
WIOA - Sector Strategies - IT Training	7/1/19	12/31/19	70,000	70,000	64,597	5,403	92.28%	100%	92%
WIOA - Community Based Sec Str	7/1/19	12/31/19	25,000	25,000	6,532	18,468	26.13%	100%	26%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	73,759	7,944	65,815	10.77%	83%	34%
WIOA - Soft Skills	2/1/19	8/31/20	100,000	96,345	6,305	90,040	6.54%	58%	10%
WIOA - Hurricane Maria Outreach	1/1/18	9/30/19	71,507	3,978	3,978	0	100.00%	100%	100%
Total Workforce Innovation Opportunity Act				14,096,796	3,651,628	10,445,168	25.90%		
Employment Services									
Wagner Peyser PY2018	7/1/18	9/30/19	1,402,798	239,021	239,021	0	100.00%	100%	100%
Wagner Peyser PY2019	7/1/19	9/30/20	1,418,050	1,318,050	270,016	1,048,034	20.49%	40%	19%
DVOP PY2018	10/1/18	12/31/19	214,081	85,840	85,840	(0)	100.00%	100%	100%
DVOP PY2019	10/1/19	9/30/20	135,458	90,608	-	90,608	0.00%	0%	0%
LVER PY 2018	10/1/18	12/31/19	62,065	24,493	24,493	(0)	100.00%	100%	100%
LVER PY 2019	10/1/19	9/30/20	37,850	25,200	-	25,200	0.00%	0%	0%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	791,531	241,927	241,927	(0)	100.00%	100%	100%
Supplemental Nutrition Assistance Program PY2019	10/1/19	9/30/20	600,000	450,000	106,862	343,138	23.75%	25%	18%
Reemployment Assistance Program PY2018	10/1/18	11/30/19	71,167	31,880	24,030	7,850	75.38%	100%	89%
Reemployment Assistance Program PY2019	10/1/19	9/30/20	40,000	30,000	-	30,000	0.00%	0%	0%
TAA Administration PY2017	7/1/17	9/30/19	31,695	22,292	598	21,694	2.68%	100%	32%
TAA Training PY2018	7/1/18	9/30/19	119,512	99,667	6,129	93,538	6.15%	100%	22%
TAA Training PY2019	10/1/19	9/30/20	60,000	60,000	12,408	47,592	20.68%	0%	21%
TAA Case Management PY2018	7/1/18	9/30/19	22,480	4,544	4,001	543	88.04%	100%	98%
TAA Case Management/Admin PY2019	10/1/19	9/30/20	40,000	40,000	5,262	34,738	13.16%	25%	13%
Military Family	7/1/19	6/30/20	98,434	98,434	42,920	55,514	43.60%	50%	44%
Total Employment Services			2,861,957	1,063,507	1,798,450	37.16%			
Welfare Transition									
Welfare Transition Program PY2018 Oct-June	10/1/18	7/31/19	3,672,466	455,590	455,590	(0)	100.00%	100%	100%
Welfare Transition Program PY2019 July-Sept	7/1/19	11/30/19	1,058,660	1,058,660	924,196	134,464	87.30%	100%	87%
Welfare Transition Program PY2019 Oct-June	10/1/19	6/30/20	3,175,978	3,175,978	1,055,589	2,120,389	33.24%	33%	33%
Total Welfare Transition			4,690,228	2,435,375	2,254,853	51.92%			
Direct Grants & Special Projects									
RESEA Transition PY2019	1/1/19	3/31/20	510,169	377,417	260,588	116,829	69.05%	80%	77%
RESEA Transition PY2020	4/1/20	6/30/21	400,000	100,000	-	100,000	0.00%	0%	0%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/20	200,000	176,796	51,565	125,231	29.17%	75%	37%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,278,551	398,174	880,377	31.14%	88%	77%
Tech Hire Evaluation	3/20/18	6/30/20	75,000	29,422	16,246	13,176	55.22%	78%	82%
Tampa Housing	5/15/17	3/31/21	148,275	91,374	9,427	81,947	10.32%	68%	25%
Citi Foundation	9/18/17	8/31/19	250,000	3,739	3,739	(0)	100.00%	100%	100%
Total Direct Grants & Special Projects			2,057,300	739,739	1,317,561	35.96%			
Totals				\$ 23,706,280	7,890,249	15,816,031	33.28%		

Training Budget vs. Actual				
Budget	Actual Exp to date	Remaining Budget	% spent to date	% Target
\$ 9,178,781	\$ 1,300,296	\$ 7,878,485	14.17%	16.67%

# of customers served	Avg Cost per
1,646	\$ 789.97

Note: # served - Includes ITA's, OJT's, PWE's, IWT's Supportive Services, apprenticeships, training certifications

**CareerSource Tampa Bay
Expenditure Report
For Period Ending December 31,2019**

Funding Sources

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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Current Year Budgeted Revenues:

Carryforward Funds from FY 2019	6,803,778	580,841	198,782	609,249	8,192,650
FY 2020 Award	8,700,076	2,598,616	4,491,446	1,748,051	17,538,189
Total Funds available	15,503,854	3,179,457	4,690,228	2,357,300	25,730,839
Less: Planned Carryforward for FY 2021	(1,407,058)	(317,500)	-	(300,000)	(2,024,558)
Total Available Funds Budgeted	14,096,796	2,861,957	4,690,228	2,057,300	23,706,281

Expenditures to Date:

Pooled Costs:

Case Management	1,217,564	297,445	1,017,778	202,099	2,734,886
Business Services	430,863	-	243,577	-	674,440
Career Services	310,545	-	162,082	3,031	475,657
Indirect Costs	414,322	116,502	226,627	38,438	795,890
One Stop Operating	91,969	433,170	153,246	47,827	726,211
Technology	23,719	141,090	39,046	14,009	217,864
Community Outreach	8,200	31,332	10,640	4,838	55,011
Staff Training & Development	-	11,425	-	-	11,425
Total Pooled Costs:	2,497,182	1,030,964	1,852,996	310,242	5,691,385

Direct Costs:

Service Provider Contracts	-	-	-	99,113	99,113
Participant & Worked Based Learning Costs	1,150,469	18,538	582,379	154,157	1,905,543
Program Staff Direct	-	-	-	127,122	127,122
DEO (Jointly managed staff) travel	-	12,223	-	-	12,223
Other Operating Costs	3,976	1,782	-	49,106	54,864
Total Direct Costs:	1,154,445	32,543	582,379	429,497	2,198,865

Total Expenditures to Date

3,651,628	1,063,507	2,435,375	739,739	7,890,250
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Unexpended Balance

10,445,168	1,798,450	2,254,853	1,317,561	15,816,031
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% of Budget Expended

25.90%	37.16%	51.92%	35.96%	33.28%
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**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending December 31, 2019**

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	5,539,710	1,375,000	1,141,347	2,547,404	1,915,000	500,000	340,000	50,000	13,408,461
Expenditures:									
Salaries & Benefits	2,590,404	627,384	463,981	618,507	23,820	-	-	11,425	4,335,521
Accounting/Audit Fees	-	-	-	3,657	-	-	-	-	3,657
Legal Fees	-	-	-	7,029	-	-	-	-	7,029
Bank Fees	-	-	-	1,845	-	-	-	-	1,845
Payroll Processing Fees	-	-	-	22,358	-	-	-	-	22,358
Professional Fees	34,262	9,122	9,875	55,111	46	-	-	-	108,416
Contract Labor	-	-	-	-	-	-	1,025	-	1,025
Contract IT Svcs	-	-	-	15,433	-	184,331	-	-	199,764
Office Rent / Lease	63,919	6,392	-	28,174	490,025	-	-	-	588,511
Utilities	-	-	-	-	11,191	-	-	-	11,191
Repairs & Maintenance	44	2	-	24	10,879	500	-	-	11,449
Security	622	48	-	304	40,566	-	-	-	41,540
Janitorial Services	-	-	-	-	5,502	-	-	-	5,502
Pest Control	-	-	-	-	557	-	-	-	557
Equipment Rental	4,695	426	-	2,146	30,119	-	-	-	37,385
Copy machine usage / maintenance	4,815	434	-	2,279	18,070	-	-	-	25,597
Office Supplies	1,924	148	-	1,182	13,223	-	161	-	16,637
Operating Supplies	70	50	200	772	239	13	1,917	-	3,260
Computer Software License / Maint	2,513	18,500	-	4,398	1,805	32,670	-	-	59,886
Equipment <5000	229	-	-	-	-	-	1,177	-	1,406
Postage / Shipping	177	9	-	336	2,958	-	-	-	3,480
Document Shredding	282	20	-	141	1,645	-	-	-	2,088
Insurance Com Property	652	36	-	405	9,377	-	-	-	10,469
Insurance General Liability	1,175	64	-	1,771	23,196	-	-	-	26,205
Insurance D&O	-	-	-	2,666	-	-	-	-	2,666
Telecommunication	6,941	2,113	203	7,021	42,995	-	-	-	59,272
Outreach / Marketing	-	543	-	-	-	-	41,704	-	42,247
Travel - Mileage	1,622	2,791	1,337	414	-	-	-	-	6,164
Travel - Out of town	15,214	4,261	-	10,297	-	-	1,469	-	31,241
Meetings & Conferences	5,037	1,704	-	6,632	-	-	1,608	-	14,981
License/Dues/Other Fees	289	395	61	2,990	-	350	5,952	-	10,037
Other Expenses	-	-	-	-	-	-	-	-	-
Total Expenditures to Date	2,734,886	674,440	475,657	795,890	726,211	217,864	55,011	11,425	5,691,385
Unexpended Balance	2,804,824	700,560	665,690	1,751,514	1,188,789	282,136	284,989	38,575	7,717,076
% of Budget Expended	49%	49%	42%	31%	38%	44%	16%	23%	42%
Salaries & Benefits as a % of total	95%	93%	98%	78%	0%	0%	0%	0%	0%
Operating costs as a % of total	5%	7%	2%	22%	100%	100%	100%	100%	100%

NOTES:



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