

## CareerSource Tampa Bay Minutes of Finance Committee Meeting

**Date:** April 30, 2020  
**Location:** Zoom Meeting

### Call to Order

Chair Sophia West called the meeting to order at 9:31 a.m. There was a quorum present with the following Finance Committee members participating.

### Board Members in attendance

Randall King, Don Noble, and Sophia West.

### Board members not in attendance

Jasiel Legon

### Staff Present

John Flanagan, Sheila Doyle, Anna Munro, Juditte Dorcy, 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

▶ **Action Item 1** - Approval of Minutes:  
January 30, 2020 Finance Committee Meeting Minutes

- A motion to approve the minutes of January 30, 2020 Finance Committee Meeting
- Motioned: Randall King
- Seconded: Don Noble
  
- The motion carried. There was no discussion.

▶ **Action Item 2** - PY 2019 – 2020 Budget Modification No. 4, presented by Sheila Doyle  
(Refer to Pages 5-8 of the April 30, 2020 Finance Committee Agenda Packet)

This Action Item represents Budget Modification No. 4 for the PY 2019-2020. The total budgeted revenue has increased from \$23,706,281 to \$24,186,634 for an overall increase of \$480,353. There were new awards for WIOA Performance Incentives of \$122,152 and WIOA Emerging Initiatives/Foundational Skills grant for \$20,833. There was a decrease in the Apprenticeship award of \$60,000. There was also an Increase in Welfare Transition funding of \$297,368 and in Reemployment & Eligibility Assessment (RESEA) of \$100,000. Additionally, there was an increase in expenditures of \$477,974.

- A Motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget for PY 2019-2020
- Motioned by: Don Noble

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

► **Action Item 3 - 2020 – 2021 Planning Budget**, presented by Sheila Doyle  
(Refer to Pages 9-14 of the April 30, 2020 Finance Committee Agenda Packet)

A Motion to approve the PY2021 Planning Budget in order to provide to the CSTB Board of Directors and Hillsborough BOCC for their approvals and allow for required submission to the State Workforce Board for review. Final approval will allow us to have the budget in place for the beginning of the new fiscal year starting July 1, 2020.

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

► **Action Item 4 – Financial Policies & Procedures Revision**, presented by Sheila Doyle  
(Refer to Pages 16 of the April 30, 2020 Finance Committee Agenda Packet)

- A Motion to approve the revision to **Section VII – Cash Disbursements** of the **Financial Policies and Procedures** in order to establish a specified threshold of \$5,000 for requirement of a second signature by a Board Officer.
- Motioned by: Don Noble
- Seconded by: Randall King
- The motion passed. No further discussion.

► **Action Item 5 – Employee Health & Wellness Benefits** presented by Mimi Tran  
(Refer to Pages 17-20 of the April 30, 2020 Finance Committee Agenda Packet)

- A Motion to approve (1) continuation of the current cafeteria contribution structure through the end of the calendar year, December 31, 2020 for the least impact to staff (2) to defer changes to benefit plan structure to be effective January 1, 2021 and (3) present plan options to the Human Resources committee in October 2020 once data is available from the Benefits Broker for a plan to be effective January 1, 2021.
- Motioned by: Randall King
- Seconded by: Don Noble
- The motion passed. No further discussion.

**Other Administrative Matters**

There were none.

**Information Items**

Information Item #1: Expenditure Reports for the period ending March 31, 2020 – Update given by Sheila Doyle  
(Refer to Page 21-24 of the January 30, 2020 Finance Committee Agenda Packet)

This Grant Report or actual expenditure report also known as the “Burn Report” shows how we are using grant dollars. We are 75% into the PY and approximately 47% of grant budget has been expended.

- The WIOA Soft skills award was extended to June 30, 2021 and the Welfare transition award was extended to August 31, 2020.
- There is a Budget Modification pending with the Department of Labor for the Tech Hire grant, which would extend this award through June 30, 2021.
- No current areas of concern.

**Public Comments**

None

**Adjournment**

The meeting was adjourned at approximately 10:25 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.