



Thursday, August 27, 2020 – 9:00 AM
Zoom Meeting

Finance Committee Agenda

- I. **Welcome and Introductions** Don Noble, Chair
- II. **Pledge of Allegiance** Don Noble
- III. **Action/Discussion Items**
 - 1. Approval of Minutes – July 30, 2020 Finance Committee Meeting Page 2
 - 2. 2020 – 2021 Budget Modification No. 1 S. Doyle, Page 4
- IV. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)
- V. **Information Items**
 - 1. Expenditure Reports for the period ending July 31, 2020 S. Doyle, Page 8
- VI. **Public Comments**
- VII. **Adjournment**

Next Finance Committee Meeting – October 29, 2020



Action Item # 1

CSTB Minutes of Finance Committee Meeting 7-30-2020

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: July 30, 2020
Location: Zoom Meeting

Call to Order

Chair Noble called the meeting to order at 9:01 a.m. There was a quorum present with the following Finance Committee members participating. During roll call members gave a brief introduction.

Board Members in attendance

Dr. Ruthann Atchley, Elizabeth Gutierrez, Randall King, Karen Koundourakis, Ian Lieberman, Richard Padilla, and Don Noble.

Board members not in attendance

Constance Daniels and Commissioner Sandra Murman.

Staff Present

John Flanagan, Sheila Doyle, Anna Munro, Juditte Dorcy, Jody Toner, and Tammy Stahlgren.

BOCC Liaison/Representative

None.

The items are listed in the order of discussion.

▶ Indicates Committee Action

□ Indicates Action Needed

Pledge of Allegiance

The Pledge of Allegiance was led by Don Noble.

Public Comments

There were none.

Action/Discussion Items

▶ Action Item 1 - Approval of Minutes:

April 30, 2020 Finance Committee Meeting Minutes

- A motion to approve the minutes of April 30, 2020 Finance Committee Meeting
- Motioned: Randall King
- Seconded: Dr. Ruthann Atchley
- The motioned passed unanimously. No further discussion.

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

Ms. Doyle explained that budget modifications typically occur multiple times a year. These modifications are typically a result of new awards received, or changes to allocations of existing awards.

This Action Item represents Budget Modification No. 5 for the PY 2019-2020. The total budgeted revenue has increased from \$24,186,634 to \$24,245,970 for an overall increase of \$59,336. Changes are as follows:

- New award for WIOA COVID-19 PPE of \$30,000
- Increase in Veterans Programs of \$6,836
- Increase in Reemployment & Eligibility Assessment (RESEA) of \$22,500
- Increase in Expenditures of \$59,205

- A Motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget for PY 2019-2020

- Motioned by: Randall King
- Seconded by: Elizabeth Gutierrez

- The motioned passed unanimously. No further discussion.

► **Action Item 3** – Audit and Tax Engagement Letter – FYE 6/30/2020 presented by Anna Munro
(Refer to Pages 9-24 of the July 30, 2020 Finance Committee Agenda Packet)

A Motion to approve the audit and tax engagement letter and present the financial statements to the Executive Committee.

- Motioned by: Karen Koundourakis
- Seconded by: Dr. Ruthann Atchley

- The motion passed unanimously. No further discussion.

Other Administrative Matters

There were none.

Information Items

Information Item #1: Expenditure Reports for the period ending June 30, 2020 – Update given by Sheila Doyle

(Refer to Page 25-28 of the July 30, 2020 Finance Committee Agenda Packet)

This Grant award to actual expenditure report also known as the “Burn Report” shows how we are using grant dollars. For fiscal year ended June 30, 2020 we expended about 64% of the overall budget. In comparison, we were at about 72% expended at the end of the previous year. Some of the current year reductions in spending has to do with the closure due to COVID 19. Most of this funding will carry over into next year’s budget. The following are a few of the highlights in the various categories:

-
- Wagner Peyser and Supplemental Nutrition Assistance Program (SNAP) are spending a little lower than expected but we should be able to spend them by the September 30, 2020 award end date.
- For the Tech Hire Grant we were awarded through June 20, 2021.

Public Comments

None.

Adjournment

The meeting was adjourned at approximately 9:42 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.



Action Item # 2

PY 2020-2021 Budget Modification No. 1

Information:

Total budgeted revenue has increased from \$22,983,190 to \$50,086,328 for an overall increase of \$27,103,138. This is due to the following:

Workforce Innovation & Opportunity Act Programs:

Decrease in WIOA Adult of \$559,172

Decrease in WIOA Youth of \$545,953

Increase in WIOA Dislocated Worker of \$621,938

Increase in WIOA Soft Skills of \$2,014

Increase in WIOA Supplemental of \$412,104

Increase in WIOA Performance Incentives of \$213,766

Increase in WIOA Emerging Initiatives – Foundational Skills of \$5,833

Employment Services:

Increase in Wagner Peyser of \$347,539

Increase in Veterans Programs of \$26,250

Increase in SNAP of \$837

Increase in Trade Adjustment Act of \$55,225

Increase in Military of \$434

Welfare Transition Program:

Increase in Welfare Transition of \$385,806

Direct Grants and Special Projects:

Increase in Re-employment & Eligibility Assessment of \$79,142

Increase in NEG – Hurricane Maria Evacuees of \$8,142

Increase in USDOL Tech Hire of \$128,616

Increase in Tampa Housing of \$1,680

New award – Hillsborough County CARES (R3) for \$25,000,000

New award – NDWG – COVID 19 for \$843,937

New award – United Way Suncoast for \$75,000

Additionally, there was an increase in expenditures of \$27,101,967.

Recommendation

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

**CareerSource Tampa Bay
PY 2020-2021 Revenue Budget
Modification #1**

Program/Award	Approved Budget	Modification No. 1	Modified Budget
WIOA Adult	4,799,128	(559,172)	4,239,956
WIOA Youth	5,551,573	(545,953)	5,005,620
WIOA Dislocated Worker	3,835,778	621,938	4,457,716
WIOA Soft Skills	88,000	2,014	90,014
WIOA Supplemental	315,000	412,104	727,104
WIOA Performance Incentives	-	213,766	213,766
WIOA Emerging Initiatives - Foundational Skills	15,000	5,833	20,833
Subtotal WIOA	14,604,479	150,530	14,755,009
Wagner Peyser	1,650,046	347,539	1,997,585
Veterans Programs	270,000	26,250	296,250
SNAP	585,000	837	585,837
Trade Adjustment Act	120,000	55,225	175,225
Military Family	98,000	434	98,434
Subtotal Employment Services	2,723,046	430,285	3,153,331
Welfare Transition Program	4,600,665	385,806	4,986,471
Subtotal WTP	4,600,665	385,806	4,986,471
Reemployment & Eligibility Assessment (RESEA)	450,000	79,142	529,142
NEG - Hurricane Maria Evacuees	35,000	8,142	43,142
USDOL Tech Hire	470,000	128,616	598,616
Tampa Housing	100,000	1,680	101,680
Hillsborough County - CARES (R3)	-	25,000,000	25,000,000
NDWG - COVID 19	-	843,937	843,937
United Way Suncoast	-	75,000	75,000
Subtotal Grants and Special Projects	1,055,000	26,136,517	27,191,517
Total Combined	22,983,190	27,103,138	50,086,328

CareerSource Tampa Bay
Planning Budget - Modification #1
Fiscal Year 2021 (July 2020-June 2021)

	Workforce Innovation & Opportunity Act	Employment Services Programs	Welfare Transition Programs	Direct Grants & Special Projects	Adjusted Budget FY 2020-2021	Prior Approved Budget FY 2020-2021	Modification #1
Revenue:							
Fiscal Year 2021 New Allocations	6,972,336	2,231,515	4,200,665	27,017,688	40,422,204	14,580,190	25,842,014
Carryforward from Prior Year Allocations	7,782,674	921,816	785,806	173,829	9,664,125	8,403,000	1,261,125
Total Revenue	14,755,010	3,153,331	4,986,471	27,191,517	50,086,329	22,983,190	27,103,139
Expenditures:							
Program Services - Allocated Costs:							
Business Services	1,263,367	-	236,633	-	1,500,000	1,500,000	-
Case Management	3,529,803	537,890	1,625,094	537,716	6,230,503	6,042,051	188,452
Career Services	992,000	-	608,000	-	1,600,000	1,796,544	(196,544)
One Stop Operating/Facilities Costs	6,217	1,606,455	50,031	287,297	1,950,000	1,915,000	35,000
Technology	115,207	435,950	11,550	162,293	725,000	600,000	125,000
Community Outreach	37,490	172,657	6,543	53,310	270,000	270,000	-
Program Staff Training & Professional Development	18,980	19,423	7,693	3,904	50,000	50,000	-
Subtotal - Program Services Allocated	5,963,064	2,772,375	2,545,544	1,044,520	12,325,503	12,173,595	151,908
Program Services - Direct Costs:							
Participant & Work Based Learning	7,976,000	145,000	1,910,000	23,285,000	33,316,000	7,704,057	25,611,943
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	978,439	978,439	195,512	782,927
Subrecipient Contracts	-	-	250,000	-	250,000	250,000	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
Subtotal - Program Services Direct	7,976,000	180,000	2,160,000	24,263,439	34,579,439	8,184,569	26,394,870
Total Program Service Costs:	13,939,064	2,952,375	4,705,544	25,307,959	46,904,942	20,358,164	26,546,778
Indirect Costs							
Indirect Costs	737,750	172,995	249,323	1,859,576	3,019,644	2,464,455	555,189
Total Indirect Costs	737,750	172,995	249,323	1,859,576	3,019,644	2,464,455	555,189
Total Expenditures	14,676,814	3,125,370	4,954,867	27,167,535	49,924,586	22,822,619	27,101,967
Unobligated Balance	78,196	27,961	31,604	23,982	161,743	160,571	1,172



INFORMATION ITEM # 1

Expenditure Reports for the period ending July 31, 2020

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2020-2021
For Period Ending 7/31/2020

Program Description	Award Begin Date	Award End Date	Award Amount	FY 20-21 Budget	FY 20-21 Expenditures YTD	FY 20-21 Remaining Budget	FY 20-21 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
Workforce Innovation Opportunity Act									
WIOA - Adult PY2019	7/1/19	6/30/21	2,621,848	1,750,908	216,467	1,534,441	12%	54%	41%
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	2,489,050	-	2,489,050	0%	4%	0%
WIOA - Dislocated Worker PY2019	7/1/19	6/30/21	2,985,701	2,906,506	111,840	2,794,666	4%	54%	6%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,930,299	1,551,209	-	1,551,209	0%	4%	0%
WIOA - Youth PY2019	4/1/19	6/30/21	2,837,546	2,837,546	282,473	2,555,073	10%	59%	10%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	2,168,074	-	2,168,074	0%	15%	0%
WIOA - Supplemental PY20	7/1/19	12/31/20	265,535	54,713	-	54,713	0%	72%	79%
WIOA - Supplemental PY21	7/1/20	6/30/21	672,391	672,391	-	672,391	0%	8%	0%
WIOA - Soft Skills	2/1/19	6/30/21	100,000	90,014	2,436	87,578	3%	62%	12%
WIOA - Performance Incentives	7/1/19	12/31/20	122,152	122,152	-	122,152	0%	72%	0%
WIOA - Performance Incentives	1/1/20	5/31/21	91,614	91,614	-	91,614	0%	41%	0%
WIOA - Emerging Initiatives - Foundational Skills	12/1/19	6/30/21	20,833	20,833	-	20,833	0%	42%	0%
Total Workforce Innovation Opportunity Act				14,755,010	613,216	14,141,794	4%		
Employment Services									
Wagner Peyser PY2019	7/1/19	9/30/20	1,418,050	625,754	63,278	562,476	10%	87%	60%
Wagner Peyser PY2020	7/1/20	9/30/21	1,471,831	1,371,831	-	1,371,831	0%	7%	0%
DVOP PY2019	10/1/19	12/31/20	156,274	63,303	12,770	50,533	20%	67%	68%
DVOP PY2020	10/1/20	9/30/21	140,000	140,000	-	140,000	0%	0%	0%
LVER PY 2019	10/1/19	12/31/20	66,974	32,947	4,458	28,489	14%	67%	57%
LVER PY 2020	10/1/20	9/30/21	60,000	60,000	-	60,000	0%	0%	0%
Supplemental Nutrition Assistance Program PY2019	10/1/19	9/30/20	559,427	135,837	48,768	87,069	36%	83%	84%
Supplemental Nutrition Assistance Program PY2020	10/1/20	9/30/21	600,000	450,000	-	450,000	0%	0%	0%
TAA Training PY2019	10/1/19	9/30/20	100,000	81,048	3,580	77,468	4%	83%	23%
TAA Training PY2020	10/1/20	9/30/21	56,250	56,250	-	56,250	0%	0%	0%
TAA Case Management/Admin PY2019	10/1/19	9/30/20	33,736	19,177	1,702	17,475	9%	83%	48%
TAA Case Management/Admin PY2020	10/1/20	9/30/21	18,750	18,750	-	18,750	0%	0%	0%
Military Family	7/1/20	6/30/21	98,434	98,434	8,511	89,923	9%	8%	9%
Total Employment Services				3,153,331	143,067	3,010,264	5%		
Welfare Transition									
Welfare Transition Program PY2020 Oct-June	10/1/19	8/31/20	3,638,872	785,805	507,451	278,354	65%	91%	92%
Welfare Transition Program PY2021 July-Sept	7/1/20	9/30/20	1,050,166	1,050,166	-	1,050,166	0%	33%	0%
Welfare Transition Program PY2021 Oct-June	10/1/20	6/30/21	3,150,500	3,150,500	-	3,150,500	0%	0%	0%
Total Welfare Transition				4,986,471	507,451	4,479,020	10%		
Direct Grants & Special Projects									
RESEA Transition PY2019	1/1/19	7/31/20	632,669	29,007	29,007	(0)	100%	100%	100%
RESEA Transition PY2020	1/1/20	9/30/21	625,169	500,135	1,755	498,380	0%	33%	0%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/20	200,000	43,141	14,945	28,196	35%	94%	86%
NEG - COVID 19	4/13/20	3/31/22	843,937	843,937	-	843,937	0%	15%	0%
USDOL Tech Hire	7/1/16	6/30/21	3,796,320	598,617	20,864	577,753	3%	82%	85%
Hillsborough County - CARES Act (R3)	6/3/20	12/30/20	25,000,000	25,000,000	44,662	24,955,338	0%	28%	0%
Tampa Housing	5/15/17	3/31/21	148,275	101,681	100	101,581	0%	83%	31%
United Way Suncoast	7/1/20	6/30/21	75,000	75,000	-	75,000	0%	8%	0%
Total Direct Grants & Special Projects				27,191,517	111,333	27,080,184	0%		
Totals				\$ 50,086,329	1,375,067	48,711,262	3%		

**CareerSource Tampa Bay
Expenditure Report
For Period Ending July 31,2020**

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 2020	7,782,675	921,816	785,806	173,828	9,664,125
FY 2021 Award	9,633,049	2,560,265	4,200,665	27,142,722	43,536,701
Total Funds available	17,415,724	3,482,081	4,986,471	27,316,550	53,200,826
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2022	(2,660,714)	(328,750)	-	(125,033)	(3,114,497)
Total Available Funds Budgeted	14,755,010	3,153,331	4,986,471	27,191,517	50,086,329

Expenditures to Date:

Pooled Costs:

Case Management	214,289	32,524	169,981	33,951	450,745
Business Services	48,285	-	40,117	-	88,402
Career Services	40,339	-	38,655	722	79,715
Indirect Costs	71,048	16,625	58,794	11,013	157,479
One Stop Operating	17,167	60,538	28,435	17	106,156
Technology	8,825	28,993	14,976	750	53,544
Community Outreach	252	808	420	21	1,500
Staff Training & Development	-	-	-	-	-
Total Pooled Costs:	400,205	139,487	351,377	46,473	937,542

Direct Costs:

Service Provider Contracts	-	-	-	-	-
Participant & Worked Based Learning Costs	213,011	3,580	156,075	4,950	377,616
Program Staff Direct	-	-	-	56,169	56,169
DEO (Jointly managed staff) travel	-	-	-	-	-
Other Operating Costs	-	-	-	3,740	3,740
Total Direct Costs:	213,011	3,580	156,075	64,859	437,525

Total Expenditures to Date

Total Expenditures to Date	613,216	143,067	507,451	111,333	1,375,067
Unexpended Balance	14,141,794	3,010,264	4,479,020	27,080,184	48,711,262
% of Budget Expended	4%	5%	10%	0.4%	3%

**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending July 31,2020**

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	6,230,503	1,500,000	1,600,000	3,019,644	1,950,000	725,000	270,000	50,000	15,345,147
Expenditures:									
Salaries & Benefits	440,049	87,409	79,142	140,048	7,730	-	-	-	754,379
Accounting/Audit Fees	-	-	-	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-	-	-
Bank Fees	-	-	-	432	-	-	-	-	432
Payroll Processing Fees	-	-	-	3,335	-	-	-	-	3,335
Professional Fees	938	375	563	-	-	-	-	-	1,876
Contract Labor	-	-	-	-	-	-	-	-	-
Contract IT Svcs	-	-	-	3,965	-	28,948	-	-	32,913
Office Rent / Lease	8,775	548	-	8,762	85,694	-	-	-	103,781
Utilities	-	-	-	-	1,352	-	-	-	1,352
Repairs & Maintenance	-	-	-	-	664	-	-	-	664
Security	73	5	-	72	2,264	-	-	-	2,414
Janitorial Services	-	-	-	-	-	-	-	-	-
Pest Control	-	-	-	-	-	-	-	-	-
Equipment Rental	205	13	-	204	1,189	-	-	-	1,610
Copy machine usage / maintenance	133	8	-	133	735	-	-	-	1,010
Office Supplies	-	-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	563	-	-	-	563
Computer Software License / Maint	-	-	-	0	-	-	-	-	0
Equipment <5000	-	-	-	-	-	-	-	-	-
Equipment >5000	-	-	-	-	-	24,596	-	-	24,596
Postage / Shipping	-	-	-	-	-	-	-	-	-
Document Shredding	-	-	-	-	-	-	-	-	-
Insurance Com Property	-	-	-	-	-	-	-	-	-
Insurance General Liability	-	-	-	-	-	-	-	-	-
Insurance D&O	-	-	-	-	-	-	-	-	-
Telecommunication	519	32	-	518	5,965	-	-	-	7,034
Outreach / Marketing	-	-	-	-	-	-	1,500	-	1,500
Travel - Mileage	-	-	-	-	-	-	-	-	-
Travel - Out of town	-	-	-	-	-	-	-	-	-
Meetings & Conferences	-	-	-	-	-	-	-	-	-
License/Dues/Other Fees	52	10	10	10	-	-	-	-	83
Other Expenses	-	-	-	-	-	-	-	-	-
Total Expenditures to Date	450,745	88,402	79,715	157,480	106,156	53,544	1,500	-	937,542
Unexpended Balance	5,779,758	1,411,598	1,520,285	2,862,164	1,843,844	671,456	268,500	50,000	14,407,605
% of Budget Expended	7%	6%	5%	5%	5%	7%	1%	0%	6%
Salaries & Benefits as a % of total	98%	99%	99%	89%	0%	0%	0%	0%	
Operating costs as a % of total	2%	1%	1%	11%	100%	100%	100%	100%	



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