

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 to 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.