



Wednesday, October 28, 2020 – 10:00 AM  
Zoom Call

## Finance Committee Agenda

- I. **Welcome and Introductions** ..... Don Noble, Chair
  
- II. **Pledge of Allegiance** ..... Don Noble, Chair
  
- III. **Action/Discussion Items**
  - 1. Approval of Minutes – August 27, 2020 Finance Committee Meeting ..... Page 2
  - 2. 2020 – 2021 Budget Modification No. 2 ..... 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 September 30, 2020 ..... S. Doyle, Page 6
  
- VI. **Public Comments**
  
- VII. **Adjournment**

Next Finance Committee Meeting – January 28, 2021

**CareerSource Tampa Bay  
Minutes of Finance Committee Meeting**

**Date:** August 27, 2020

**Location:** Zoom Meeting

**Call to Order**

Chair Noble called the meeting to order at 9:00 a.m. There was a quorum present with the following Finance Committee members participating.

**Board Members in attendance**

Elizabeth Gutierrez, Randall King, Karen Koundourakis, Commissioner Sandra Murman, Richard Padilla, and Don Noble.

**Board members not in attendance**

Constance Daniels and Ian Lieberman.

**Staff Present**

John Flanagan, Sheila Doyle, Anna Munro, 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:  
July 30, 2020 Finance Committee Meeting Minutes

- A motion to approve the minutes of the July 30, 2020 Finance Committee Meeting
  - Motioned: Richard Padilla
  - Seconded: Commissioner Murman
- The motioned passed unanimously. No further discussion.

▶ **Action Item 2** - PY 2020 – 2021 Budget Modification No. 1, presented by Sheila Doyle  
(Refer to Pages 4-7 of the August 27, 2020 Finance Committee Agenda Packet)

Mrs. Doyle explained that budget modifications 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. 1 for the PY 2020-2021. The total budgeted revenue has increased from \$22,983,190 to \$50,086,328 for an overall increase of \$27,103,138.

- A Motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget for PY 2020-2021
  - Motioned by: Commissioner Murman
  - Seconded by: Karen Koundourakis

- The motioned passed unanimously. No further discussion.

### **Other Administrative Matters**

Dr. Ruthann Atchley resigned from the Board of Directors leaving an open position on the Finance Committee.

Ken Jones explained that according to the Interlocal Agreement with the county, the county administrative designee - Lindsey Kimball, is required to attend all Finance Committee meetings.

The Chair asked all committee members to RSVP to Tammy Stahlgren for each meeting so that we can ensure we have quorum.

There is a concern among many businesses that if you participate in the Rapid Response Recovery Program - (R3), that you must pay the money back, so that has been creating hesitancy to participate. Mr. Flanagan indicated that we will update our FAQ page to clarify confusion between the R3 Program and its rules, and the PPP Program. We will reach out to our business contacts to ensure they get this information.

### **Information Items**

Chair Don Noble explained that he wishes to handle Information Items as open to discussion upon request, since all the information is already available for review in the packet.

Information Item #1: Expenditure Reports for the period ending July 31, 2020  
(Refer to Page 8-11 of the August 30, 2020 Finance Committee Agenda Packet)

No Discussion occurred.

### **Public Comments**

None.

### **Adjournment**

The meeting was adjourned at approximately 9:16 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.



## **PY 2020-2021 Budget Modification No. 2**

### **Information:**

Total budgeted revenue has increased from \$50,086,328 to \$50,542,336 for an overall increase of \$456,008. This is due to the following:

### **Workforce Innovation & Opportunity Act Programs:**

Increase in WIOA Performance Incentives of \$456,008

Additionally, there was an increase in expenditures of \$452,801.

### **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 #2**

<b>Program/Award</b>	<b>Approved Budget</b>	<b>Modification No. 2</b>	<b>Modified Budget</b>
WIOA Adult	4,239,956	-	4,239,956
WIOA Youth	5,005,620	-	5,005,620
WIOA Dislocated Worker	4,457,716	-	4,457,716
WIOA Soft Skills	90,014	-	90,014
WIOA Supplemental	727,104	-	727,104
WIOA Performance Incentives	213,766	456,008	669,774
WIOA Emerging Initiatives - Foundational Skills	20,833	-	20,833
<b>Subtotal WIOA</b>	<b>14,755,009</b>	<b>456,008</b>	<b>15,211,017</b>
Wagner Peyser	1,997,585	-	1,997,585
Veterans Programs	296,250	-	296,250
SNAP	585,837	-	585,837
Trade Adjustment Act	175,225	-	175,225
Military Family	98,434	-	98,434
<b>Subtotal Employment Services</b>	<b>3,153,331</b>	<b>-</b>	<b>3,153,331</b>
Welfare Transition Program	4,986,471	-	4,986,471
<b>Subtotal WTP</b>	<b>4,986,471</b>	<b>-</b>	<b>4,986,471</b>
Reemployment & Eligibility Assessment (RESEA)	529,142	-	529,142
NEG - Hurricane Maria Evacuees	43,142	-	43,142
USDOL Tech Hire	598,616	-	598,616
Tampa Housing	101,680	-	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
<b>Subtotal Grants and Special Projects</b>	<b>27,191,517</b>	<b>-</b>	<b>27,191,517</b>
<b>Total Combined</b>	<b>50,086,328</b>	<b>456,008</b>	<b>50,542,336</b>

**CareerSource Tampa Bay**  
**Planning Budget - Modification #2**  
**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 #2
<b>Revenue:</b>							
Fiscal Year 2021 New Allocations	7,428,344	2,231,515	4,200,665	27,017,688	40,878,212	40,422,204	456,008
Carryforward from Prior Year Allocations	7,782,674	921,816	785,806	173,829	9,664,125	9,664,125	-
<b>Total Revenue</b>	<b>15,211,018</b>	<b>3,153,331</b>	<b>4,986,471</b>	<b>27,191,517</b>	<b>50,542,337</b>	<b>50,086,329</b>	<b>456,008</b>
<b>Expenditures:</b>							
<b>Program Services - Allocated Costs:</b>							
Business Services	1,263,658	-	236,342	-	1,500,000	1,500,000	-
Case Management	3,529,803	537,890	1,625,094	537,716	6,230,503	6,230,503	-
Career Services	992,000	-	608,000	-	1,600,000	1,600,000	-
One Stop Operating/Facilities Costs	6,217	1,606,455	50,031	287,297	1,950,000	1,950,000	-
Technology	115,207	435,950	11,550	162,293	725,000	725,000	-
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	-
<b>Subtotal - Program Services Allocated</b>	<b>5,963,355</b>	<b>2,772,375</b>	<b>2,545,253</b>	<b>1,044,520</b>	<b>12,325,503</b>	<b>12,325,503</b>	<b>-</b>
<b>Program Services - Direct Costs:</b>							
Participant & Work Based Learning	8,406,000	145,000	1,910,000	23,285,000	33,746,000	33,316,000	430,000
Direct Grants & Special Projects - Salaries & Benefits	-	-	-	978,439	978,439	978,439	-
Subrecipient Contracts	-	-	250,000	-	250,000	250,000	-
DEO Staff Travel	-	35,000	-	-	35,000	35,000	-
<b>Subtotal - Program Services Direct</b>	<b>8,406,000</b>	<b>180,000</b>	<b>2,160,000</b>	<b>24,263,439</b>	<b>35,009,439</b>	<b>34,579,439</b>	<b>430,000</b>
<b>Total Program Service Costs:</b>	<b>14,369,355</b>	<b>2,952,375</b>	<b>4,705,253</b>	<b>25,307,959</b>	<b>47,334,942</b>	<b>46,904,942</b>	<b>430,000</b>
<b>Indirect Costs</b>							
Indirect Costs	760,551	172,995	249,323	1,859,576	3,042,445	3,019,644	22,801
<b>Total Indirect Costs</b>	<b>760,551</b>	<b>172,995</b>	<b>249,323</b>	<b>1,859,576</b>	<b>3,042,445</b>	<b>3,019,644</b>	<b>22,801</b>
<b>Total Expenditures</b>	<b>15,129,906</b>	<b>3,125,370</b>	<b>4,954,576</b>	<b>27,167,535</b>	<b>50,377,387</b>	<b>49,924,586</b>	<b>452,801</b>
<b>Unobligated Balance</b>	<b>81,112</b>	<b>27,961</b>	<b>31,895</b>	<b>23,982</b>	<b>164,950</b>	<b>161,743</b>	<b>3,207</b>



## **INFORMATION ITEM # 1**

**Expenditure Reports for the period ending September 30, 2020**

CareerSource Tampa Bay  
Grant Award to Actual Expenditures  
FY 2020-2021  
For Period Ending 9/30/2020

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
<b>Workforce Innovation Opportunity Act</b>									
WIOA - Adult PY2019	7/1/19	6/30/21	2,621,848	1,750,908	458,915	1,291,993	26%	63%	51%
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	2,489,050	-	2,489,050	0%	12%	0%
WIOA - Dislocated Worker PY2019	7/1/19	6/30/21	2,985,701	2,906,506	301,508	2,604,998	10%	63%	13%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,930,299	1,551,209	-	1,551,209	0%	12%	0%
WIOA - Youth PY2019	4/1/19	6/30/21	2,837,546	2,837,546	448,370	2,389,176	16%	67%	16%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	2,168,074	-	2,168,074	0%	22%	0%
WIOA - Supplemental PY20	7/1/19	12/31/20	265,535	54,713	-	54,713	0%	83%	79%
WIOA - Supplemental PY21	7/1/20	6/30/21	672,391	672,391	-	672,391	0%	25%	0%
WIOA - Soft Skills	2/1/19	6/30/21	100,000	90,014	10,859	79,155	12%	69%	21%
WIOA - Performance Incentives	7/1/19	12/31/20	122,152	122,152	-	122,152	0%	83%	0%
WIOA - Performance Incentives	1/1/20	5/31/21	91,614	91,614	-	91,614	0%	53%	0%
WIOA - Performance Incentives	7/1/20	9/30/21	61,076	61,076	-	61,076	0%	20%	0%
WIOA - Performance Incentives	7/1/20	2/28/22	394,932	394,932	-	394,932	0%	15%	0%
WIOA - Emerging Initiatives - Foundational Skills	12/1/19	6/30/21	20,833	20,833	-	20,833	0%	53%	0%
<b>Total Workforce Innovation Opportunity Act</b>				<b>15,211,018</b>	<b>1,219,652</b>	<b>13,991,366</b>	<b>8%</b>		
<b>Employment Services</b>									
Wagner Peyser PY2019	7/1/19	9/30/20	1,418,050	625,754	506,152	119,602	81%	100%	92%
Wagner Peyser PY2020	7/1/20	9/30/21	1,471,831	1,371,831	-	1,371,831	0%	20%	0%
DVOP PY2019	10/1/19	12/31/20	156,274	63,303	2,702	60,601	4%	80%	61%
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	890	32,057	3%	80%	52%
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	125,837	10,000	93%	100%	98%
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	7,100	73,948	9%	100%	26%
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	6,228	12,949	32%	100%	62%
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	20,187	78,247	21%	25%	21%
<b>Total Employment Services</b>				<b>3,153,331</b>	<b>669,096</b>	<b>2,484,235</b>	<b>21%</b>		
<b>Welfare Transition</b>									
Welfare Transition Program PY2020 Oct-June	10/1/19	8/31/20	3,638,872	785,805	785,805	0	100%	100%	100%
Welfare Transition Program PY2021 July-Sept	7/1/20	9/30/20	1,050,166	1,050,166	424,980	625,186	40%	100%	40%
Welfare Transition Program PY2021 Oct-June	10/1/20	6/30/21	3,150,500	3,150,500	-	3,150,500	0%	0%	0%
<b>Total Welfare Transition</b>				<b>4,986,471</b>	<b>1,210,785</b>	<b>3,775,686</b>	<b>24%</b>		
<b>Direct Grants &amp; Special Projects</b>									
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	75,092	425,043	15%	43%	12%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/20	200,000	43,141	43,141	(0)	100%	100%	100%
NEG - COVID 19	4/13/20	3/31/22	843,937	843,937	12,466	831,471	1%	24%	1%
USDOL Tech Hire	7/1/16	6/30/21	3,796,320	598,617	121,319	477,298	20%	85%	87%
Hillsborough County - CARES Act (R3)	6/3/20	12/30/20	25,000,000	25,000,000	2,127,543	22,872,457	9%	57%	9%
Tampa Housing	5/15/17	3/31/21	148,275	101,681	1,872	99,809	2%	87%	33%
United Way Suncoast	7/1/20	6/30/21	75,000	75,000	-	75,000	0%	25%	0%
<b>Total Direct Grants &amp; Special Projects</b>				<b>27,191,517</b>	<b>2,410,440</b>	<b>24,781,077</b>	<b>9%</b>		
<b>Totals</b>				<b>\$ 50,542,337</b>	<b>5,509,973</b>	<b>45,032,364</b>	<b>11%</b>		



**CareerSource Tampa Bay  
Expenditure Report  
For Period Ending September 30, 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	10,089,057	2,560,265	4,200,665	27,142,722	43,992,709
<b>Total Funds available</b>	<b>17,871,732</b>	<b>3,482,081</b>	<b>4,986,471</b>	<b>27,316,550</b>	<b>53,656,834</b>
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2022	(2,660,714)	(328,750)	-	(125,033)	(3,114,497)
<b>Total Available Funds Budgeted</b>	<b>15,211,018</b>	<b>3,153,331</b>	<b>4,986,471</b>	<b>27,191,517</b>	<b>50,542,337</b>

**Expenditures to Date:**

**Pooled Costs:**

Case Management	451,949	72,737	551,890	118,721	1,195,297
Business Services	112,575	11,743	110,551	-	234,869
Career Services	70,519	-	151,992	1,250	223,761
Indirect Costs	103,432	56,003	117,395	192,697	469,528
One Stop Operating	2,609	286,390	33,922	2,976	325,897
Technology	-	210,689	61,742	2,287	274,718
Community Outreach	84	22,354	4,323	244	27,004
Staff Training & Development	-	-	-	-	-
<b>Total Pooled Costs:</b>	<b>741,168</b>	<b>659,915</b>	<b>1,031,816</b>	<b>318,175</b>	<b>2,751,074</b>

**Direct Costs:**

Service Provider Contracts	-	-	-	208,478	208,478
Participant & Worked Based Learning Costs	454,256	7,100	173,131	1,531,480	2,165,967
Program Staff Direct	-	-	-	292,924	292,924
DEO (Jointly managed staff) travel	-	-	-	-	-
Other Operating Costs	24,228	2,080	5,839	59,383	91,529
<b>Total Direct Costs:</b>	<b>478,484</b>	<b>9,180</b>	<b>178,970</b>	<b>2,092,265</b>	<b>2,758,898</b>

**Total Expenditures to Date**

**Unexpended Balance**

**% of Budget Expended**

<b>Total Expenditures to Date</b>	<b>1,219,652</b>	<b>669,096</b>	<b>1,210,785</b>	<b>2,410,440</b>	<b>5,509,972</b>
<b>Unexpended Balance</b>	<b>13,991,366</b>	<b>2,484,235</b>	<b>3,775,686</b>	<b>24,781,077</b>	<b>45,032,365</b>
<b>% of Budget Expended</b>	<b>8%</b>	<b>21%</b>	<b>24%</b>	<b>8.9%</b>	<b>11%</b>

**CareerSource Tampa Bay**  
**Pooled Cost Expenditure Detail**  
**For Period Ending September 30,2020**

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
<b>Total Pooled Cost Budgets</b>	6,230,503	1,500,000	1,600,000	3,042,445	1,950,000	725,000	270,000	50,000	15,367,948
<b>Expenditures:</b>									
Salaries & Benefits	1,155,900	220,154	222,636	416,713	22,059	-	-	-	2,037,462
Accounting/Audit Fees	-	-	-	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-	-	-
Bank Fees	-	-	-	1,399	-	-	-	-	1,399
Payroll Processing Fees	-	-	-	7,604	-	-	-	-	7,604
Professional Fees	7,299	656	983	74	-	-	-	-	9,012
Contract Labor	-	-	-	-	-	-	-	-	-
Contract IT Svcs	-	-	-	11,281	-	83,545	-	-	94,826
Office Rent / Lease	26,326	1,645	-	24,457	216,249	-	-	-	268,678
Utilities	-	-	-	-	4,833	-	-	-	4,833
Repairs & Maintenance	679	42	-	673	3,151	-	-	-	4,546
Security	227	14	-	225	34,206	-	-	-	34,672
Janitorial Services	-	-	-	-	4,968	-	-	-	4,968
Pest Control	-	-	-	-	-	-	-	-	-
Equipment Rental	1,022	64	-	959	7,220	-	-	-	9,265
Copy machine usage / maintenance	677	42	-	671	2,501	-	-	-	3,890
Office Supplies	409	92	-	433	2,971	-	762	-	4,667
Operating Supplies	-	-	-	-	6,450	-	920	-	7,370
Computer Software License / Maint	180	-	-	35	-	-	-	-	215
Equipment <5000	-	-	-	-	-	162,582	-	-	162,582
Equipment >5000	-	-	-	-	-	24,596	-	-	24,596
Postage / Shipping	-	-	-	-	1,700	-	-	-	1,700
Document Shredding	91	6	-	90	620	-	-	-	807
Insurance Com Property	-	-	-	-	-	-	-	-	-
Insurance General Liability	-	-	-	-	-	-	-	-	-
Insurance D&O	-	-	-	-	-	-	-	-	-
Telecommunication	2,255	445	67	2,900	18,965	-	-	-	24,633
Outreach / Marketing	-	4,000	-	-	-	-	25,322	-	29,322
Travel - Mileage	75	284	44	-	-	-	-	-	403
Travel - Out of town	-	-	-	-	-	-	-	-	-
Meetings & Conferences	-	-	-	66	4	-	-	-	70
License/Dues/Other Fees	156	7,425	31	1,948	-	3,995	-	-	13,555
Other Expenses	-	-	-	-	-	-	-	-	-
<b>Total Expenditures to Date</b>	<b>1,195,297</b>	<b>234,869</b>	<b>223,761</b>	<b>469,528</b>	<b>325,897</b>	<b>274,718</b>	<b>27,004</b>	<b>-</b>	<b>2,751,074</b>
<b>Unexpended Balance</b>	<b>5,035,206</b>	<b>1,265,131</b>	<b>1,376,239</b>	<b>2,572,917</b>	<b>1,624,103</b>	<b>450,282</b>	<b>242,996</b>	<b>50,000</b>	<b>12,616,874</b>
<b>% of Budget Expended</b>	<b>19%</b>	<b>16%</b>	<b>14%</b>	<b>15%</b>	<b>17%</b>	<b>38%</b>	<b>10%</b>	<b>0%</b>	<b>18%</b>
<b>Salaries &amp; Benefits as a % of total</b>	<b>97%</b>	<b>94%</b>	<b>99%</b>	<b>89%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Operating costs as a % of total</b>	<b>2%</b>	<b>5%</b>	<b>0%</b>	<b>10%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	





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