

CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: March 5, 2021
Location: Zoom Meeting

Call to Order

Chair Noble called the meeting to order at 10:00 a.m. There was a quorum present with the following Finance Committee members participating.

Board Members in attendance

Elizabeth Gutierrez, Lindsey Kimball, Randall King, Karen Koundourakis, Nikita Patel, and Don Noble.

Board members not in attendance

Constance Daniels, Ian Lieberman, Commissioner Kemp, Richard Padilla

Staff Present

John Flanagan, Sheila Doyle, Michelle Zieziula, Jody Toner, Anna Munro, and Tammy Stahlgren.

BOCC Liaison/Representative

Ken Jones.

Others

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 Randall King.

Public Comments

There were none.

Action/Discussion Items

▶ Action Item 1 - Approval of Minutes:

January 8, 2021 Finance Committee Meeting Minutes

(Refer to Pages 2-3 of the March 5, 2021 Finance Committee Agenda Packet)

- A motion to approve the minutes of the January 8, 2021 Finance Committee Meeting.
 - Motioned: Karen Koundourakis
 - Seconded: Nikita Patel
- The motioned passed unanimously.

Action Item 2 – Revision of Procurement Thresholds

(Refer to Page 4 of the March 5, 2021 Finance Committee Agenda Packet)

- A motion to approve the increase to the micro-purchase threshold from \$3,500 to \$10,000 and its simplified acquisition threshold from \$150,000 to \$250,000.
 - Motioned: Randall King
 - Seconded: Lindsey Kimball
- The motioned passed unanimously.
 - A board member raised the question of whether we attempt to use local vendors in our procurement process. Staff responded that it is normal procedure and indicated that

when we update our internal forms will include a reminder to make sure it is considered when looking for vendors.

Other Administrative Matters

None.

Information Items – Chair Noble explained that information items are open to discussion upon request.

Information Item #1: 401k December 31, 2020

(Refer to Page 5 of the March 5, 2021 Finance Committee Agenda Packet)

No Discussion.

Information Item #2: Form 990 for FYE June 30, 2020

(Refer to Page 6 of the March 5, 2021 Finance Committee Agenda Packet)

No Discussion.

Information Item #3: Expenditure Reports for the period ending January 31, 2021

(Refer to Pages 7-10 of the March 5, 2021 Finance Committee Agenda Packet)

No discussion.

Public Comments

None.

Adjournment

The meeting was adjourned at approximately 10:06 a.m.

Minutes submitted by Tammy Stahlgren, Administrative Services Coordinator.