



Thursday, March 5, 2021 – 10:00 AM  
Zoom Meeting

## 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 – January 8, 2021 Finance Committee Meeting ..... Page 2
  - 2. Revision of Procurement Thresholds ..... Sheila Doyle, Page 4
  
- IV. **Other Administrative Matters**  
*(Items of urgency not meeting the seven-day guideline for review)*
  
- V. **Information Items**
  - 1. 401k December 31, 2020 Plan Audit ..... Anna Munro, Page 5
  - 2. Form 990 for FYE June 30,2020 ..... Anna Munro, Page 6
  - 3. Expenditure Reports for the period ending January 31, 2021 ..... Sheila Doyle, Page 7
  
- VI. **Public Comments**
  
- VII. **Adjournment**

Next Finance Committee Meeting – April 29, 2021



# Action Item # 1

## Minutes of the Finance Meeting 01.08.2021

### CareerSource Tampa Bay Minutes of Finance Committee Meeting

**Date:** January 8, 2021  
**Location:** Zoom Meeting

#### Call to Order

Chair Noble called the meeting to order at 9:02 a.m. There was a quorum present with the following Finance Committee members participating.

#### Board Members in attendance

Constance Daniels, Lindsey Kimball, Randall King, Karen Koundourakis, Ian Lieberman, Commissioner Pat Kemp, Richard Padilla, and Don Noble.

#### Board members not in attendance

Elizabeth Gutierrez.

#### Staff Present

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

#### BOCC Liaison/Representative

Ken Jones.

#### Others

Corrine Turcotte – James Moore Co.

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:

October 28, 2021 Finance Committee Meeting Minutes

- A motion to approve the minutes of the October 28, 2021 Finance Committee Meeting.
  - Motioned: Richard Padilla
  - Seconded: Ian Lieberman
- The motioned passed unanimously.

**Action Item 2** – Acceptance of Annual Financial Statement Audit for the Fiscal Year ended June 30, 2020, presented by Corrine Turcotte  
(Refer to Pages 4-35 of the January 8, 2021 Finance Committee Agenda Packet)

Corrine Turcotte provided an overview of the Annual Financial Statement Audit. In summary, the audit went well, and no current year audit findings were noted.

- James Moore noted that in a couple of years we are going to have a pretty significant “accounting standards” change, as it relates to leases. It is going to require leases to be recorded on the balance sheet. They recommend that we start evaluating our leases, look at the terms if any are coming up for renewal, and start thinking about how to structure them, because it is going to have a large impact on financial statements.
- A motion to accept the Annual Financial statement for the fiscal year ended June 30, 2020.
  - Motioned: Randall King
  - Seconded: Commissioner Pat Kemp
- The motioned passed unanimously.

**Action Item 3** – SAS 114 Letter: The Auditor’s Communication with those Charged with Governance, presented by Corrine Turcotte  
(Refer to Pages 36-40 of the January 8, 2021 Finance Committee Agenda Packet)

This letter is a required communication letter for all financial statement audits. There was no vote needed.

► **Action Item 4** - PY 2020 – 2021 Budget Modification No. 3, presented by Sheila Doyle  
(Refer to Pages 41-43 of the January 8, 2021 Finance Committee Agenda Packet)

This Action Item represents Budget Modification No. 3 for the PY 2020-2021. The total budgeted revenue has decreased from \$50,542,336 to \$40,102,874 for an overall decrease of \$10,439,462. The breakdown of changes:

Revenues:

Decrease in Hillsborough County CARES (R3) of \$10,500,000.

Increase in WIOA Performance Initiatives of \$30,538.

New Award – Tech Quest Apprenticeship of \$30,000.

Decrease in expenditures of \$10,439,087.

- A Motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget for PY 2020-2021.
  - Motioned: Randall King
  - Seconded: Richard Padilla
- The motioned passed unanimously.

**Other Administrative Matters**

None.

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

Information Item #1: DEO Quality Assurance Report: Program Year 2019-2020 Programmatic and Financial Compliance Monitoring Review

(Refer to Page 44 of the January 8, 2021 Finance Committee Agenda Packet)

No Discussion.

Information Item #2: Expenditure Reports for the period ending November 30, 2020

(Refer to Pages 45-48 of the January 8, 2021 Finance Committee Agenda Packet)

No discussion.

**Public Comments**

None.

**Adjournment**

The meeting was adjourned at approximately 9:34 a.m.



## Action Item #2

### Procurement Policies and Procedures Revision of Procurement Thresholds

#### Background

The Chief Financial Officer maintains CareerSource Tampa Bay's "**Procurement Policies and Procedures**". This document outlines the Organization's general standards on procurement and its procurement methods and procedures. Periodically, this document is reviewed to determine its continued relevance, consistency, and compliance with 2 CFR Part 200 (Uniform Guidance) or other guidance or directives.

Effective August 31, 2020, the Uniform Guidance was revised to increase the micro-purchase threshold to \$10,000 and the simplified acquisition threshold (formerly known as small purchase threshold) to \$250,000.

To expedite the purchase process surrounding the Organization's lowest-dollar value goods and services and to minimize the associated administrative burden and cost, CareerSource Tampa Bay seeks approval to align its purchasing thresholds with that established by the federal government in the Uniform Guidance for Federal Awards 2 CFR 200. The Organization's micro-purchase threshold will increase from \$3,500 to \$10,000 and its simplified acquisition threshold will increase from \$150,000 to \$250,000.

If approved, the purchasing thresholds will be as follows:

Micro Purchase	Up to \$10,000
Two quotes or Sole Source Justification	From \$10,000 to up to \$50,000
Three quotes or Sole Source Justification	From \$50,000 to up to \$250,000
Competitively Advertised Procurement	\$250,000 and up

#### Recommendation

CSTB staff is recommending approval to increase the micro-purchase threshold from \$3,500 to \$10,000 and its simplified acquisition threshold from \$150,000 to \$250,000.



## **Information Item # 1**

### **401k Audit - December 31, 2020 Plan Year**

#### **Background**

Effective September 1, 2018, the Tampa Bay Workforce Alliance, Inc. 401k Plan (TBWA 401k Plan), a defined contribution retirement plan, was established. The requirement for a 401k audit is triggered by the number of eligible participants at the beginning of a plan year.

Due to the number of eligible participants exceeding 120 at January 1, 2020, the audit requirement has been met for the December 31, 2020 plan year. A 401k audit is a review of the 401k plan by a third-party accounting firm to ensure that the plan is within the guidelines and regulations set by both the IRS and the Department of Labor. Once an audit has occurred, the 401k plan must be audited every year until the eligible participant number drops below 100.

#### **Third-Party Accounting Firm**

CSTB followed its small purchase procedures and solicited quotes from six Accounting Firms with specific knowledge and experience regarding 401k plan audits. BDG-CPAs has been selected as the Accounting Firm as they have the requisite knowledge and experience, performing over 800 plan audits in the past 30 years, at a cost-effective price.



## **Information Item # 2**

### **Form 990 for fiscal year ending June 30, 2020**

The audit firm of James Moore, CPAs will complete the Organization's *Return of Organization Exempt Form Income Tax* for the fiscal year ending June 30, 2020 (Form 990) and present for approval at the March 18<sup>th</sup> Board Meeting. A final copy of the Form 990 will be provided to each board member and a representative from the audit firm will present the Form 990 to the Board of Directors.

The Form 990 is an informational tax form that CareerSource Tampa Bay is required to file annually. The Form's main purpose is to give the IRS an overview of the organization's activities, governance and detailed financial information. It is a best practice for the Board of Directors (Board) to be involved in the review and approval of the Form 990 with today's increased demands for transparency and accountability in the nonprofit sector.



## **Information Item # 3**

### **Expenditure Reports for Period Ending January 31, 2021**

CareerSource Tampa Bay  
Grant Award to Actual Expenditures  
FY 2020-2021  
For Period Ending 1/31/2021

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	1,087,149	663,759	62%	79%	75%
WIOA - Adult PY2020	7/1/20	6/30/22	2,841,496	2,489,050	-	2,489,050	0%	29%	0%
WIOA - Dislocated Worker PY2019	7/1/19	6/30/21	2,985,701	2,906,506	465,301	2,441,205	16%	79%	18%
WIOA - Dislocated Worker PY2020	7/1/20	6/30/22	2,930,299	1,551,209	-	1,551,209	0%	29%	0%
WIOA - Youth PY2019	4/1/19	6/30/21	2,837,546	2,837,546	833,169	2,004,377	29%	82%	29%
WIOA - Youth PY2020	4/1/20	6/30/22	3,097,249	2,168,073	-	2,168,073	0%	37%	0%
WIOA - Supplemental PY20	7/1/19	12/31/20	265,535	54,713	54,713	0	100%	100%	100%
WIOA - Supplemental PY21	7/1/20	6/30/21	672,391	672,391	-	672,391	0%	59%	0%
WIOA - Soft Skills	2/1/19	6/30/21	100,000	90,014	25,414	64,600	28%	83%	35%
WIOA - Performance Incentives	7/1/19	12/31/20	122,152	122,152	122,152	-	100%	100%	100%
WIOA - Performance Incentives	1/1/20	5/31/21	91,614	91,614	-	91,614	0%	77%	0%
WIOA - Performance Incentives	7/1/20	9/30/21	91,614	91,614	-	91,614	0%	47%	0%
WIOA - Performance Incentives	7/1/20	2/28/22	394,932	394,932	-	394,932	0%	35%	0%
WIOA - Emerging Initiatives - Foundational Skills	12/1/19	6/30/21	20,833	20,833	10,534	10,299	51%	74%	51%
<b>Total Workforce Innovation Opportunity Act</b>			<b>15,241,555</b>	<b>2,598,432</b>	<b>12,643,123</b>	<b>17%</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	347,753	1,024,078	25%	47%	24%
DVOP PY2019	10/1/19	12/31/20	141,364	48,393	48,393	(0)	100%	100%	100%
DVOP PY2020	10/1/20	9/30/21	154,910	154,910	8,541	146,369	6%	34%	6%
LVER PY 2019	10/1/19	12/31/20	52,907	18,880	18,880	0	100%	100%	100%
LVER PY 2020	10/1/20	9/30/21	74,067	74,067	3,263	70,804	4%	34%	4%
Supplemental Nutrition Assistance Program PY2019	10/1/19	9/30/20	549,427	125,837	125,837	(0)	100%	100%	100%
Supplemental Nutrition Assistance Program PY2020	10/1/20	9/30/21	600,000	460,000	158,349	301,651	34%	34%	26%
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	4,549	51,701	8%	34%	8%
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	6,193	12,557	33%	34%	33%
Military Family	7/1/20	6/30/21	98,434	98,434	42,776	55,658	43%	59%	43%
<b>Total Employment Services</b>			<b>3,153,331</b>	<b>1,284,014</b>	<b>1,869,317</b>	<b>41%</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	10/31/20	737,382	737,382	737,382	-	100%	100%	100%
Welfare Transition Program PY2021 Oct-June	10/1/20	6/30/21	3,463,283	3,463,283	782,237	2,681,046	23%	45%	23%
<b>Total Welfare Transition</b>			<b>4,986,470</b>	<b>2,305,424</b>	<b>2,681,046</b>	<b>46%</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	227,854	272,281	46%	62%	36%
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	63,379	780,558	8%	41%	8%
USDOL Tech Hire	7/1/16	6/30/21	3,796,320	598,617	339,022	259,595	57%	92%	93%
Hillsborough County - CARES Act (R3)	6/3/20	12/30/20	14,500,000	14,500,000	13,501,973	998,027	93%	100%	93%
Tampa Housing	5/15/17	3/31/21	148,275	101,681	2,056	99,625	2%	96%	33%
United Way Suncoast	7/1/20	6/30/21	75,000	75,000	52,225	22,775	70%	59%	70%
Tech Quest Apprenticeship	4/24/20	6/30/21	30,000	30,000	-	30,000	0%	65%	0%
<b>Total Direct Grants &amp; Special Projects</b>			<b>16,721,517</b>	<b>14,258,657</b>	<b>2,462,860</b>	<b>85%</b>			
<b>Totals</b>			<b>\$ 40,102,873</b>	<b>20,446,527</b>	<b>19,656,346</b>	<b>51%</b>			



**CareerSource Tampa Bay  
Expenditure Report  
For Period Ending January 31, 2021**

**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	10,119,595	2,560,265	4,200,665	16,672,722	33,553,247
<b>Total Funds available</b>	<b>17,902,270</b>	<b>3,482,081</b>	<b>4,986,471</b>	<b>16,846,550</b>	<b>43,217,372</b>
Interfund transfer	-	-	-	-	-
Less: Planned Carryforward for FY 2022	(2,660,715)	(328,750)	-	(125,033)	(3,114,498)
<b>Total Available Funds Budgeted</b>	<b>15,241,555</b>	<b>3,153,331</b>	<b>4,986,471</b>	<b>16,721,517</b>	<b>40,102,874</b>

**Expenditures to Date:**

**Pooled Costs:**

Case Management	1,045,153	165,514	1,180,851	246,698	2,638,216
Business Services	337,381	23,027	198,744	-	559,152
Career Services	122,789	-	366,944	4,877	494,610
Indirect Costs	143,670	89,334	182,685	904,183	1,319,871
One Stop Operating	4,668	655,084	106,959	44,341	811,053
Technology	-	295,947	78,719	13,212	387,878
Community Outreach	108	34,445	7,556	2,245	44,354
Staff Training & Development	-	5,851	1,466	683	8,000
<b>Total Pooled Costs:</b>	<b>1,653,769</b>	<b>1,269,201</b>	<b>2,123,924</b>	<b>1,216,239</b>	<b>6,263,134</b>

**Direct Costs:**

Service Provider Contracts	-	-	-	-	-
Participant & Worked Based Learning Costs	924,663	11,649	174,009	12,137,646	13,247,967
Program Staff Direct	-	-	-	679,529	679,529
DEO (Jointly managed staff) travel	-	127	-	-	127
Other Operating Costs	20,000	3,036	7,491	225,243	255,771
<b>Total Direct Costs:</b>	<b>944,663</b>	<b>14,812</b>	<b>181,500</b>	<b>13,042,418</b>	<b>14,183,394</b>

**Total Expenditures to Date**

**Unexpended Balance**

**% of Budget Expended**

<b>Total Expenditures to Date</b>	<b>2,598,432</b>	<b>1,284,014</b>	<b>2,305,424</b>	<b>14,258,657</b>	<b>20,446,527</b>
<b>Unexpended Balance</b>	<b>12,643,123</b>	<b>1,869,317</b>	<b>2,681,047</b>	<b>2,462,860</b>	<b>19,656,347</b>
<b>% of Budget Expended</b>	<b>17%</b>	<b>41%</b>	<b>46%</b>	<b>85.3%</b>	<b>51%</b>

**CareerSource Tampa Bay**  
**Pooled Cost Expenditure Detail**  
**For Period Ending January 31, 2021**

	Case Management	Business Services	Career Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
<b>Total Pooled Cost Budgets</b>	6,108,102	1,500,000	1,572,438	2,941,955	2,130,000	725,000	370,000	50,000	15,397,495
<b>Expenditures:</b>									
Salaries & Benefits	2,577,332	502,135	492,145	1,100,921	49,483	-	2,468	8,000	4,732,484
Accounting/Audit Fees	-	-	-	21,072	-	-	-	-	21,072
Legal Fees	-	-	-	1,225	-	-	-	-	1,225
Bank Fees	95	-	-	2,779	-	-	-	-	2,874
Payroll Processing Fees	-	-	-	19,460	-	-	-	-	19,460
Professional Fees	17,556	1,221	1,831	22,067	-	-	-	-	42,675
Contract Labor	-	-	-	6,371	650	-	-	-	7,021
Contract IT Svcs	-	-	-	26,466	-	186,463	-	-	212,929
Office Rent / Lease	26,326	25,778	-	69,674	525,573	-	-	-	647,351
Utilities	-	-	-	-	10,818	-	-	-	10,818
Repairs & Maintenance	-	-	-	255	18,495	-	-	-	18,750
Security	227	120	-	438	59,001	-	-	-	59,786
Janitorial Services	-	-	-	-	4,360	-	-	-	4,360
Pest Control	-	-	-	-	-	-	-	-	-
Equipment Rental	1,431	1,297	-	3,696	23,119	-	-	-	29,543
Copy machine usage / maintenance	677	627	-	1,841	8,688	-	-	-	11,833
Office Supplies	446	382	-	1,014	6,363	-	90	-	8,296
Operating Supplies	-	184	277	422	10,056	-	1,848	-	12,787
Computer Software License / Maint	351	8,333	-	4,135	-	10,242	-	-	23,062
Equipment <5000	441	654	-	4,355	4,771	162,582	3,322	-	176,124
Equipment >5000	-	-	-	-	-	24,596	-	-	24,596
Postage / Shipping	30	-	-	-	2,320	-	-	-	2,350
Document Shredding	91	125	-	327	1,755	-	-	-	2,298
Insurance Com Property	629	45	-	639	10,484	-	-	-	11,798
Insurance General Liability	1,235	88	-	4,768	28,269	-	-	-	34,361
Insurance D&O	-	-	-	14,785	-	-	-	-	14,785
Telecommunication	3,593	2,633	241	9,021	46,843	-	-	-	62,330
Outreach / Marketing	-	4,000	-	59	-	-	36,418	-	40,477
Travel - Mileage	312	284	44	-	-	-	-	-	639
Travel - Out of town	-	1,825	-	1,404	-	-	-	-	3,229
Meetings & Conferences	-	480	-	142	5	-	-	-	627
License/Dues/Other Fees	7,443	8,940	73	2,535	-	3,995	207	-	23,193
Other Expenses	-	-	-	-	-	-	-	-	-
<b>Total Expenditures to Date</b>	2,638,215	559,152	494,610	1,319,872	811,053	387,878	44,353	8,000	6,263,133
<b>Unexpended Balance</b>	3,469,887	940,848	1,077,828	1,622,083	1,318,947	337,122	325,647	42,000	9,134,362
<b>% of Budget Expended</b>	43%	37%	31%	45%	38%	54%	12%	16%	41%
<b>Salaries &amp; Benefits as a % of total</b>	98%	90%	100%	83%	0%	0%	0%	0%	
<b>Operating costs as a % of total</b>	2%	10%	0%	16%	100%	100%	100%	100%	





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