

**CAREERSOURCE SUNCOAST  
COMBINED EXECUTIVE COMMITTEE  
& FINANCE/PERFORMANCE COMMITTEE MEETING**

Microsoft Teams Meeting  
1 786-600-3104

Conference ID: 407 675 565#  
Thursday, Jan 13, 2022  
8:00 a.m.

<b>Absent Present</b>	<b><u>Committee Members</u></b>
P	Eric Troyer, CPA, Partner, Kerkering Barberio & Company
P	Christy Cardillo, CPA, Partner, Carr, Riggs & Ingram, LLC.
P	David Kraft, President, Vision Consulting Group
P	Rick Mosholder, Human Resource Director, Hoveround Corporation
P	Sharon Hillstrom, President/CEO, Bradenton Area Economic Development Corporation
P	Walter Spikes, Coldwell Banker Realty
A	Peter Hayes, President, Tandem Construction
	Staff Present: Ted Ehrlichman, Josh Matlock, Robin Dawson, Kathy Bouchard, Anthony Gagliano, Karima Habity, Linda Benedict, Christina Witt, Tracey Barta and Cody Soler; Ben Clark & Mike Payne of James Moore & Company

**I. Call to Order**

Eric Troyer, Chair, called the meeting to order at 7:59 a.m.

**II. Action Items**

**Approval of December 9, 2021 Executive Committee Meeting minutes**

Mr. Troyer asked for a motion to approve the December 9, 2021 meeting minutes.

**Motion: Rick Mosholder**

**Second: David Kraft**

The motion to approve the minutes passed unanimously.

**Approval of November 30, 2021 Finance & Performance Committee Meeting minutes**

Mr. Troyer asked for a motion to approve the November 30, 2021 meeting minutes.

**Motion: Rick Mosholder**

**Second: Sharon Hillstrom**

The motion to approve the minutes passed unanimously.

**Approval of Revised CareerSource Suncoast Policies**

Robin Dawson presented four policies that have been updated:

WIOA Grievance Policy #09-21:

This Policy supersedes and replaces Policy # 01-06R5 Customer Grievance/Complaint, Hearing/Appeal, and Criminal Fraud/Abuse Incident Reporting Procedures dated 02/10/2014. This policy was updated to reflect the new federal Code of Final Rules, state regulations and agency contact information. The policy was expanded slightly to provide definitions and types of grievance and complaints that were permissible to be filed with CSS.

WIOA Youth Program Eligibility Policy #10-21

This policy supersedes and replaces #05-02 R5 WIOA Youth Program Eligibility and Barriers dated 07/01/16. The major revisions to this Policy are reflected in the section related to youth who require additional assistance to enter or complete an educational program or to secure employment. CSS conducted a review of several other Regional Boards definitions, such as Capital Region, Tampa, Brevard, and N. Central Florida. The additions are reflected on Pages #3 & 4 for OSY and page# 5 for ISY. Examples of the added barriers include:

- Is an emancipated minor;
- Victim of domestic violence or sexual/child abuse;
- Victim of human trafficking;
- Victim of hate crime;

Records Management and Retention Policy #11-21:

This Policy supersedes and replaces Policy #01-10 R5, Records Management, Retention, and Destruction dated 05/01/2016. This policy was updated to reflect the updated records retention time frames and requirements of CSS grantee subgrantee agreement with DEO.

Limited English Proficiency Policy #12-21:

This Policy supersedes and replaces Policy #14-04 R1 Providing Assistance to Customers with Limited English Proficiency dated 11/14/2016. This policy had minimal revisions. It was updated with the new policy and procedure format, the name was simplified, and the policy was updated with new links to appropriate resources and websites.

Copies of the policies were included in the meeting packet. Robin asked for a motion that the Executive Committee approve the updated policies, the Individual Training Accounts #05-21, WIOA Grievance Policy #09-21, WIOA Youth Program Eligibility Policy #10-21, Records Management and Retention Policy #11-21, Limited English Proficiency Policy #12-21. and recommend this action be considered by the Board at the January 27, 2022 meeting.

**Motion: David Kraft**

**Second: Christy Cardillo**

The motion to approve the policies passed unanimously.

**Acceptance of Financial Audit PY ending 6.30.21.**

Ben Clark, Manager and Mark Payne, Partner with James Moore & Company presented CSS Financial Statements/Independent Auditors' Report for PY ending 6.30.21. Mr. Clark went through each of the financial statements along with notes to the financial statement and required reporting requirements. A copy of the full report was included in the meeting packet. Mr. Clark praised the finance staff and reported that this is a clean audit and that he has audited several workforce boards and CareerSource Suncoast is one of the best he has audited.

**A motion was made to accept the CSS Independent Auditors' Report for PY Ending June 30, 2021 as presented and recommend this action be considered by the Board at the January 27, 2022 meeting**

**Motion: Walter Spikes, Jr.**

**Second: Christy Cardillo**

The motion to accept the audit passed unanimously.

**III. Committee Reports**

Robin Dawson. reported for Walter Spikes regarding updates for the Finance and Performance Committee. The Budget to Expenditure Report as of 12.31.21 was reviewed with the committee along with Summary of Non-Federal Funds as of 12.31.21. A copy of the two reports were included in the meeting packet.

The following expenditure information was reported:

- Overall burn rate 44% with expected burn rate 50%
- Personnel costs were expended 46%
- Facility costs were expended 52%
- Office and furniture were expended 30%
- Total operating costs were expended 57%
- Total program services were expended 31%

**This information is as of 11.30.21:**

- Admin rate 8.05% with a maximum rate of 10%
- Indirect rate has been replaced with the cost allocation method for indirect cost
- ITA was 29.37% with a minimum requirement of 30%
- Paid internship expenditures were 23.08% with a minimum requirement of 20%
- Youth out of school expenditures were 97.46% with a minimum requirement of 75%

The Summary of Non-Federal Funds Report as of 12.31.21 was included in the meeting packet reporting a balance of \$656,350.

The Committee was updated on our DEO PY 20-21 Programmatic and Financial Compliance Monitoring that was conducted remotely during March, 2021 and covered the period of January 1, 2020 – December 31, 2020. CSS received this report on August 17, 2021. The financial section reported no findings or issues of non-compliance. Over 200 program records were reviewed with 21 program findings. The number of findings is 7 more than the previous year. None of the findings had any possible associated disallowed costs and all of them were resolved or were addressed satisfactorily as evidenced by the DEO closeout letter. CSS' responses to programmatic monitoring results were developed and submitted to DEO on September 15<sup>th</sup>. DEO accepted the responses and provided a closeout letter dated December 2, 2021. A copy of the report and letter were included in the meeting packet.

#### **IV. Staff Reports**

Ms. Bouchard informed the committee that we are in the process of setting up an ad-hoc committee to review and update our by-laws to reflect the grantee sub-grantee agreement set forth by the state.

Ms. Bouchard reported on the staff retreat held in December. The retreat was in person, the first in person retreat since February 2020. A live poll was taken during the retreat and the results were shared with the committee. The poll results were very positive and shows we have come through COVID as a team and we have a strong culture that makes us a stronger organization.

Anthony Gagliano reported on the strategies we have taken to improve our performance. We now have a 24-hour turnaround if there are case notes missing in a file and now have the ability to correct it efficiently. Our IT department is working on a fully automated system, where our clients can submit information and sign documents electronically. We are adding several apprenticeships to our eligible training provider list (ETPL) including cybersecurity and healthcare careers. There has been a 56% increase in expending training dollars from the first six weeks of the fiscal year to the prior five weeks spanning Dec. 1, 2021 to Jan. 7, 2022, and we expect to increase once school gets started after holiday break. In our CEO class we had 34 students complete the initial 10-week course and 20 of them continued and finished our 10-week accelerated classes. There have been 23 "From the Bench" sessions weekly for education for entrepreneurs. Mr. Gagliano also reported that Taylor Hall Miller and Parker performed an audit in November. Our corrective action plan will be submitted tomorrow, and we expect to have a closeout letter before the next Executive Committee meeting.

Mr. Matlock reported that we are working on the Community Impact Dashboard. We had an ad-hoc committee with three board members and gave them a list of all of our functions. They were asked to prioritize 5-6 of these to set up on the dashboard. We are developing a prototype to bring to the board for feedback.

Mr. Ehrlichman mentioned the success of the staff retreat as it was the first time many of us have met face to face since going into lockdown. The poll results from the retreat are very encouraging.

#### **V. Public Comment/Closing Remarks – Eric Troyer, Chair**

There were no public comments.

#### **VI. Adjournment**

The next meeting is February 10, 2022. There being no further business, Chair Troyer adjourned the meeting at 8:56 a.m.

**Respectfully submitted,**



Ted Ehrlichman  
President & CEO