

Finance/Performance Committee Meeting Teleconference Monday, August 29, 2022 1:30 p.m.

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AGENDA

1.	Welcome & Introductions	Walter Spikes, Jr.
2.	Approval of Finance & Performance Committee Meeting Minutes from May 4, 2022	Walter Spikes, Jr.
3.	Review of Budget to Expenditure Report as of 6-30-22	Robin Dawson
4.	Summary of Non-Federal Funds as of 6-30-22	Robin Dawson
5.	Budget Modification #1 PY 22-23	Robin Dawson
6.	Performance Update	Anthony Gagliano
7.	Final Comments and Adjournment	Walter Spikes, Jr



Eric Troyer Chairman

Rick Mosholder Vice Chair

Walter Spikes, Jr Treasurer

Joshua Matlock President & CEO

Finance & Performance Committee Meeting Teleconference May 4, 2022 - 8:00 A.M.

MINUTES

Present
Rick Mosholder
Walter Spikes
Peter Hayes

<u>Absent</u>

Staff & Guest
Joshua Matlock
Robin Dawson
Tracey Barta
Anthony Gagliano
Christina Witt

I. Welcome and Introductions

Walter Spikes Jr., Chair, called the meeting to order.

II. Approval of Nov 30, 2021 Meeting Minutes.

A copy of the Nov 30, 2021 meeting minutes was included in the packet as reference. The minutes were approved at the Jan 13, 2022, combined Finance/Performance Executive Committee meeting.

III. Review of Budget to Expenditure as of 3.31.22

Robin Dawson presented the budget to expenditure report for program year ending March 31, 2022. The following expenditure information was reported:

- Total Personnel Costs were expended 68%
- Facility costs were expended 70%
- Office and furniture were expended 36% (outstanding obligations of \$27,213 bringing to 89% obligated)
- Total operating costs were expended 77%
- Total program services were expended 57% (outstanding obligation balances of \$189,252, \$47,792 and \$30,051 bringing total obligation to 76%)
- For an overall total expenditure of 75%.
- The total burn rate is 75%
- Admin rate was 8.62% with a maximum rate of 10%
- ITA was 34.25% with a minimum requirement of 30%
- PY20 Paid internship expenditures were 22.22% with a minimum requirement of 20%
- PY20 Youth out of school was 98.17% with a minimum requirement of 75%

IV. Summary of Non-Federal Funds as of 3.31.22

Robin Dawson presented the summary of non-federal funds report which details where the funds were received broken out by program. Total funds available \$682,836. This includes a certificate of deposit with Bank of the Ozarks of \$174,096. A copy of this report was included in the meeting packet.

V. Budget Mod #2 PY 21/22.

Robin Dawson presented budget mod # 2 for PY 21/22. The amount of \$24,200 will be moved from salary and fringe benefits to the following line items: \$7,200 to accounting \$17,000 to travel and meeting.

A motion was made to approve the budget mod #2 as presented.

Motion: Rick Mosholder Second: Peter Hayes

The motion carried unanimously.

VI. Final Comments, Next Meeting Date

Robin Dawson informed the committee that planning allocations have not been released at this time. CareerSource Suncoast (CSS) is working on the budget based on a flat rate until this information is received. The final budget will be presented at the June meeting and then will go to the respective counties for their approval.

Ms. Dawson reported the Department of Economic Opportunity (DEO)programmatic/ financial monitoring is in the final review and approval stage. The preliminary financial monitoring has no finding or observations reported to date. CSS is pending the final report that will include financial and programmatic monitoring results for PY 21-22

There were no comments.

The next meeting will be determined at a later time. The meeting adjourned at 8:15.

As Of 6/30/2022

MOD 2

	MOD 2					
	PY TOTAL	RESTRICTED	BUDGET	% OF BUDGET	UNRESTRICTED	
	BUDGET	EXPENSES YTD	BALANCE	EXPENDED	EXPENSES YTD	NOTES
	BODGET	EXI ENGLOTID	DALANOL	LAI LINDED	EXI ENGLOTID	NOTES
PERSONNEL COSTS						
SALARIES/FRINGE BENEFITS	\$4,443,841	\$4,130,126	\$313,715	93%	\$1,821	
STAFF TRAINING & EDU	\$62,000	\$49,516	\$12,484	80%	\$4,464	
TOTAL PERSONNEL COSTS	\$4,505,841	\$4,179,643	\$326,198	93%	\$6,286	
FACILITY COSTS	\$996,358	\$878,257	\$118,101	88%	\$1,557	
TAGILITI GOGTO	Ψ330,330	ψ070,237	Ψ110,101	0078	Ψ1,557	
OFFICE FURNITURE & EQUIP	\$51,389	\$31,308	\$20,081	61%	\$0	delay in delivery will have to record during PY 22-23
OFFICE FORNITORE & EQUIP	\$51,36 9	\$31,300	\$20,00 i	01/0	Ψυ	delay in delivery will have to record during F 1 22-23
OPERATING COSTS:						
ACCOUNTING	\$34,700	\$32,043	\$2,657	92%	\$7,031	
AUDIT/MONITORING	\$58,960	\$51,242	\$7,718	87%		
CONSULTANTS/LEGAL	\$45,000	\$36,490	\$8,510	81%		
GENERAL INSURANCE	\$56,470	\$55,996	\$474	99%		
OFFICE EXP & SUPP	\$55,000	\$30,547	\$24,453	56%	\$8,027	electronic process continue to reduce costs
TRAVEL & MEETINGS	\$67,000	\$62,412	\$4,588	93%	\$5,545	
				2-04		
TOTAL OPERATING COSTS	\$317,130	\$268,730	\$48,400	85%	\$20,602	
DDOOD AM OFFINISE						
PROGRAM SERVICES:						
CLIENT TRAINING/SUPPORT	\$1,340,389	\$1,207,544	\$132,845	90%	\$19,442	
CLIENT & EMPLOYER SERVICES	\$217,000	\$157,971	\$59,029	73%	\$14,705	fee for svc \$6,135
OUTREACH	\$110,000	\$99,315	\$10,685	90%	\$1,264	
TOTAL PROGRAM SERVICES	\$1,667,389	\$1,464,831	\$202,558	88%	\$35,410	
TOTAL PROGRAM SERVICES	φ1,007,389	ψ1,404,03T	Ψ∠∪∠,538	00%	\$35,410	
						Rates below as of 06/30/22:
						Admin 8.87 % Max 10% Using Cost Allocation Plan - No Indir Rate
						ITA 38.5%. Min Req 30%
TOTALS	\$7,538,107	\$6,822,769	\$715,338	91%	\$63,856	Paid Internships Exp: PY20 21.93%, PY21 35.33%. Min Req 20% Yth Out of Sch Exp: PY20 98.20%, PY21 97.16%. Min Req 75%.
IOIALS	φ1,536,101	Φ0,022,769	कृत १७,३३०	3170	ФОЗ,030	Tui Out of Suif Exp. F120 30.20%, F121 97.10%. Will Red 75%.

Unrestricted Fund Balance as of 6/30/2022 (MM & CD \$337,242 included in total balance)

\$680,660

CareerSource Suncoast Summary of Non-Federal Funds as of 6/30/2022

			Consolidated	Consolidated					
Wells Fargo Unrestricted Funds	Business Support - 707	Tobacco Free - 719	Workforce ED - 720	Background Checks - 722	Ticket to Work - 724	GCCF COVID Res - 727	Misc Client Supp - 730	Manatee Cty Retraining - 734	UW N S'ta Initiative - 737
Fund Balance as of 7/1/2021	\$28,252	\$31,138	\$60,613	\$18,800	\$79,412	\$485	\$3,926	(\$14,902)	\$0
Revenue Current Year Bank Interest Income	\$16,076 \$ <u>0</u> \$16,076	\$38 <u>\$607</u> \$645	\$42,445 <u>\$0</u> \$42,445	(\$9,001) \$0 (\$9,001)	\$79,803 <u>\$0</u> \$79,803	\$0 <u>\$0</u> \$0	\$1,503 <u>\$0</u> \$1,503	\$17,994 <u>\$0</u> \$17,994	\$50,000 <u>\$0</u> \$50,000
Expenditures - Current Year	<u>\$4,651</u>	<u>\$22,763</u>	\$16,694	<u>\$54</u>	<u>\$114</u>	<u>\$0</u>	<u>\$3,915</u>	<u>\$2,325</u>	<u>\$13,125</u>
Increase/(Decrease) in Cash - Current Year	<u>\$11,426</u>	<u>(\$22,118)</u>	<u>\$25,751</u>	<u>(\$9,056)</u>	<u>\$79,689</u>	<u>\$0</u>	(\$2,411)	<u>\$15,669</u>	\$36,876
Wells Fargo Cash Balance as of 6/30/2022	\$39,677	\$9,020	\$86,364	\$9,744	\$159,101	\$485	\$1,515	\$767	\$36,876

SunTrust Bank - MM Unrestricted Funds	SWB Misc - 901
Fund Balance as of 7/1/2021	\$162,725
Revenue	
Current Year	\$0
Bank Interest Income	<u>\$14</u>
	\$14
Expenditures-Current year	\$0
Increase/(Decrease) in Cash - Current Year	<u>\$14</u>
SunTrust Cash Balance as of 6/30/2022	\$162,740

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Bank of the Ozarks - CD Unrestricted Funds	SWB Misc - 901
CD Fund Balance as of 7/1/2021	\$173,748
Revenue	
Current Year	\$0
Bank Interest Income	<u>\$755</u>
	\$755
Bank of the Ozarks CD Balance as of 6/30/2022	\$174,503

\$337,242 cash bal

Total Unrestricted Funds as of 6/30/2022

\$680,660

CareerSource Suncoast Summary of Funds Available - All Programs Modification #1 Program Year 2022-2023 July 1, 2022 - June 30, 2023

	Original	Increase or	Adjusted	Less Reserve	Mod #1	
Funding Streams	Funding Avail PY 22-23	(Decrease) in Funding	Funding Avail PY 22-23	for PY 23-24	Funding Budgeted For PY 22-23	Notes
			•			
Temporary Assistance for Needy Families (TANF) exp 6/30/23	\$1,336,764	(\$16,831)	\$1,319,933	\$0	\$1,319,933	Adj to amount NFA issued fr planning allocation
Temporary Assistance for Needy Families (TANF) exp 8/31/22	\$114,000	\$39,814	\$153,814	\$0	\$153,814	True up est carry forward
Total Temporary Assistance for Needy Families	\$1,450,764	\$22,983	\$1,473,747	\$0	\$1,473,747	
WIOA-Adult & Dislocated Worker expires 6/30/2024	\$1,665,053	\$227,909	\$1,892,962	\$227,909		Addtl funding received \$227,909 DW supplemental
WIOA-Adult & Dislocated Worker Carry Fwd expires 6/30/2023	\$88,540	\$60,638	\$149,178	\$0	•	True up est carry forward + addtl \$25k rapid response
Total WIOA Adult & Dislocated Worker	\$1,753,593	\$288,547	\$2,042,140	\$227,909	\$1,814,231	
WIOA-Youth expires 6/30/2024	\$747,202	\$0	\$747,202	\$0	\$747,202	
WIOA-Youth Carry Fwd expires 6/30/2023	\$609.675	(\$5,230)	\$604.445	\$0		True up est carry forward
Total WIOA Youth	\$1,356,877	(\$5,230)	\$1,351,647	\$0	\$1,351,647	True up est early forward
	* 1,000,000	(+-,,	* 1,001,011	•	**,****	
NEG Dislocated Worker COVID-19 expires 3/31/2023	\$372,099	(\$9,204)	\$362,895	\$0	\$362,895	True up est carry forward
NEG Dislocated Wkr Opioid-3 Fostering Recovery expires 8/31/2024	\$460,267	\$10,553	\$470,820	\$206,128	\$264,692	True up est carry forward
Wagner Peyser (WP) expires 9/30/2023	\$536,146	\$16,996	\$553,142	\$0		Increase in NFA fr DEO salaries carry forward savings
Wagner Peyser (WP) Carry Fwd expires 9/30/2022	\$150,580	\$7,464	\$158,044	\$0		True up est carry forward pass thru
Total Wagner Peyser	\$686,726	\$24,460	\$711,186	\$0	\$711,186	
Veteran's Programs (DVOP & LVER) estimate	\$164,844	\$0	\$164,844	\$0	\$164,844	
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$213,000	\$0	\$213,000	\$0	\$213,000	
Supple Nutrition Asst Prog Emplmnt & Trng (SNAP) estimate	\$122,000	\$0	\$122,000	\$0	\$122,000	
Trade Adjustment Assistance (TAA) Carry Fwd estimate	\$25,000	\$0	\$25,000	\$0	\$25,000	
					, 	
						Mod #1 Funding Budgeted for PY 22-23 is an
						increase of \$104,200. Original Budget Funded at \$6,399,042. Reserve for PY 23-24 increased by
Total	\$6,605,170	\$332,109	\$6,937,279	\$434,037	\$6,503,242	

CareerSource Suncoast Budget Mod #1 Program Year 2022-2023

	Original Funding Budgeted PY 22-23	Increase or (Decrease)	Mod #1 Funding Budgeted PY 22-23	Notes
				For details of increase see Summary of Funds
Funding Available Less Reserves	\$6,399,042	\$104,200	\$6,503,242	Available Mod #1 worksheet
Personnel Costs:	ψ0,000,042	Ψ10-1,200	Ψ0,000,242	Available Mod #1 Worksheet
Salaries & Fringe Benefits	\$3,856,374	\$35,000	\$3,891,374	addtl funding to continue position
Staff Training & Education	35,000	\$0	\$35,000	addit randing to continuo position
Total Personnel Costs	\$3,891,374	\$35,000	\$3,926,374	
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Facility Costs	\$942,013	\$10,200	\$952,213	misc facility expenses
•	. ,	. ,	, ,	, ,
Office Furniture & Equipment	\$45,000	\$0	\$45,000	
Operating Costs-Career Ctrs & Adm:				
Accounting & Audit	\$63,973	\$0	\$63,973	
Consultants & Legal	40,000	0	\$40,000	
General Insurance	57,624	0	\$57,624	
Office Supplies & Expense	40,000	0	\$40,000	
Travel & Meetings	55,000	5,000	\$60,000	conferences and local meetings
Total Operating Costs	\$256,597	\$5,000	\$261,597	
Program Services:				
Client Training & Support	\$1,090,060	\$32,000	\$1,122,060	Summer youth employment extended into PY 22-23
•				Labor market analytics/economic data & virtual reality
Employer & Client Services	84,000	18,000	\$102,000	career exploration video
Outreach	90,000	4,000	\$94,000	outreach
Total Program Services	\$1,264,060	\$54,000	\$1,318,060	
Tatala	#C 200 040	£40.4.000	¢c 502 040	
Totals	\$6,399,042	\$104,200	\$6,503,242	

LWDB 18

Measures	PY2021-2022 1st Quarter Performance	PY2021-2022 % of Performance Goal Met For Q1	PY2021-2022 2nd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q2	PY2021-2022 3rd Quarter Performance	PY2021-2022 % of Performance Goal Met For Q3	PY2021-2022 4th Quarter Performance	PY2021-2022 % of Performance Goal Met For Q4	PY2021-2022 Performance Goals
Adults:									
Employed 2nd Qtr After Exit	91.80	96.63	92.50	97.37	94.40	99.37	90.00	94.74	95.00
Median Wage 2nd Quarter After Exit	\$10,498	106.04	\$10,915	110.25	\$11,750	118.69	\$12,636	127.64	\$9,900
Employed 4th Qtr After Exit	81.80	86.11	83.20	87.58	85.80	90.32	90.30	95.05	95.00
Credential Attainment Rate	66.70	79.40	68.70	81.79	70.40	83.81	71.40	85.00	84.00
Measurable Skill Gains	69.50	126.36	62.90	114.36	58.70	106.73	71.10	129.27	55.00
Dislocated Workers:									
Employed 2nd Qtr After Exit	78.90	83.05	76.20	80.21	83.30	87.68	71.60	75.37	95.00
Median Wage 2nd Quarter After Exit	\$10,080	120.00	\$10,289	122.49	\$8,551	101.80	\$9,615	114.46	\$8,400
Employed 4th Qtr After Exit	72.70	80.78	83.30	92.56	84.20	93.56	85.70	95.22	90.00
Credential Attainment Rate	33.30	47.57	30.80	44.00	21.40	30.57	18.80	26.86	70.00
Measurable Skill Gains	76.10	155.31	55.80	113.88	50.00	102.04	80.60	164.49	49.00
Youth:									
Employed 2nd Qtr After Exit	96.30	107.00	95.00	105.56	81.30	90.33	62.50	69.44	90.00
Median Wage 2nd Quarter After Exit	\$3,900	63.93	\$3,900	63.93	\$7,625	125.00	\$7,625	125.00	\$6,100
Employed 4th Qtr After Exit	84.80	89.26	85.20	89.68	77.80	81.89	75.00	78.95	95.00
Credential Attainment Rate	76.50	100.00	83.30	108.89	70.00	91.50	77.80	101.70	76.50
Measurable Skill Gains	47.60	86.55	50.00	90.91	42.10	76.55	66.70	121.27	55.00
Wagner Peyser:									
Employed 2nd Qtr After Exit	60.80	81.07	58.80	78.40	60.70	80.93	62.50	83.33	75.00
Median Wage 2nd Quarter After Exit	\$5,901	107.29	\$6,236	113.38	\$6,486	117.93	\$6,930	126.00	\$5,500
Employed 4th Qtr After Exit	60.70	84.31	59.30	82.36	60.90	84.58	62.60	86.94	72.00

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)

HI	STORICAL	PERFORMANCE	DATA	PROVIDED	BY DEO	(PY20)	
Target	90%	45%	25%	100%	35%	35%	
Points Available	20	25	10	10	5	5	25

		and	Earning	Percen	Completio			Reduction	Individua
		Training	s	t	n to	Repeat	Business	in Public	ls on
		Services	Increas	Traine	Funding	Busines	Penetrati	Assistanc	Public
LWDB	Name	Outcomes	е	d	Ratio	s	on	e	Assistanc
1	CareerSource Escarosa	94%	38.7%	35.4%	38.0%	9.4%	31.6%	N/A	N/A
2	CareerSource Okaloosa Wal	94%	46.9%	19.5%	68.2%	-1.7%	13.3%	N/A	N/A
3	CareerSource Chipola	67%	45.6%	23.3%	100.0%	-3.0%	15.8%	N/A	N/A
4	CareerSource Gulf Coast-	100%	44.2%	9.6%	100.0%	0.5%	11.8%	N/A	N/A
5	CareerSource Capital Regi	72%	42.2%	11.1%	90.5%	-1.2%	8.9%	N/A	N/A
6	CareerSource North Florid	78%	44.6%	20.8%	84.9%	-0.4%	22.8%	N/A	N/A
7	CareerSource Florida Crow	56%	45.2%	11.4%	63.9%	-8.1%	20.0%	N/A	N/A
8	CareerSource Northeast Fl	100%	38.2%	22.2%	44.9%	1.3%	13.2%	N/A	N/A
9	CareerSource N Central Fl	78%	44.2%	18.6%	100.0%	-4.8%	13.5%	N/A	N/A
10	CareerSource Citrus Levy	94%	43.8%	29.6%	37.9%	0.1%	12.7%	N/A	N/A
11	CareerSource Flagler Volu	89%	37.7%	24.2%	53.1%	0.9%	11.1%	N/A	N/A
12	CareerSource Central Flor	100%	36.5%	28.3%	87.2%	-1.9%	9.5%	N/A	N/A
13	CareerSource Brevard	100%	39.6%	6.0%	100.0%	9.1%	29.7%	N/A	N/A
14	CareerSource Pinellas	83%	32.6%	19.5%	100.0%	0.4%	4.6%	N/A	N/A
15	CareerSource Tampa Bay	67%	39.2%	22.6%	65.3%	0.7%	7.7%	N/A	N/A
16	CareerSource Pasco Hernar	89%	39.1%	10.7%	100.0%	-0.3%	11.1%	N/A	N/A
17	CareerSource Polk	89%	40.1%	14.1%	100.0%	-1.7%	13.2%	N/A	N/A
18	CareerSource Suncoast	67%	35.6%	14.3%	82.4%	-3.4%	11.5%	N/A	N/A
19	CareerSource Heartland	78%	42.6%	12.2%	100.0%	-4.0%	26.4%	N/A	N/A
20	CareerSource Research Coa	94%	39.3%	20.3%	55.9%	-0.3%	12.5%	N/A	N/A
21	CareerSource Palm Beach	83%	36.1%	10.4%	100.0%	1.1%	8.2%	N/A	N/A
22	CareerSource Broward	94%	34.3%	42.7%	30.4%	-0.9%	10.4%	N/A	N/A
23	CareerSource South Floric	44%	36.9%	17.4%	100.0%	-9.5%	18.5%	N/A	N/A
24	CareerSource Southwest Fl	100%	49.9%	35.9%	47.1%	2.1%	8.9%	N/A	N/A

Average 84% 41% 20% 77% -1% 14%

Score	Grade
0-59	F
60-69	D
70-79	С
80-89	В
90-100	А

 LETTER GRADE CONVERSION

 90%
 45%
 25%
 100%
 35%
 35%

 20
 25
 10
 10
 5
 5
 5

	and	Earning	Percen	Completio			Reduction	Individua			
Weighte	Training	s	t	n to	Repeat	Business	in Public	ls on		Compared	
d	Services	Increas	Traine	Funding	Busines	Penetrati	Assistanc	Public	Total #	to 75	Weighted
Average	Outcomes	е	d	Ratio	s	on	e	Assistanc	Points	Avail	Average
163.6%	20.00	21.48	10.00	3.80	5.00	4.52	N/A	N/A	64.80	86%	В
183.2%	20.00	25.00	7.80	6.82	3.50	1.90	N/A	N/A	65.02	87%	В
190.8%	14.81	25.00	9.33	10.00	3.00	2.26	N/A	N/A	64.41	86%	В
216.6%	20.00	24.57	3.85	10.00	4.00	1.69	N/A	N/A	64.11	85%	В
179.9%	16.05	23.42	4.45	9.05	3.50	1.27	N/A	N/A	57.74	77%	С
188.0%	17.28	24.76	8.33	8.49	3.50	3.26	N/A	N/A	65.63	88%	В
141.2%	12.35	25.00	4.55	6.39	0.00	2.85	N/A	N/A	51.13	68%	D
162.8%	20.00	21.21	8.89	4.49	4.00	1.89	N/A	N/A	60.48	81%	В
197.6%	17.28	24.56	7.44	10.00	2.00	1.93	N/A	N/A	63.22	84%	В
154.5%	20.00	24.33	10.00	3.79	4.00	1.81	N/A	N/A	63.93	85%	В
160.3%	19.75	20.97	9.67	5.31	4.00	1.58	N/A	N/A	61.29	82%	В
203.4%	20.00	20.28	10.00	8.72	3.50	1.36	N/A	N/A	63.86	85%	В
222.9%	20.00	22.03	2.38	10.00	5.00	4.25	N/A	N/A	63.65	85%	В
196.3%	18.52	18.11	7.81	10.00	4.00	0.65	N/A	N/A	59.10	79%	С
151.5%	14.81	21.78	9.06	6.53	4.00	1.11	N/A	N/A	57.29	76%	С
204.0%	19.75	21.70	4.26	10.00	3.50	1.59	N/A	N/A	60.81	81%	В
205.6%	19.75	22.28	5.66	10.00	3.50	1.88	N/A	N/A	63.07	84%	В
164.8%	14.81	19.77	5.72	8.24	3.00	1.64	N/A	N/A	53.18	71%	С
200.1%	17.28	23.68	4.89	10.00	3.00	3.77	N/A	N/A	62.63	84%	В
167.9%	20.00	21.82	8.12	5.59	3.50	1.79	N/A	N/A	60.82	81%	В
197.1%	18.52	20.08	4.16	10.00	4.00	1.17	N/A	N/A	57.93	77%	С
144.8%	20.00	19.05	10.00	3.04	3.50	1.48	N/A	N/A	57.07	76%	С
164.1%	9.88	20.48	6.94	10.00	0.00	2.64	N/A	N/A	49.94	67%	D
172.3%	20.00	25.00	10.00	4.71	4.50	1.26	N/A	N/A	65.47	87%	В
180.6%	17.95	22.35	7.22	7.71	3.40	2.07			60.69		

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