



**Finance/Performance Committee Meeting
Teleconference
Wednesday, May 4, 2022
8:00 a.m.**

Meeting Call In Info:

**1-786-600-3104
Pin: 167 670 046 #**

AGENDA

- | | |
|---|--------------------|
| 1. Welcome & Introductions | Walter Spikes, Jr. |
| 2. Meeting minutes from Finance & Performance Committee held on 11-30-2021 were approved at the 1-13-2022 combined meeting with Executive Committee | Walter Spikes, Jr. |
| 3. Review of Budget to Expenditure Report as of 3-31-22 | Robin Dawson |
| 4. Summary of Non-Federal Funds as of 3-31-22 | Robin Dawson |
| 5. Budget Modification #2 PY 21-22 | Robin Dawson |
| 6. Final Comments and Adjournment | Walter Spikes, Jr. |

Next meeting will include Budget for PY 22-23 and be combined with Executive Committee meeting in June

**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.

Absent Present	<u>Committee Members</u>
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 15th. 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



Eric Troyer
Chairman

Rick Mosholder
Vice Chair

Walter Spikes, Jr
Treasurer

Ted Ehrlichman
President & CEO

**Finance & Performance Committee Meeting
Teleconference
November 30, 2021 - 8:00 A.M.
MINUTES**

Present

Rick Mosholder
Walter Spikes
Peter Hayes

Absent

Staff & Guest

Ted Ehrlichman
Robin Dawson
Tracey Barta
Anthony Gagliano

I. Welcome and Introductions

Walter Spikes, Chair, called the meeting to order and roll call was performed.

II. Approval of August 31, 2021 Meeting Minutes.

A motion was made to approve the August 31, 2021 meeting minutes by Rick Mosholder, seconded by Walter Spikes, Jr. The motion carried.

III. Review of Budget to Expenditure as of 9.30.21

Robin Dawson presented the Budget to Expenditure report as of 9.30.21. A copy of the report was included in the meeting packet. The following expenditure information was presented:

Personnel costs were expended 24%

Facility costs were expended 32%

Office and furniture were expended 13%

Total operating costs were expended 37%

Total program services were expended 16%

For an overall total expenditure of 24%

Admin rate is 8.25% with a maximum rate of 10%

Indirect rate is now calculated using the cost allocation method for indirect costs

ITA was 23.73% with a minimum requirement of 30%

Paid internship expenditures were 23.72% with a minimum requirement of 20%

Youth out of school was 99.80% with a minimum requirement of 75%

Summary of Non-Federal Funds

Robin Dawson presented the Summary of Non-federal Funds Report as of 9.30.21 which details where the funds were received broken out by program. Total funds available \$609,764. This includes a money market account with SunTrust \$162,729 and certificate of deposit with Bank of the Ozarks of \$173,876, totaling \$336,605. A copy of this report was included in the meeting packet.

IV. Budget Mod #1

Robin Dawson presented Budget Mod #1 for PY 21-22, increasing the Original Funding Available from \$8,288,659, by \$297,750, bringing the Adjusted Funding Available for PY 21-22 to 8,586,409. Of the \$297,750 increase in funding - \$151,389 will be allocated in the budget and \$146,361 will increase Reserves for PY 22-23 from \$901,941 to \$1,048,302. Budget Mod #1 PY 21-22 after increase \$7,538,107. A copy of the Summary of Funds Available Report and the line-item Budget Mod #1 were included in the meeting materials.

A motion to approve Budget Mod #1 PY 21-22 and bring before the Executive Committee for approval was made by Walter Spikes, Jr., seconded by Rick Mosholder. The motion carried unanimously.

Ms. Dawson also reported we have secured a grant for a Rapid Response Coordinator position. This grant will help us assist small businesses to keep running and avoid laying off workers or closing completely. We have access to software that the State has procured called Econovue. We also have a request for quotes on our website for a survey on what are the factors that we and small businesses can be looking for to see what may impact small businesses. We have assigned Shereen Sliwowski, a senior talent consultant to help assist in this project.

V. Update on Performance & Programmatic Monitoring

Anthony Gagliano reported on our performance goals. Part of the Budget Mod #1 today included an additional \$11,000 we received for hitting our target on participants in employment first quarter after exit. Employment data lags and we will hear whether we receive the fourth quarter in February, 2022. Regarding WIOA Performance Measures we are reaching our goals on 9 out of the 12 measures. We are exceeding for the first quarter of this year in six of the categories.

We have not received the final program monitoring report from Taylor Hall Miller Parker, CPAs for PY 21-22. Our DEO program monitoring for PY 21-22 is awaiting acceptance from DEO on our corrective action plan. Information will be shared when received.

Mr. Gagliano also reported we have three special projects under the National Emergency Grants for Dislocated Workers that we're working on, one related to COVID and two related to opioid recovery.

VI. Final Comments, Next Meeting Date

There were no comments. The next meeting will be determined at a later time.
The meeting adjourned at 8:40.

CareerSource Suncoast
 Expenditure To Budget Report - Summary
 Program Year July 1, 2021 thru June 30, 2022

As of 3/31/2022 (with accruals)

MOD 1						
	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	UNRESTRICTED EXPENSES YTD	NOTES
PERSONNEL COSTS						
SALARIESFRINGE BENEFITS	\$4,468,041	\$3,034,378	\$1,433,663	68%	\$1,821	
STAFF TRAINING & EDU	\$62,000	\$44,718	\$17,282	72%	\$4,204	
TOTAL PERSONNEL COSTS	\$4,530,041	\$3,079,096	\$1,450,945	68%	\$6,026	
FACILITY COSTS	\$996,358	\$700,966	\$295,392	70%	\$1,557	
OFFICE FURNITURE & EQUIP	\$51,389	\$18,450	\$32,939	36%	\$0	Outstanding obligations \$27,213 / Exp & Oblig 89%
OPERATING COSTS:						
ACCOUNTING	\$27,500	\$25,194	\$2,306	92%	\$5,352	Budget mod needed
AUDIT/MONITORING	\$58,960	\$51,242	\$7,718	87%		Audit and outsourced monitoring complete
CONSULTANTS/LEGAL	\$45,000	\$23,901	\$21,099	53%		OSO contract bal \$11,667
GENERAL INSURANCE	\$56,470	\$52,385	\$4,085	93%		Policies begin July 1
OFFICE EXP & SUPP	\$55,000	\$26,188	\$28,812	48%	\$7,031	
TRAVEL & MEETINGS	\$50,000	\$47,258	\$2,742	95%	\$5,368	Budget mod needed
TOTAL OPERATING COSTS	\$292,930	\$226,167	\$66,763	77%	\$17,751	
PROGRAM SERVICES:						
CLIENT TRAINING/SUPPORT	\$1,340,389	\$803,839	\$536,550	60%	\$10,937	Outstanding obligations \$189,252 / Exp & Oblig 74%
CLIENT & EMPLOYER SERVICES	\$217,000	\$90,044	\$126,956	41%	\$8,921	Outstanding obligations \$42,792 / Exp & Oblig 61%
OUTREACH	\$110,000	\$53,157	\$56,843	48%	\$334	Outstanding obligation balances \$30,051 / Exp & Oblig 76%
TOTAL PROGRAM SERVICES	\$1,667,389	\$947,040	\$720,349	57%	\$20,191	
TOTALS	\$7,538,107	\$4,971,719	\$2,566,388	66%	\$45,525	Rates below as of 03/31/22: Admin 8.62 % Max 10% Using Cost Allocation Plan - No Indir Rate ITA 34.25% Min Req 30% PY20 Paid Internships Exp 22.22% Min Req 20% PY20 Yth Out of Sch Exp 98.17% Min Req 75%.
Expected burn rate as of 3/31/22				75%	\$682,836	Unrestricted Fund Balance as of 3/31/2022 (MM & CD \$336,833 included in total balance)

CareerSource Suncoast
 Summary of Non-Federal Funds
 as of 3/31/2022 (with accruals)

	Business Support - 707	Tobacco Free - 719	Consolidated Workforce ED - 720	Consolidated Background Checks - 722	Ticket to Work - 724	MC Job Readiness - 726	GCCF COVID Res - 727	UW COVID Res & Rec - 728	UW - Training - 729	Wells Fargo Covid Supp - 730	SCF GEER - 731	Manatee Cty Retraining - 734	Manatee Cty UC Verf - 736	UW N S'ta Initiative - 737	Totals
Fund Balance as of 7/1/2021	\$28,252	\$31,138	\$60,613	\$18,800	\$79,412	\$20,000	\$485	\$342	\$15,134	\$3,926	\$0	(\$14,902)	\$3,844	\$0	\$247,043
Revenue															
Current Year	* \$15,976	\$38	\$36,951 *	(\$9,001)	\$53,285 *	\$0	\$0 *	(\$342) *	(\$15,134)	\$0 *	\$0 *	\$17,852	\$6,900	\$37,500	
Bank Interest Income	\$0	\$462	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$15,976	\$499	\$36,951	(\$9,001)	\$53,285	\$0	\$0	(\$342)	(\$15,134)	\$0	\$0	\$17,852	\$6,900	\$37,500	\$144,486
Expenditures - Current Year	\$4,544	\$17,547	\$10,356	\$0	\$55 *	\$0	\$0	\$0	\$0	\$3,799 *	\$126	\$2,325	\$85	\$6,687	\$45,525
Increase/(Decrease) in Cash - Current Year	\$11,432	(\$17,048)	\$26,595	(\$9,001)	\$53,230	\$0	\$0	(\$342)	(\$15,134)	(\$3,799)	(\$126)	\$15,526	\$6,815	\$30,813	\$98,961
Wells Fargo Cash Balance as of 3/31/2022	\$39,684	\$14,090	\$87,208	\$9,798	\$132,641	\$20,000	\$485	\$0	\$0	\$128	(\$126)	\$624	\$10,659	\$30,813	\$346,003

cash bal per wk sheet

* rev \$500
 * fund transfer from uw covid/trng \$15,476
 \$0
 \$15,976

* rev \$4,284
 *to mc retrng (\$13,285)
 \$0
 (\$9,001)

* total prog rev 60,000
 * offset prog exp-adt (40,000)
 20,000

* to bus supp 26,000
 * to bus supp
 * total prog rev 26,000
 * offset prog exp-adt (26,000)
 0

*rev \$4,567
 *fund transf from background ck \$13,285
 \$17,852

SunTrust Bank - MM Unrestricted Funds	SWB Misc - 901
Fund Balance as of 7/1/2021	\$162,725
Revenue	
Current Year	\$0
Bank Interest Income	\$12
	\$12
Expenditures-Current year	\$0
Increase/(Decrease) in Cash - Current Year	\$12
SunTrust Cash Balance as of 3/31/2022	\$162,737

as of mar 2022

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	\$348
	\$348
Bank of the Ozarks CD Balance as of 3/31/2022	\$174,096

jul - dec 2021

\$336,833
 cash bal

Total Unrestricted Funds as of 3/31/2022 \$682,836

CareerSource Suncoast
Budget Mod #2
Program Year 2021-2022

	Mod #1 Funding Budgeted PY 21-22	Increase or (Decrease)	Mod #2 Funding Budgeted PY 21-22	Notes
Funding Available Less Reserves	\$7,538,107	\$0	\$7,538,107	No change in funding - only transfers between budget line items
Personnel Costs:				
Salaries & Fringe Benefits	\$4,468,041	(\$24,200)	\$4,443,841	Transfer to accounting & travel & mtgs
Staff Training & Education	62,000		\$62,000	
Total Personnel Costs	\$4,530,041	(\$24,200)	\$4,505,841	
Facility Costs	\$996,358	\$0	\$996,358	
Office Furniture & Equipment	\$51,389	\$0	\$51,389	
Operating Costs-Career Ctrs & Adm:				
Accounting	\$27,500	\$7,200	\$34,700	Transfer from salaries & fringe benefits
Audit & Monitoring	58,960		\$58,960	
Consultants & Legal	45,000		\$45,000	
General Insurance	56,470		\$56,470	
Office Supplies & Expense	55,000		\$55,000	
Travel & Meetings	50,000	17,000	\$67,000	Transfer from salaries & fringe benefits
Total Operating Costs	\$292,930	\$24,200	\$317,130	
Program Services:				
Client Training & Support	\$1,340,389		\$1,340,389	
Employer & Client Services	217,000		\$217,000	
Outreach	110,000		\$110,000	
Total Program Services	\$1,667,389	\$0	\$1,667,389	
Totals	\$7,538,107	\$0	\$7,538,107	