



Finance/Performance Committee Meeting Minutes

Virtual TEAMS Meeting
Monday, August 29, 2022
1:30 p.m.

I. Call to Order

Walter Spikes, Chair, called the meeting to order at 1:30 p.m.

Attendees: Walter Spikes, Lisa Eding, Peter Hayes and CareerSource Suncoast (CSS) staff, Robin Dawson, Joshua Matlock, Anthony Gagliano, Kathy Bouchard, and Christina Witt.

Introductions of new Committee Members Lisa Eding and recognition of Jim Bos joining the committee but not in attendance.

II. Approval of May 04, 2022 Finance & Performance Committee Meeting Minutes

Mr. Spikes asked for a motion to approve the May 4, 2022 meeting minutes.

Motion: Peter Hayes

Second: Walter Spikes

Motion passed unanimously with voting members

Lisa Eding abstained due to not attending the May 4, 2022 meeting.

III. Budget Review/Approval

Robin Dawson, VP/CFAO, reviewed the following reports and presented the Budget Modification#1 for PY 22-23 to the committee.

1. Review of Budget to Expenditure Report as of 6-30-22

a) Overall burn rate of 91%

b) Year ending federal and state requirements:

- Admin 8.87%

- ITAs 38.5%

- Youth Paid Internships/Work Experience PY20 21.93% & PY21 35.33%

- Youth Out of School PY20 98.2% & PY21 97.16%

c) Additional information provided on TANF Summer Youth funds: \$92,000 in gross wages were paid out to youth in the summer paid work experience program.

2. Summary of Non-Federal Funds as of 6-30-22

3. Budget Modification #1 PY 22-23

a) The original funding budgeted for PY 22-23 of \$6,399,042 was increased by \$104,200 with a final budget modification of \$6,503,242 for PY 22-23.

Mr. Spikes asked for a motion to approve Budget Modification #1 for PY 22-23.

Motion: Peter Hayes

Second: Lisa Eding

Motion passed unanimously

IV. Performance Update

Anthony Gagliano presented to the committee the overall performance goals for PY 21-22 with eighteen different metrics broken down by funding stream. Mr. Gagliano reviewed performance goals that were met, exceeded, and not met. Mr. Gagliano shared that performance negotiations are underway with the Department of Economic Opportunity (DEO) for the next two program years.

The REACH Act that was passed through legislation in 2021, included a Regional Workforce Board letter grade provision that will be based on key performance indicators as well as additional metrics. DEO is projected to release the current letter grades later this year.

V. General Updates

Robin Dawson reported we have not received a copy of our PY 21-22 DEO Financial & Programmatic Monitoring Report. They are back logged and should have them out before the end of September. We have begun pulling data for our annual CPA audit with James Moore & Company. Audit will be done remotely, with a personal check-in with Ben Clark, Senior Accountant, Robin Dawson & Joshua Matlock next week in Bradenton.

VI. Final Comments and Adjournment – Walter Spikes, Chair

No final comments. Meeting adjourned at 2:23 pm.


Joshua Matlock (Aug 30, 2022 17:44 EDT)