



Finance/Performance Committee Meeting Minutes

Virtual TEAMS Meeting
Monday, November 07, 2022
1:00 p.m.

I. Call to Order

Lisa Eding, Chair called the meeting to order at 1:02 p.m.

Attendees: Lisa Eding, Jim Bos, and CareerSource Suncoast (CSS) staff - Robin Dawson, Joshua Matlock, Anthony Gagliano, Kathy Bouchard, and Christina Witt.

II. Approval of August 29, 2022 Finance & Performance Committee Meeting Minutes

Lisa Eding asked for a motion to approve the August 29, 2022 meeting minutes.

Motion: Lisa Eding

Second: Lisa Eding

Motion passed

Jim Bos- abstained due to not attending the August 29, 2022 meeting.

III. Acceptance of Financial Audit Program Year Ending June 30, 2022

Ben Clark, Manager of James Moore & Company presented the financial audit report for program year ending June 30, 2022.

Lisa Eding asked for a motion to accept the financial audit report for year ending June 30, 2022 as presented.

Motion: Jim Bos

Second: Lisa Eding

Motion passed

IV. Budget to Expenditure Review

Robin Dawson, VP/CFAO, reviewed the following reports.

1. Review of Budget to Expenditure Report as of 9-30-22

a) Overall burn rate of 25%

b) YTD Federal and State requirements:

- Admin: 9.45%; max allowed 10%

- ITAs: 42.01%; minimum requirement 30%

- Youth Paid Internships/Work Experience: PY21@ 26.34%; minimum requirement 20%

- Youth Out of School: PY21 @ 97.63%; minimum requirement 20%
- 2. Budget to Expenditure Report by Fundsource as of 9-30-2022
- 3. Summary of Non-Federal Funds as of 9-30-22

V. Budget Modification Approval

Robin Dawson, VP/CFAO, presented the Budget Modification #2 PY 22-23

- Mod #1 Funding Available: \$6,937,279
- Increase in Funding: \$2,386,177
- Adjusted Funding Available: \$9,323,456
- Less Reserve for PY 23-24: \$ 717,570
- Mod #2 Funding Budgeted: \$8,605,886

Funding Budgeted for PY 22-23 Mod #2 was an increase of \$ 2,102,644 over Mod #1. Line items requested for an increase for PY 22-23 Budget:

- Add \$381,824 salary and fringe benefits
- Add \$18,898 accounting and audit
- Add \$1,500 general insurance
- Add \$5,000 travel and meetings
- Add \$1,690,422 client training and support
- Add \$5,000 outreach

Lisa Eding asked for a motion to approve Budget Modification #2 for PY 22-23.

Motion: Jim Bos Second: Lisa Eding
Motion passed

VI. Performance Update

Anthony Gagliano reviewed the CSS performance dashboard posted on the CSS Website at [Dashboard - CareerSource Suncoast](#) . The performance dashboard is broken down by quarters for the fiscal year. The dashboard provides information on services provided to career Seekers and employers.

The REACH act letter grades were released from CareerSource Florida in October, 2022 and are located on their website at [Analytics: Letter Grades: Grades \(careersourceflorida.com\)](#). The Dashboard displays the letter grades for the regions, with CSS currently having a C+ grade. The scorecard metrics for the letter grades were reviewed, focusing on the major areas of improvement needed to include, but not limited to: WIOA performance metrics, repeat business, and participants in work related training.

VII. General Updates

Additional WIOA funding may be received from DEO, a budget was sent to DEO requesting an additional \$560,000 in funding.

VIII. Final Comments and Adjournment – Lisa Eding, Chair

No final comments. Meeting adjourned at 2:05 pm.