



**Finance/Performance Committee Meeting
Teleconference
Tuesday, November 30, 2021
8:00 a.m.**

Meeting Call In Info:

**1-786-600-3104
Pin: 166 627 281#**

AGENDA

- | | |
|------------------------------------------------------------------------------------|-----------------------------------|
| 1. Welcome & Introductions | Walter Spikes, Jr. |
| 2. Approve Meeting Minutes from Finance & Performance Committee on August 31, 2021 | Walter Spikes, Jr. |
| 3. Review of Budget to Expenditure Report as of 9-30-2021 | Robin Dawson |
| 4. Summary of Non-Federal Funds as of 9-30-2021 | Robin Dawson |
| 5. Budget Modification #1 PY 21-22 | Robin Dawson |
| 6. Update on Performance | Anthony Gagliano/
James Disbro |
| 7. Update Programmatic Monitoring | Anthony Gagliano/
James Disbro |
| 8. Final Comments and Adjournment | Walter Spikes, Jr |



Eric Troyer
Chairman

Rick Mosholder
Vice Chair

Walter Spikes, Jr
Treasurer

Ted Ehrlichman
President & CEO

**Finance & Performance Committee Meeting
Teleconference
August 31, 2021 - 8:00 A.M.**

MINUTES

Present

Rick Mosholder
Walter Spikes
Peter Hayes

Absent

Staff & Guest

Ted Ehrlichman
Josh Matlock
Robin Dawson
Tracey Barta
Kathy Bouchard
Anthony Gagliano
James Disbro

I. Welcome and Introductions

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

II. Approval of June 10, 2021 Meeting Minutes.

A copy of the June 10, 2021 meeting minutes was included in the packet as reference. The minutes were approved at the August 19, 2021 Executive Committee meeting.

III. Review of Budget to Expenditure as of 6.30.21

Robin Dawson presented the budget to expenditure report for program year ending June 30, 2021. A copy of the report was included in the meeting packet. The following expenditure information was presented.

Personnel costs were expended 96%

Facility costs were expended 87%

Office and furniture were expended 90%

Total operating costs were expended 73%

Total program services were expended 78%

For an overall total expenditure of 89%.

Admin rate was 7.47% with a maximum rate of 10%

Indirect rate was 12.45% with an approval rate of 13.57%

ITA was 34.04% with a minimum requirement of 30%

Paid internship expenditures were 26.72% with a minimum requirement of 20%

Youth out of school was 99.54% with a minimum requirement of 75%

IV. Summary of Non-Federal Funds

Robin Dawson presented the summary of non-federal funds report which details where the funds were received broken out by program. Total funds available \$583,332. This includes a certificate of deposit with Bank of the Ozarks of \$173,747. A copy of this report was included in the meeting packet.

V. Update on Performance PY 20-21

Anthony Gagliano presented the performance indicator summary that shows where our performance is to date. Some of this data lags, but it allows us to look at where we are and where we need to concentrate our efforts to meet the performance indicators. A final update is usually received in the fall with a DEO direct report to the CSS Board in January or February. Mr. Gagliano also presented several dashboards from CareerSource Florida reporting on Continuous Improvement Plan (CIP) goals - showing the employment rate first quarter after exit data, participation rate, and business penetration rate. Overall year to date performance received \$77,896. CIP Dashboard will continue for PY 21-22 but no incentive award dollars will be allocated to the regions.

VI. Programmatic & Financial Compliance Monitoring Review.

James Disbro reported on the DEO Quality Assurance Report for financial and programmatic monitoring for PY 20-21. Monitoring was conducted in March, 2021. The review period was for January 1, 2020 – December 31, 2020. There were no findings or issues of non-compliance during the financial monitoring review. Programmatic monitoring results had findings and they have all been addressed or resolved in a CAP (corrective action plan). A copy of the report was included in the meeting materials.

VII. Final Comments, Next Meeting Date

There were no comments. The next meeting will be determined at a later time. The meeting adjourned at 8:39.

CareerSource Suncoast
 Expenditure To Budget Report - Summary
 Program Year July 1, 2021 thru June 30, 2022
 As Of 9/30/2021

	PY TOTAL BUDGET	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	UNRESTRICTED EXPENSES YTD	NOTES
PERSONNEL COSTS						
SALARIES/FRINGE BENEFITS	\$4,403,041	\$1,050,496	\$3,352,545	24%	\$1,821	
STAFF TRAINING & EDU	\$60,000	\$21,901	\$38,099	37%	\$0	
TOTAL PERSONNEL COSTS	\$4,463,041	\$1,072,397	\$3,390,644	24%	\$1,821	
FACILITY COSTS	\$980,358	\$311,981	\$668,377	32%	\$112	
OFFICE FURNITURE & EQUIP	\$40,000	\$5,071	\$34,929	13%	\$0	
OPERATING COSTS:						
ACCOUNTING	\$27,500	\$9,688	\$17,812	35%	\$1,842	
AUDIT/MONITORING	\$58,960	\$5,208	\$53,752	9%		THMP & James Moore Contract balances \$47,317
CONSULTANTS/LEGAL	\$45,000	\$5,833	\$39,167	13%		OS Operator contract balance \$29,167
GENERAL INSURANCE	\$50,470	\$55,996	(\$5,526)	111%		Policies begin July 1 - adj will be made with Budget Mod to increase line item
OFFICE EXP & SUPP	\$50,000	\$10,696	\$39,304	21%	\$3,482	
TRAVEL & MEETINGS	\$50,000	\$16,482	\$33,518	33%	\$580	
TOTAL OPERATING COSTS	\$281,930	\$103,903	\$178,027	37%	\$5,905	
PROGRAM SERVICES:						
CLIENT TRAINING/SUPPORT	\$1,340,389	\$188,466	\$1,151,923	14%	\$4,144	Trng Exp- \$181,696; Supp Exp - \$6,770 / Oblig Trng - \$330,412
CLIENT & EMPLOYER SERVICES	\$171,000	\$59,990	\$111,010	35%		
OUTREACH	\$110,000	\$10,526	\$99,474	10%		Contract balances \$69,849
TOTAL PROGRAM SERVICES	\$1,621,389	\$258,982	\$1,362,407	16%	\$4,144	
TOTALS	\$7,386,718	\$1,752,335	\$5,634,383	24%	\$11,982	Rates below as of 09/30/21: 8.25 % Max 10% Admin Cost Allocation Method Plan for Indirect Costs- No rate ITA 23.73% Min Req 30% Paid Internships Exp 23.72% Min Req 20% Yth Out of Sch Exp 99.80% Min Req 75%.
Expected burn rate as of 9/30/21				25%	\$609,764	Unrestricted Fund Balance as of 9/30/2021 (MM & CD \$336,605 included in total balance)

CareerSource Suncoast
Summary of Non-Federal Funds
as of 9/30/2021

	Business Support - 707	Tobacco Free - 719	Consolidated Workforce ED - 720	Consolidated Background Checks - 722	Ticket to Work - 724	MJC Job Readiness - 726	GCCF COVID Res - 727	Wells Fargo Covid Supp - 730	SCF GEER - 731	Manatee Cty Retraining - 734	Manatee Cty UC Verf - 736	UW N Sta Initiative - 737
Fund Balance as of 7/1/2021	\$28,252	\$31,138	\$60,613	\$18,800	\$79,412	\$20,000	\$485	\$3,926	\$0	(\$14,902)	\$3,844	\$0
Revenue												
Current Year	\$15,476	\$0	\$8,188	\$1,905	\$17,295 *	\$0	\$0	\$0 *	\$0	(\$1,958)	\$0	\$12,500
Bank Interest Income	\$0	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bank Interest	\$15,476	\$167	\$8,188	\$1,905	\$17,295	\$0	\$0	\$0	\$0	(\$1,958)	\$0	\$12,500
Expenditures - Current Year	\$4,105	\$1,010	\$0	\$0	\$0 *	\$0	\$0	\$852 *	\$112	\$2,101	\$26	\$3,724
Increase/(Decrease) in Cash - Current Year	\$11,372	(\$843)	\$8,188	\$1,905	\$17,295	\$0	\$0	(\$852)	(\$112)	(\$4,059)	(\$76)	\$8,776
Wells Fargo Cash Balance as of 9/30/2021	\$39,623	\$30,294	\$68,801	\$20,705	\$96,707	\$20,000	\$485	\$3,074	(\$112)	(\$18,961)	\$3,767	\$8,776

* total prog rev 47,500
* offset prog exp-adt (\$27,500)
* total prog rev 21,000
* offset prog exp-adt (\$21,000)
20,000
0

	SWB Misc - 901
Fund Balance as of 7/1/2021	\$162,725
Revenue	
Current Year	\$0
Bank Interest Income	\$4
Bank Interest	\$4
Expenditures-Current year	\$0
Increase/(Decrease) in Cash - Current Year	\$4
SunTrust Cash Balance as of 09/30/2021	\$162,729

	SWB Misc - 901
CD Fund Balance as of 7/1/2021	\$173,748
Revenue	
Current Year	\$0
Bank Interest Income	\$129
Bank Interest	\$129
Bank of the Ozarks CD Balance as of 09/30/2021	\$173,876
cash bal	\$336,605

Total Unrestricted Funds as of 9/30/2021 \$609,764

**CareerSource Suncoast
 Summary of Funds Available - All Programs Mod #1
 Program Year 2021-2022
 July 1, 2021 - June 30, 2022**

Funding Streams	Original Funding Avail PY 21-22	Increase or Decrease in Funding	Adjusted Funding Avail PY 21-22	Less Reserve for PY 22-23	Mod #1 Funding Budgeted For PY 21-22	Notes
Temporary Assistance for Needy Families (TANF) expires 6/30/22	\$1,336,764	\$138,427	\$1,475,191	\$0	\$1,475,191	Additional funds received
WIOA-Adult & Dislocated Worker expires 6/30/2023	\$1,797,722	\$133,582	\$1,931,304	\$408,182	\$1,523,122	True up with NFA issued & addtl DW
WIOA-Adult & Dislocated Worker Carry Fwd expires 6/30/2022	\$905,075	\$216,837	\$1,121,912	\$0	\$1,121,912	True up with est carry-over funds, addtl performance incentive & rapid response funds received
Total WIOA Adult & Dislocated Worker	\$2,702,797	\$350,419	\$3,053,216	\$408,182	\$2,645,034	
WIOA-Youth expires 6/30/2023	\$840,533	\$5,221	\$845,754	\$226,000	\$619,754	True up with NFA issued
WIOA-Youth Carry Fwd expires 6/30/2022	\$539,991	\$56,149	\$596,140	\$0	\$596,140	True up with est carry-over funds
Total WIOA Youth	\$1,380,524	\$61,370	\$1,441,894	\$226,000	\$1,215,894	
Apprenticeship Navigator expires 12/31/21	\$41,181	\$267	\$41,448	\$0	\$41,448	True up with est carry-over funds
National Emergency Dislocated Worker Opioid-Orig-expires 3/31/2022	\$186,127	(\$23,978)	\$162,149	\$0	\$162,149	True up with est carry-over funds & \$20k deob
National Emergency Dislocated Worker COVID-19-expires 3/31/2022	\$480,349	(\$22,053)	\$458,296	\$0	\$458,296	True up with est carry-over funds
National Emergency Dislocated Worker Opioid-3 Fostering Recovery-expires 8/31/2024	\$660,826	\$864	\$661,690	\$414,120	\$247,570	True up with est carry-over funds
Wagner Peyser (WP) expires 9/30/2022	\$744,870	(\$176,845)	\$568,025	\$0	\$568,025	True up with NFA issued
Wagner Peyser (WP) Carry Fwd expires 9/30/2021	\$231,645	(\$30,721)	\$200,924	\$0	\$200,924	True up with est carry-over funds
Total Wagner Peyser	\$976,515	(\$207,566)	\$768,949	\$0	\$768,949	
Veteran's Programs (DYOP & LVER) estimate-expires 6/30/2022	\$111,672	\$0	\$111,672	\$0	\$111,672	
Reemployment Svcs & Eligibility Assess (RESEA) estimate-expires 6/30/2022	\$250,656	\$0	\$250,656	\$0	\$250,656	
Supplemental Nutrition Assist Prog Employment & Training (SNAP) estimate-expires 6/30/2022	\$122,748	\$0	\$122,748	\$0	\$122,748	
Trade Adjustment Assistance (TAA) Carry Fwd estimate-expires 6/30/2022	\$38,500	\$0	\$38,500	\$0	\$38,500	
Totals	\$8,288,659	\$297,750	\$8,586,409	\$1,048,302	\$7,538,107	Orig Funding Budgeted \$7,386,718

Funding Increase Allocated Budget Mod #1 \$151,389
 Funding Increase Allocated Reserves for PY 22-23 \$146,361
\$297,750

Reserve prior to this increase was \$901,941

**CareerSource Suncoast
Budget Mod #1
Program Year 2021-2022**

	Original Funding Budgeted PY 21-22	Increase or (Decrease)	Mod #1 Funding Budgeted PY 21-22	Notes
Funding Available Less Reserves	\$7,386,718	\$151,389	\$7,538,107	Increase in funding see Summary of Funds Available for details
Personnel Costs:				
Salaries & Fringe Benefits	\$4,403,041	\$65,000	\$4,468,041	Addtl FTE for Rapid Response Coordinator
Staff Training & Education	60,000	\$2,000	\$62,000	Addtl staff development
Total Personnel Costs	\$4,463,041	\$67,000	\$4,530,041	
Facility Costs	\$980,358	\$16,000	\$996,358	Facility costs running higher than anticipated
Office Furniture & Equipment	\$40,000	\$11,389	\$51,389	Addtl staffing needs
Operating Costs-Career Ctrs & Adm:				
Accounting	\$27,500		\$27,500	
Audit & Monitoring	58,960		\$58,960	
Consultants & Legal	45,000		\$45,000	
General Insurance	50,470	6,000	\$56,470	Increase in cost when issued in July
Office Supplies & Expense	50,000	5,000	\$55,000	Addtl costs for new program
Travel & Meetings	50,000		\$50,000	
Total Operating Costs	\$281,930	\$11,000	\$292,930	
Program Services:				
Client Training & Support	\$1,340,389		\$1,340,389	Small bus rapid response outreach & study in region \$33k & virtual reality career exploration yth \$13k
Employer & Client Services Outreach	171,000	46,000	\$217,000	
Total Program Services	\$1,621,389	\$46,000	\$1,667,389	
Totals	\$7,386,718	\$151,389	\$7,538,107	