



Finance and Performance Committee Meeting

Thursday May 4, 2023 - 8:00 a.m. to 9:00 a.m.

Location: Virtual or Call-in Capabilities

[Join Virtual Meeting Here](#)

Or

Call-in: 1-786-600-3104

Conference ID: 184 581 661#

AGENDA

- | | |
|--|--------------|
| 1. Welcome | Lisa Eding |
| 2. Approval of Finance & Performance Committee Meeting Minutes from April 25, 2023 | Lisa Eding |
| 3. Revenue Diversification and Non-Federal Funds Policy | Robin Dawson |
| 4. Next Meeting: August 29,2023 | Lisa Eding |
| 5. Final Comments and Adjournment | Lisa Eding |



Finance/Performance Committee Meeting Minutes

Virtual TEAMS Meeting

Tuesday, April 25, 2023

8:00 a.m.

I. Call to Order- Lisa Eding

Lisa Eding, Chair, called the meeting to order at 8:01 a.m.

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

II. Approval of January 31, 2023 Finance & Performance Committee Meeting Minutes

Lisa Eding asked for a motion to approve the January 31, 2023 meeting minutes.

Motion: Peter Hayes

Second: Christy Cardillo

Motion passed

III. Budget to Expenditure Review – Robin Dawson

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

1. Review of Budget to Expenditure Report as of March 31, 2023

a) Overall burn rate of 53%

b) YTD Federal and State requirements:

- Admin: 9.89%; max allowed 10%

- ITAs: 35.8%; minimum requirement 30%

- Youth Paid Internships/Work Experience: PY21 is 24.2%; PY22 9.8%; minimum requirement 20%,

- Youth Out of School: PY21 is 98.5%; PY22 is 100%; minimum requirement 75%

2. Budget to Expenditure Report by Fundsource as of March 31, 2023

3. Summary of Non-Federal Funds as of March 31, 2023

IV. Budget Modification #3 for PY 2022/23 Review

Robin Dawson reviewed the budget modification approved by the Executive Committee on April 13, 2023.

Summary of Modification #3 approved by the Executive Committee:

- Mod #2 Funding Available: \$9,323,456
- Increase in Funding: \$957,742
- Adjusted Funding Available: \$10,281,198
- Less Reserve for PY 23-24: \$1,216,348
- Mod #3 Funding Budgeted: \$9,064,850

Funding Budgeted for PY 2022/23 Mod #3 was an increase of \$458,964 over Mod #2. Line items requested for an increase for PY 2022/23 Budget:

- Add \$41,956 salary and fringe benefits.
- Add \$7,000 for staff training and education.
- Add \$3,862 office supplies & expense.
- Add \$4,000 for travel and meetings.
- Add \$354,688 client training and support.
- Add \$15,000 employer & client services.
- Add \$8,000 outreach.

V. Review of Revenue Diversification and Non-Federal Funds Policy – Robin Dawson

The Committee discussed the Revenue Diversification and Non-Federal Funds Policy presented. A recommendation was made to reduce the reserves from three (3) months to one (1) month. The committee agreed to meet the following week on May 4th to finalize the policy to submit to the Executive Committee for review at the upcoming May 11, 2023 meeting and present to the full Board for approval on May 25, 2023.

VI. Performance Update- Anthony Gagliano

Anthony Gagliano reviewed the CSS WIOA performance indicators for the second quarter of PY 2022-23. A copy of the performance results was provided in the agenda packet. The Data shared two different program years, PY2021/22 and PY2022/23.

CSS currently has a CareerSource Florida (CSF) letter grade “B” with a score of 84.39. A copy of the current letter grade was provided in the agenda packet. CSF updates the letter grade on a quarterly basis, being available approximately 45 days from the end of the quarter. CSS anticipates the next quarter to be available sometime in May.

The DEO 2022-2023 Preliminary Review Exit Summary from the recent program monitoring visit in March was shared with the committee. CSS responded within the 10-day response window to several of the findings and provided supporting documentation to remove the issue from the final review summary.

The Equal Opportunity monitoring report from 2022 was reviewed. Christina Witt has now assumed the role of the Equal Employment Officer role, as noted in the summary shared with the committee.

VII. Next Meeting Date – Lisa Eding

Thursday May 4, 2023 at 8:00 a.m.

VIII. General Updates – Robin Dawson

CSS is still pending funding allocations from DEO for next program year. The financial monitoring has still not been completed. DEO has two other regions ahead of CSS to complete monitoring for before starting CSS.

IX. Final Comments and Adjournment – Lisa Eding

No final comments. Meeting adjourned at 9:28 a.m.



POLICY# 20-23

Policy: Revenue Diversification and Non-Federal Funds	Page 1 of 4
Program: Workforce Innovation and Opportunity Act (WIOA)	
Section: Operations	
Date of Issuance:	Revision Date:
Distribution: CareerSource Suncoast (CSS) Team Members and Board of Directors	

Background

The Workforce Innovation and Opportunity Act allows local workforce development boards to customize employer-related services to provide on a fee-for service basis. In accordance with the Code of Federal Regulations (CFR) [20 CFR 678.440](#). A fee may be charged for services provided under [20 CFR 678.435\(b\)](#) and [20 CFR 678.435\(c\)](#). Services provided under [20 CFR 678.435\(c\)](#) may be provided through effective business intermediaries working in conjunction with the Local Workforce Development Board (LWDB) and may also be provided on a fee-for-service basis or through the leveraging of economic development, philanthropic, and other public and private resources in a manner determined appropriate by the LWDB. The LWDB may examine the services provided compared with the assets and resources available within the local one-stop delivery system and through its partners to determine an appropriate cost structure for services, if any. Any fees earned are recognized as program income and must be expended by the partner in accordance with the partner program's authorizing statute, implementing regulations, and Federal cost principles identified in Uniform Guidance.

The program income generated from fee-for- service activities must be used in accordance with the WIOA guidelines.

DEO has determined Social Security Administration's Ticket to Work Program and FL Department of Health – Tobacco Free Funds are examples of Federal & State incentives deemed as unrestricted funds. These funds will be accounted for separately as unrestricted revenue in the accounting system. Funds received from local community-based organizations will be considered unrestricted funds. Based on the CSS indirect rate methodology each fund source will absorb their fair share of indirect costs based on the cost allocation method.

Purpose

To provide guidance on revenue diversification for fee-based services for program income and the generation and management of non-federal funding sources.

Policy

Program income is the gross income received that is directly generated by a grant-supported activity, earned only as a result of the grant agreement during the grant period, or given a service agreement on a fee for service basis.

Revenue generation is important to diversifying and increasing system resources. A critical element in the development of a fee for service program is to identify those services that are provided at no charge and to identify additional services that can be provided on a fee for service basis.

Fee-based services allow CSS to respond to service gaps in the local community when federal dollars are insufficient to meet the demand for services beyond basic services offered to employers. The primary motivation of developing a fee for service program is to:

- Offer specialized services,
- Serve more customers, and
- Enhance service levels in the face of declining federal dollars.

Revenue Diversification Guidelines:

In order to maintain the integrity of the workforce system the following guidelines on revenue diversification must be followed:

1. Basic and Individualized Career services must be maintained and provided at no cost to the public at all times.
2. Fee-based services will be clearly identified as to how they differ from those provided at no cost to the business customer.
3. The fee for services can be packaged into a proposal meeting customer need. Fee for service examples might include:
 - Customized screening and referral of qualified participants in training services to employers;
 - Customized services to employers, employer associations, or other such organizations, on employment-related issues;
 - Customized recruitment events and related services for employers including targeted job fairs;
 - Human resource consultation services, including but not limited to assistance with:
 - Writing/reviewing job descriptions and employee handbooks;
 - Developing performance evaluation and personnel policies;
 - Creating orientation sessions for new workers;
 - Honing job interview techniques for efficiency and compliance;
 - Analyzing employee turnover;
 - Creating job accommodations and using assistive technologies; or
 - Explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations;
 - Customized labor market information for specific employers, sectors, industries, or clusters; and
 - Other similar customized services
4. The employer agreement will define which fee-based services will be offered with consideration for the examples provided.
5. Conflict of interest shall be avoided, and the program income rules will be adhered to for tracking revenue, expenses, and reporting accordingly.

Non-Federal Funds:

CareerSource Suncoast may generate non-federal income through participation in State or Federal incentive initiatives, private grants, etc. The non-federal funds generated are not reported as program income. Non-federal funds can be received as restricted or unrestricted.

Examples of restricted non-federal funds include but are not limited to:

- Application and receipt of private grants
- Application and receipt of local government grants

Examples of unrestricted non-federal funds include but are not limited to:

- Ticket-To-Work Program Participation
- Tobacco-Free Florida Program Participation
- Event Sponsorship

Non-federal funds generated may be used for, but not limited to, CSS operations, employee engagement, client support services, client program expansion, facility costs, and expenses not allowable with Federal funds.

Non-Federal Unrestricted Fund Reserves:

The purpose of non-federal unrestricted fund reserves for CSS is to ensure the long-term ability of the organization to meet its mission. Reserve funds are defined as funds set aside to enable CSS to sustain operations through delays in payments from committed fund sources or for a specific purpose/project. Reserve funds are not intended to replace permanent loss of funds or eliminate an ongoing budget gap.

Minimum Amount

The target minimum reserve fund is equal to one (1) month of operating expenses for the program year. The calculation of monthly operating expenses includes all recurring, predictable expenses such as salaries, benefits, facility costs, travel, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation.

CSS will review surpluses after the end of each fiscal year to determine if any additional unrestricted funds need to be transferred into the reserve account.

Use of Non-Federal Unrestricted Reserves

CSS Executive Leadership will identify purposes for accessing the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. As a part of this process, the Executive Leadership will do the following:

- Analyze the reason for the needed funds;
- Assess the availability of any other sources of funds before using reserves;
- Evaluate the time period that the funds will be required, and then replenished;
- Obtain CSS Board of Directors approval.
 - Note: The Executive Committee may approve the request in the event the Board of Directors is not scheduled to meet.

Non-Federal Unrestricted Fund Surplus:

Once CSS has funded the minimum reserve, the balance of the unrestricted non-federal funds may be budgeted for the purposes outlined in this Policy. CSS will include a non-federal funds budget for planned expenditures each fiscal year.

Attachments:

- None

Authority:

- CareerSource Suncoast Administration
- [20 Code of Federal Regulation 678.440](#)
- [20 Code of Federal Regulation 678.435\(b\)](#)
- [20 Code of Federal Regulation 678.435\(c\)](#)

Supersession:

This Policy supersedes and replaces CSS Policy #14-02 Revenue Diversification, dated 08/21/2014.

Inquiries:

Any questions about this policy should be directed to the CEO, COO, CFAO and/or their designee.