



Finance/Performance Committee Meeting Minutes
Virtual TEAMS Meeting
Tuesday, January 31, 2023
8:00 a.m.

I. Call to Order- Lisa Eding

Lisa Eding, Chair, called the meeting to order at 8:04 a.m.

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

II. Approval of November 07, 2022 Finance & Performance Committee Meeting Minutes

Lisa Eding asked for a motion to approve the November 7, 2022 meeting minutes.

Motion: Peter Hayes

Second: Lisa Eding

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 December 31, 2022
 - a) Overall burn rate of 38%
 - b) YTD Federal and State requirements:
 - Admin: 9.9%; max allowed 10%
 - ITAs: 40.3%; minimum requirement 30%
 - Youth Paid Internships/Work Experience: PY21 is 25.1%; minimum requirement 20%
 - Youth Out of School: PY21 is 98.3%; minimum requirement 75%
2. Budget to Expenditure Report by Fundsource as of December 31, 2022
3. Summary of Non-Federal Funds as of December 31, 2022

IV. 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 conduct additional research from other local non-profits' policies regarding fund reserves and add language regarding funding reserves.

V. Performance Update- Anthony Gagliano

Anthony Gagliano reviewed the CSS WIOA performance indicators for the first quarter of PY 2022-23. CSS currently has a B grade of 86.1, going up nearly six (6) points from original publication.

DEO will be updating the WIOA performance measures and the letter grades on a quarterly basis, being available approximately 45 days from the end of the quarter.

The CSS Performance Dashboard, located on the [CSS website](#) was reviewed, showing the PY 2022-23 Quarter 2 performance metrics. The dashboard shows metrics on Career Services, Occupational Skills and On-the-Job Training Services, Apprenticeships and Employer services.

The monthly internal monitoring report was provided in the meeting agenda packet. The full report was provided for review. There were fourteen (14) findings. The responses provided in the report will show that most of the findings were corrected, or they did not result in any eligibility issues. The most recent monitoring conducted was on the Summer Youth Employment Program, of the twenty-four files reviewed there were several observations but there were no findings. The final report will be shared at the next meeting.

VI. Next Meeting Date – Lisa Eding

April 25th at 8:00 a.m.

VII. General Updates – Robin Dawson

CSS received Notice of Funding Availability (NFAs) for the following programs: Temporary Assistance for Needy Families (TANF) – \$250,000, WIOA State set-aside funds – \$400,000 and Non-Custodial Parent Employment Program (NCPEP) Grant – \$338,177. A budget modification will be completed for the upcoming meeting.

VIII. Final Comments and Adjournment – Lisa Eding

No final comments. Meeting adjourned at 9:04 a.m.