



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.