



## **Finance/Performance Committee Meeting Minutes**

Virtual TEAMS Meeting  
Tuesday August 29, 2023  
8:00 a.m.

### **I. Call to Order- Lisa Eding**

Lisa Eding called the meeting to order at 8:02 a.m.

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

### **II. Review of the Combined Executive Committee and Finance & Performance Committee Meeting Minutes from June 8, 2023 approved by the Executive Committee on August 10, 2023.**

### **III. Budget to Expenditure Reports Review – Robin Dawson**

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

1. Review of Budget to Expenditure Report as of June 30, 2023
  - a) Overall burn rate of 73%
  - b) YTD Federal and State requirements:
    - Admin: 9.30%; max allowed 10%
    - ITAs: 38.66%; minimum requirement 30%
    - Youth Paid Internships/Work Experience: PY21 is 24.2%; PY22 9.03%; minimum requirement 20%,
    - Youth Out of School: PY21 is 98.5%; PY22 is 95.86%; minimum requirement 50%
2. Budget to Expenditure Report by Fundsourc as of June 30, 2023
3. Summary of Non-Federal Funds Reveune & Expenditures as of June 30, 2023

### **IV. Approval of Budget Modification #1 for PY 2023/24**

Robin Dawson reviewed the budget modification #1 for PY 2023/24

Summary of Modification #1:

- Initial Funding Available: \$7,251,971
- Increase in Funding: \$760,560
- Adjusted Funding Available: \$8,012,531
- Less Reserve for PY 23-24: \$477,233
- Reserve Increased: \$145,381
- Budget Increase Less Reserve: \$615,179
- Mod #1 Funding Budgeted: \$7,535,298

Funding Budgeted for PY 2023/24 Mod #1. Line items requested for an increase for PY 2023/24 Budget total \$615,179:

- Add \$174,726 Salary and Fringe Benefits.
- Add \$10,071 Facilities
- Add \$4,917 Accounting & Audit
- Add \$300 Office Supplies & Expense
- Add \$10,182 Travel and Meetings
- Add \$388,350 Client Training and Support
- Add \$8,633 Employer & Client Services
- Add \$18,000 Outreach

A motion to approve Budget Modification #1 for PY 2023/24 was made.

Motion: Jim Bos                      Second: Lisa Eding

Motion passed unanimously

**V. Performance Update- Anthony Gagliano**

Anthony Gagliano reviewed the CSS WIOA Performance Indicators as of 3/31/2023. A copy of the performance results was provided in the agenda packet.

CSS currently has a CareerSource Florida (CSF) letter grade “B” with a score of 84.45 as of 03/31/2023. 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 official letter grade for PY22-23 to be available in October.

**VI. Next Meeting Date: November 7, 2023**

**VII. Final Comments and Adjournment – Lisa Eding**

No final comments. The meeting was adjourned at 8:55 a.m.