



Finance/Performance Committee Meeting Minutes
Virtual TEAMS Meeting
Tuesday November 7, 2023
8:00 a.m.

I. Call to Order- Lisa Eding

Lisa Eding called the meeting to order at 8:00 a.m.

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

II. Approval of August 29, 2023 Finance and Performance Committee Meeting Minutes

Lisa Eding requested a motion to approve the August 29, 2023 Meeting Minutes.

Motion: Jim Bos Second: Peter Hayes

Motion passed unanimously

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 September 30, 2023
 - a) Overall burn rate of 24%
 - b) YTD Federal and State requirements:
 - Admin: 9.07%; max allowed 10%
 - ITAs: 35.81%; minimum requirement 35%
 - Youth Paid Internships/Work Experience: PY22 is 10.3%; minimum requirement 20%,
 - Youth Out of School: PY22 is 96.27%; minimum requirement 50%
2. Budget to Expenditure Report by Fundsourc as of September 30, 2023
3. Summary of Non-Federal Funds Reveune & Expenditures as of September 30, 2023

IV. Approval of Budget Modification #2 for PY 2023/24

Robin Dawson reviewed the budget modification #2 for PY 2023/24

Summary of Modification #2:

- | | |
|---|-------------|
| ▪ Budget Modification #1 Funding Available: | \$8,012,531 |
| ▪ Increase in Funding: | \$1,011,426 |
| ▪ Adjusted Funding Available: | \$9,023,957 |

- Less Reserve for PY 24-25: \$689,391
- Modification #2 Funding Budgeted: \$8,334,566

Funding Budgeted for PY 2023/24 Mod #2. Line items requested for an increase for PY 2023/24 Budget total \$615,179:

- Add \$251,798 Salary and Fringe Benefits
- Add \$10,000 Staff Training & Education
- Add \$38,695 Facilities
- Add \$15,000 Office Furniture & Equipment
- Add \$8,000 Accounting & Audit
- Add \$7,000 Office Supplies & Expense
- Add \$13,375 Travel and Meetings
- Add \$430,400 Client Training and Support
- Add \$15,000 Employer & Client Services
- Add \$10,000 Outreach

Lisa Eding requested a motion to approve Budget Modification #2 for PY 2023/24.

Motion: Jim Bos Second: Peter Hayes

Motion passed unanimously

V. Performance Update- Anthony Gagliano

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for program year ending 06/30/2023. A copy of the performance results was provided in the agenda packet.

CSS PY22/23 final letter grade for PY 2022/2023 was an “A-” with a score of 92.50%. A copy of the current letter grade was provided in the agenda packet. [CareerSource Florida Letter Grades](#) are updated on a quarterly basis, being available approximately 45 days from the end of the quarter.

Anthony Gagliano shared success stories from the CSS Veteran Services team.

VI. Next Meeting Date: January 30, 2024 at 8:00am

VII. Final Comments and Adjournment – Lisa Eding

No final comments. The meeting was adjourned at 8:42a.m.