



**Finance & Performance Committee
Meeting Minutes**

Virtual TEAMS Meeting
Tuesday November 12, 2024
2:00 p.m.

I. Call to Order- Jim Bos

Jim Bos called the meeting to order at 2:00 p.m.

Attendees: Jim Bos, Lorri Kidder, Ericka Randall and CareerSource Suncoast (CSS) staff – Joshua Matlock, Robin Dawson, Anthony Gagliano, Jessica Grise and Christina Witt.

II. Budget to Expenditure Reports Review – Robin Dawson

Robin Dawson, VP/CFAO, reviewed the following reports. Copies of the reports were provided in the meeting materials.

1. Review of Budget to Expenditure Report as of September 30, 2024.
 - a) Overall burn rate of 25%
 - b) YTD Federal and State requirements:
 - Admin: 9.06%; max allowed 10%
 - ITAs: 38.22%; minimum requirement 35%
 - Youth Paid Internships/Work Experience: PY23 is 17.01%; minimum requirement 20%,
 - Youth Out of School: PY23 is 96.35%; PY24 – 0%; minimum requirement 50%
2. Summary of Non-Federal Funds Revenue & Expenditures as of September 30, 2024.
 - a) Balance of Non-Federal Funds \$1,031,559

III. Approval of Budget Modification #1 PY24-25

The Summary of Funds Available and Budget Modification #1 reports were included in the meeting packet. The Committee approved the modification to go before the Full Board of Directors and Executive Committee on November 14, 2024. Below is a summary of the modification:

| | |
|--|-------------|
| ▪ PY 24 Original Funding Available: | \$6,931,567 |
| ▪ Increase in Funding: | \$1,437,790 |
| ▪ Adjusted Funding Available: | \$8,369,357 |
| ▪ Less Reserve for PY 24-25: | \$452,149 |
| ▪ Budget Modification #1 Funding Available | \$7,917,208 |

Budget line items requested for an increase in Budget of \$1,290,641 for PY 24–25:

- Add \$427,095 Salary and Fringe Benefits
- Add \$3,000 Staff Training & Education
- Add \$23,351 Facilities
- Add \$5,000 Office Furniture & Equipment
- Add \$15,000 Accounting & Audit
- Add \$2,500 Travel and Meetings
- Add \$804,945 Client Training and Support
- Add \$4,000 Employer & Client Services
- Add \$5,750 Outreach

IV. Florida Commerce PY23-24 Financial Monitoring Review

Robin Dawson reviewed the FloridaCommerce Financial Monitoring report. There were no findings or observations noted in the monitoring report. A copy of the report was provided in the meeting agenda packet.

V. Performance Update- Anthony Gagliano

Anthony Gagliano reviewed the CSS WIOA Performance Indicators for PY 2023-2024 ending 06/30/2024. A copy of the performance results are provided in the agenda packet.

CSS PY2023-2024 final letter grade was an “A-” with a score of 91.02%. 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.

VI. Next Meeting Date(s):

Next meeting is scheduled for Tuesday January 9, 2025 at 8:00 a.m.

VII. Final Comments and Adjournment – Jim Bos

No final comments. The meeting was adjourned at 9:05 a.m.