



**Finance & Performance Committee
Meeting Minutes**

Virtual TEAMS Meeting
Monday, November 10, 2025
10:00 a.m.

I. Call to Order- Jim Bos

Jim Bos called the meeting to order at 10:00 a.m.

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

II. Budget Modification #1 PY25-26

Budget Modification #1 reports were included in the meeting packet. Robin Dawson reviewed the budget modification reports. The Committee recommended the modification to go before the Full Board of Directors and Executive Committee on November 13, 2025.

Below is a summary of the modification:

▪ PY25-26 Original Funding Available:	\$8,411,137
▪ Increase in Funding:	\$699,968
▪ Adjusted Funding Available:	\$9,111,105
▪ Less Reserve for PY 24-25:	\$489,789
▪ Budget Modification #1 Funding Available	\$8,621,312

Budget line items requested for an increase in Budget for PY 25-26 total \$699,260:

- Add \$148,805 Personnel Costs
- Add \$52,000 Facilities
- Add \$5,000 Office Furniture and Equipment
- Add \$38,609 Operating Costs
- Add \$454,846 Program Services

III. Budget to Expenditure Reports Review – Robin Dawson

Robin Dawson, VP/CFAO, reviewed the Budget to Expenditure reports. Copies of the reports were provided in the meeting materials. This report covers the period July 1, 2025 – September 30, 2025, for PY 25-26. The overall burn rate as of September 30, 2025, was 23%. Budget to Expenditure Report by Fundsource was also shared with the committee.

State and federal expenditure requirements reported as of September 30, 2025:

- Admin expenditure rate – 9.43%; max allowed 10%.
- Individual training accounts (ITAs) – 34.78%; min requirement 40%
- Youth paid internships PY24 – 34.16%; PY25 – 0%; min. requirement 20%.
- Youth out of school expenditures PY24 97.74% - PY25 100.00% min. requirement 50%.

Review of Non-Federal Funds Revenue & Expenditures as of September 30, 2025:

Balance of Non-Federal Funds \$ 1,011,744.39

IV. Florida Commerce PY23-24 Financial Monitoring Review

Robin Dawson reviewed the FloridaCommerce Financial Monitoring report. There were no findings and three 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 2024-2025 ending 06/30/2025. A copy of the performance results are provided in the agenda packet.

CSS PY2024-2025 final letter grade was an “A” with a score of 94.43%. 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):

To be determined.

VII. Final Comments and Adjournment – Jim Bos

No final comments. The meeting was adjourned at 10:45 a.m.