

CareerSource Pinellas Finance Committee Minutes

Date: April 23, 2019 - 9:00 A.M.

Location: 13805 58th Street North, Clearwater, 33760

Call to Order

Chair David Fetkenher called the meeting to order at 9:00am. There was a quorum present with the following Finance Committee members participating.

Committee Members in attendance

David Fetkenher, Jack Geller (phone), Barclay Harless (phone), William Law, Amy Van Ness (phone), Scott Wagman (phone).

Staff Present

Jennifer Brackney, Steven Meier, Luna Clarke.

Action/Discussion Items

Action Item 1 – Approval of Minutes of November 27, 2018 Finance Committee Meeting

The minutes of February 26, 2019 Finance Committee Meeting were presented for approval.

Motion: Jack Geller
Second: William Law

The minutes were approved as presented. The motion carried.

Action Item 2 – PY 18-19: Budget Modification 3

Total budgeted revenues/expenses have increased from \$13,093,764 to \$13,572,493 for an overall increase of \$478,729. This is due to the following:

Workforce Innovation and Opportunity Act (WIOA) Programs:

- Increase for Apprenticeship Expansion grant- \$100,000.
- Increase for WIOA Soft Skills grant - \$100,000.

Employment Services Programs:

- Decrease in Wagner-Peyser - \$<42,000>. Did not receive Co-op Outreach grant as anticipated in the original budget.
- Increase in Unemployment Services - \$3,889. Grant awarded effective 10/1/18, higher than estimated in budget.

Supplemental Nutrition Assistance Program:

- Increase in Unemployment Services - \$9,484. Grant awarded effective 10/1/18, higher than estimated in budget.

Welfare Transition Program:

- Increase in Welfare Transition - \$150,000. Increase grant award of \$130,000 in February 2019.

Trade Adjustment Assistance:

- Increase in Trade Adjustment Assistance - \$118,365. Increase grant award of in March 2019.

Direct Grants and Special Programs:

- Increase in Youthbuild 2019 of \$80,000. Received a new 3-year grant for \$1,100,000; authorization to spend is limited to \$80,000.
- Decrease in JWB Youth Innovators - \$<22,853>. Grant closed out without spending all allocated funds.
- Decrease in AmeriCorps grant - \$<18,156>. Grant closed out without spending all allocated funds.

Motion: Scott Wagman
Second: Barclay Harless/ William Law

The Finance Committee recommends approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried.

Discussion: Mr. Wagman applauded the leadership team for returning the unused funds to the organizations such as JWB and AmeriCorps, as opposed to unnecessarily spending those monies.

Other Administrative Matters

None

Information Item 1- Grant Status Report – As of 03/21/19

The current grant expenditures throughout the program year. Items shaded in light orange/salmon color, represent the closed out grants for the year.

As part of the USDOL process, an initial amount of \$80,000 is authorized to be spent out of the \$1.1million total amount of the 2019 Youthbuilt grant, to address start-up activities. As the grant parameters are negotiated and finalized, the remaining balance will be released and be spread out through the grant period.

Information Item 2 – Cost Allocation/Expenditure Report for PE 02/28/19

The cost allocation report was provided for budget line items. Items are grouped by programs, such as WIOA, Employment Services, WTP, SNAP, etc.

Information Item 3 – Pooled Cost Expenditure Report for PE 02/28/19

A pooled cost expenditure report was provided to cover the period ended on February 28, 2019. Most of the expenditures during that period are associates with personnel salaries and training-related activities. CareerSource Pinellas has expended 51% of its total 2018-2019 budget.

Public Comments

None.

Discussion

Planning has begun for the 2019-2020 budget. Some decreases are expected. The planning budget will be presented at the June board meeting and subsequently be presented to the Board of County Commissioners. Associated costs with the Science Center will be excluded from the planning budget.

Adjournment

The meeting was adjourned at approximately 9:17 a.m.