

CareerSource Pinellas Finance Committee Minutes

Date: August 28, 2019 - 10:00 A.M.

Location: 13805 58th Street North, Clearwater, 33760

Call to Order

In the absence of the Chair, Barclay Harless called the meeting to order at 10:00am. There was a quorum present with the following members participating.

Committee Members in attendance

Manny Bhuller, Barclay Harless, Dr. William Law (phone), Amy Van Ness (phone)

Committee Members Absent

David Fetkenher, Jack Geller, Scott Wagman.

Staff Present

Jennifer Brackney, Steven Meier, Luna Clarke.

Action Items

Action Item 1 – Approval of Minutes

The minutes of May 28, 2019 Finance Committee Meeting were presented for approval.

Motion:	Dr. William Law
Second:	Amy Van Ness

The minutes were approved as presented. The motion carried unanimously. There was no further discussion.

Other Administrative Matters

A Finance Compliance Monitoring meeting was recently conducted by DEO. There were no findings, however, some areas of observations were identified. This monitoring will be included in the upcoming Audit Committee packet, as well as the Board of Directors meeting.

Information Item 1- Statement of Revenue and Expenditures 2019 vs 2018

A statement of revenues and expenditures was provided, which compared the years 2018 and 2019. Federal grant revenues were decreased due mainly to the ending of some grants, such as: Non-Custodial Parent grant, Mechatronics, and JWB grant which were not renewed in the current year. Contributions decreased due to the ending of a DCF grant, as well as the discontinuation of sponsorship revenues coming from the Science Center.

On the expense side, contract labor increased due to the hiring of temporary staff to help bridge the gap during the transition. The variance in customer supportive services, the variance is because the organization is now paying the vendors directly, as opposed to providing gift cards to participants.

Members inquired about the possibility of increasing the organization's revenue in the future. Management acknowledges the opportunity to apply for non-federal grants in the future, in an effort to address the decrease in revenues.

Information Item 2 – Cost Allocation/Expenditure Report for PE 6/30/2019

The cost allocation report was provided for budget line items. Items are grouped by programs, such as WIOA, Employment Services, WTP, SNAP, etc. Total cost through 6/30/2019 was \$9.6 million.

Information Item 3 – Pooled Cost Expenditure Report for PE 6/30/2019

A pooled cost expenditure report was provided to cover the period ended on June 30, 2019. Total expenses through 6/30/19 were \$4.5 million.

Information Item 4 – Grant Status Report as of 7/11/2019

The current grant expenditures throughout the program year was provided. Items shaded in salmon color represent the closed out grants for the year. For the Welfare transition program, the region voluntarily de-obligated \$42K back to the state, from an NFA award increase that was previously given.

Discussion Item – Status of 401(k) report

No issues with the current audit. The report will be completed and presented to the Audit Committee in September, as well as the Board of Directors. The report will be filed by October 15th.

Discussion Item – Status of Agreed Upon Procedures

The auditors are currently finishing up the agreed upon procedures. There are no major blockade and all items requested have been furnished. There was a minor payroll error in ADP, in relations to a salary increase. Management is looking into other payroll systems options.

Public Comments

None.

Members Comments

-Mr. Harless expressed his desire to see more Board member participation in the scoring of procurement proposals in the future.

- As of now, there has been no mention from the County about any liability update or directive on payment.

-Furthermore, there has been no further update from the organization's liability insurance regarding how much they'll cover of any rising claim.

Adjournment

The meeting was adjourned at approximately 10:34 a.m.