

## CareerSource Pinellas Finance Committee Minutes

Date: October 30, 2019 - 10:00 A.M.

Location: 13805 58<sup>th</sup> Street North, Clearwater, 33760

### Call to Order

Committee Chair, David Fetkenher called the meeting to order at 10:00 am. There was a quorum present with the following members participating.

### Committee Members in attendance

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

### Committee Members Absent

Dr. William Law

### Staff Present

Jennifer Brackney, Steven Meier, Luna Clarke, Liz Doyle.

### Action Items

#### Action Item 1 – Approval of Minutes

The minutes of August 28<sup>th</sup>, 2019, Finance Committee Meeting were presented for approval.

Motion:	Scott Wagman
Second:	Amy Van Ness

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

#### Action Item 2 – Program Year 2019 – 2020: Budget Modification No. 1

Total budgeted revenues/expenses have increased from \$10,433,031 to \$10,942,753 for an overall increase of \$509,722. The increase was due to the following:

Workforce Innovation and Opportunity Act (WIOA) Programs:

- Decrease in WIOA Adult - \$<137,135>

Decrease offset by WIOA Supplemental grant issued

- Increase in WIOA Supplemental - \$137,135

Grant issued by DEO on 7/22/19

- Increase in WIOA Dislocated Worker - \$396,681

Anticipated spending for this 2-year grant did not occur until after July 1<sup>st</sup>, 2019. The timing of the spending resulted in a higher than expected reserve from 2018-2019

- Increase in Career Ready – Sector Strategies IT - \$86,248

Remaining funds for this grant scheduled to end on June 30, 2019, re-allocated to no-cost extension grant

- Increase for Apprenticeship Expansion grant- \$10,000

Lower than expected spending in 2018-2019 resulted in higher reserve from 2018-2019

- Increase for WIOA Soft Skills grant - \$29,793

Lower than expected spending in 2018-2019 resulted in higher reserve from 2018-2019

Direct Grants and Special Programs:

- Decrease in JWB Youth Innovators - \$<13,000>

Grant closed out without spending all allocated funds.

Motion:	Scott Wagman
Second:	Jack Geller

*The Finance Committee recommended approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously. There was no further discussion.*

#### **Other Administrative Matters**

None

#### **Information Item 1- Statement of Activities: Current Year vs. Prior Year**

A statement of activities report was included in the packet, which compared the revenues and expenditures of the current program year to the previous program year. There was a negative variance of over \$555,000 in the total grant revenue. Additionally, total expenditures increased by over \$ 75,000. Overall, the net revenue under expenditures was around \$650,000.

#### **Information Item 2 – Statement of Activities: Current Year vs. Budget**

A statement of activities report was included in the packet, which compared current year-to-date revenues and expenditures to the planned budget. Actual revenues YTD were \$2.038 million, which is roughly \$550,000 less than the budgeted amount. The remaining budgeted revenue is \$8.4 million. Actual expenditures YTD were \$2.58 million, which is roughly \$30,000 less than the budgeted amount. Remaining budgeted expenditures are \$7.8 million.

#### **Information Item 3 – Cost Allocation/Expenditure Report for PE 09.30.19**

A cost allocation/expenditure report was provided in the packet. For the three months ending September 30<sup>th</sup>, 2019, CareerSource Pinellas has expended 24.7% of its budget. A suggestion was made to increase the organization's marketing budget to help with future rebranding activities and increased program enrollment.

#### **Information Item 4 – Pooled Cost Expenditure Report for PE 09.30.19**

A pooled cost expenditure report was provided in the packet. For the three months ended September 30<sup>th</sup>, 2019, total expenses were \$892,000.

#### **Information Item 5 – Grants Status Report**

A grant status report was provided in the packet, as of 10/17/19. Two new grants received as of July 1<sup>st</sup> were highlighted: specifically the Sector Strategies- IT Training grant, and the Supplemental WIOA State Level grant.

#### **Information Item 6– Indirect Cost Rate Proposal Status**

The team is finalizing the indirect cost rate this week to be submitted to the USDOL. This will be the provisional rate for PY 18-19 unaudited numbers. The CFO estimated the rate to be 16.5%. This will allow capture of current expenses. In the past, the organization has operated at a 10% de minimis rate.

#### **Information Item 7– Disallowed AmeriCorps expense**

The AmeriCorps grant ended as of 9/30/18. During the course of the grant, there were two disallowed expenses related to the type of background checks conducted for personnel. As a result, there was a penalty of \$3,000, which was paid. Members asked if whether there were monies allocated in the budget to cover “extraordinary expenses” such as these. Management typically covers any such expenses using unrestricted funds. Members asked to be provided with a schedule summarizing items paid with the unrestricted account that have happened in the last PY 18-19.

#### **Public Comments**

None.

#### **Open Discussion**

- Ms. Clarke will be leaving the organization. The Committee chair and members thanked her for her service.
- The team is welcoming Ms. Liz Doyle as the new Special Projects Coordinator. Ms. Doyle will be helping with strategic planning, grants, and other special projects.
- LWDB 14 received a compliance review response from DOL, which must be responded to by Thanksgiving. Only one finding has been resolved out of the 17 original findings. The regions will be working diligently to answer USDOL's request and address those areas of concern.

#### **Adjournment**

The meeting was adjourned at approximately 10:43 am.