

## CareerSource Pinellas Finance Committee Meeting Minutes

**Date:** February 22, 2023 – 10:00 A.M.

**Location:** Hybrid – 13805 58<sup>th</sup> St. N., 2-316, Clearwater, FL 33760/Zoom

### Call to Order

Committee Chair, Barclay Harless, called the meeting to order at 10:02 am. There was a quorum present with the following members participating.

### Committee Members in attendance

Jack Geller, Barclay Harless, Esther Matthews

### Committee Members not in attendance

David Fetkenher, Scott Thomas

### Staff Present

Steven Meier, David Zirilli, Leah Geis

### Public Comments – None

### ACTION ITEM 1 – Approval of Minutes

The minutes of October 26, 2022, Finance Committee Meeting were presented for approval.

Motion:	Jack Geller
Second:	Esther Matthews

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

### ACTION ITEM 2 – Approval of Budget Modification II (Fiscal Year 2022 – 2023)

#### REVENUE:

Total budgeted revenues estimated to increase from \$9,226,682 to \$9,244,682 for an overall increase of \$18,000.

- **Interest Income - \$18,000**
  - Higher interest rates resulting in increased returns on bank accounts

#### EXPENSES:

Total budgeted expenses estimated to increase from \$9,148,222 to \$9,161,957 for an overall increase of \$13,735.

#### Program Expenses

- **Communications** – increase by \$12,000
  - Higher run rate in 2022: more staff requiring cell phones and underbudgeted.
- **Service Provider Contract** – decrease by \$100,000
  - Staffing issues at PEF have resulted in lower expenses and decreased enrollments. Contract is up in June. In process of preparing RFP for Youth Services effective July 1, 2023.
- **On-the-Job Training** – increase of \$100,000
  - Focus has been on Work-based training activities. Have dedicated Business Services Supervisor concentrating on Work-based opportunities. Starting to see a lot of positive traction.
- **Youth Stipends** – increase of \$8,000
  - Spent \$10,000 on 2022 Summer PAYS program; budgeting additional youth stipends for 2023 program.
- **Customer Training** – decrease of \$144,850
  - Delayed and decreased spending in Get There Faster Grant and focus on Work-based learning opportunities the rest of the fiscal year.

- **Customer Supportive Services** – decrease by \$9,000
  - No spending through January. Rolled-out reloadable cards in February for supportive services. Eliminated pre-paid cards in first quarter of 2021.

**Professional Fees**

- **Professional Service – increase by \$63,800**
  - Compensation Study - \$30,800
  - Tucker Hall - \$23,000 increase to agree to contracted amount
  - Employee Engagement Survey for 2023 - \$10,000

**Insurance**

- **Workers Compensation – decrease by \$20,500**
  - Refund from 2021-2022 audit (\$6,100), dividend received (\$4,400) and lower rates with new carrier (\$10,000).
- **Auto Insurance – decrease by \$3,500**
  - Cancellation of auto insurance upon donation of unused vans.

**Occupancy**

- **Other Leases – decrease by \$4,440**
  - Cancelled PODS storage trailers prior to July 1, 2022; no expense this fiscal year.
- **Repairs and Maintenance – increase by \$6,500**
  - Spent almost \$7,700 on repairs at career centers through December

**Office Equipment**

- **Computer Software – increase by \$26,000**
  - 2021-2022 VOS Greeter expenses not billed until August 2022
- **Equipment < \$5,000 – increase by \$15,000**
  - Increased headcount resulted in new PCs and peripherals for staff

**Other**

- **Travel – Out of Town – increase by \$8,000**
  - More attendees to Florida Summit plus Veterans Conference in Fall not budgeted
- **HRIS Administrative Fees – increase \$3,000**
  - Fees charged by Third Party Administrator for required amendments to 401K Plan documents
- **Other Expenses – increase by \$18,175**
  - Write-off of expired education vouchers and travel credits
- **Vehicle Expenses – decrease by \$4,450**
  - Vehicles not used; donated in February

**RECOMMENDATION**

Staff recommends approval of adjustments to the revenue budget and resultant modifications to the expenditures budget.

**Discussion:** None.

Motion:	Jack Geller
Second:	Esther Matthews

*The Finance Committee made a motion for approval of adjustments to the revenue budget and resultant modifications to the expenditures budget. There was no further discussion. The motion carried unanimously.*

### **ACTION ITEM 3 – Approval of Financial Policies & Procedures**

#### **REVENUE**

##### **Background Information**

In alignment with best practices, federal regulations and DEO recommendations, CareerSource Pinellas is updating the organization’s Financial Policies and Procedures that were previously revised in March 2020.

The following highlights some the changes:

- **Cash Disbursements:** Updated with current procedures for voiding checks and the use of Positive Pay.
- **Financial Reports:** Included the *Grant Status Report* to the list of financial reports prepared and reviewed monthly.
- **Supportive Services Reloadable Cards:** Replaced the policy for prepaid Visa cards (discontinued last year) with a new policy for reloadable debit cards for supportive services and youth incentives.
- **Authority:** Updated reference to DEO’s *Resolution of Recipient and Subrecipient Monitoring and Audit Findings*.
- **Positions:** Changes made throughout document to reflect updated positions and responsibilities for specific functions.
- **Travel policies:** Removed sections on travel authorization, reimbursement of interview travel expense, and business meeting expense, as these are addressed fully in the new *Business Travel Reimbursement Policy*, to be brought to the Committee for approval.
- **Fixed Assets:** Amended procedures for recording annual depreciation expense.

#### **RECOMMENDATION**

Staff recommends the approval of the Financial Policies and Procedures.

**Discussion:** None

Motion:	Jack Geller
Second:	Esther Matthews

*The Finance Committee made a motion for approval of the Financial Policies and Procedures. There was no further discussion. The motion carried unanimously.*

### **ACTION ITEM 4 – Approval of Business Travel Reimbursement Policy**

#### **Background Information**

This travel policy contains procedures for authorizing and obtaining reimbursement of travel expenses by employees and other authorized persons of CareerSource Pinellas (CSP). All requests for approval and payment for travel expenses will be in accordance with Section 112.061, F.S. and these procedures. The requirements contained within apply to all travel whether paid for with State, Federal or local funds. In addition, the requirements apply whether paid by reimbursement, contractual agreements, or other methods of payment, including payment to a contractor or volunteer.

The policy also highlights the need for pre-authorization of all business travel (other than vicinity miles) and provides the necessary forms and procedures for seeking authorization and reimbursement.

This attached policy replaces and updates the travel policy segments previously found within the CareerSource Pinellas Financial policy.

#### **RECOMMENDATION**

Staff recommends the approval of the Business Travel Reimbursement Policy.

**Discussion:** None.

Motion:	Jack Geller
Second:	Esther Matthews

*The Finance Committee made a motion for approval of the Business Travel Reimbursement Policy. There was no further discussion. The motion carried unanimously.*

**INFORMATION ITEM 1 - December 31, 2022 Financial Statements**

- a. Statement of Activities: Current Year vs. Prior Year
- b. Statement of Activities: Current Year vs. Budget
- c. Cost Allocation/Expenditure Report for PE 12/31/2022
- d. Pooled Cost Report 12/31/2022
- e. Grant Status Report 12/31/2022

**\*Reports included in meeting packet.**

**Adjournment** – Chair Barclay Harless adjourned the meeting at 10:49 am.