

## **CareerSource Pinellas Finance Committee Meeting Minutes**

**Date:** August 23, 2023 – 10:00 A.M.

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

### **Call to Order**

The Committee Chair, Barclay Harless called the meeting to order at 10:01 am. There was a quorum present with the following members participating.

### **Committee Members in attendance**

Jack Geller, Esther Matthews, David Fetkenher, Dr. Rebecca Sarlo

### **Committee Members not in attendance**

Scott Thomas

### **Guests in attendance**

Charles Chunn – HUB (Zoom)

### **Staff Present**

Steven Meier (in person), David Zirilli (in-person), Leah Geis (in-person), Jay Burkey (Zoom), Jason Druding (Zoom), Lysandra Montijo (Zoom)

### **Public Comments – None**

### **ACTION ITEM 1 – Approval of Minutes**

The minutes of April 26, 2023, 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 – Fiscal Year 2023 – 2024 Budget Modification No. 1**

#### **REVENUE**

Total budgeted revenues estimated to decrease from \$10,331,022 to \$9,496,655 for an overall decrease of \$834,367; or 8.1%.

#### **Workforce Innovation and Opportunity Act (WIOA) Programs**

- WIOA Adult - \$<550,000>
  - Decrease funding from Department of Commerce and strong spending in 2022-2023 resulting in less funds available for current year funding
    - WIOA Adult enrollments temporarily closed
    - Individual Training Account (ITA) caps for individuals being reduced to \$5,000 annually and \$10,000 lifetime; down from \$7,500 and \$15,000, respectively.
- WIOA Youth - \$<183,000>
  - Decrease funding from Department of Commerce
- Get There Faster Grant - \$<119,110>
  - Strong spending in 2022-2023 resulted in fewer funds carried-over to 2022-2023. Budgeted amount represents remaining funds of \$750,000 grant.
- HOPE Initiative grant - \$128,125
  - New funding for 2023-2024 awarded from Department of Commerce for a collaboration between the CareerSource Florida network and the Florida Department of Children and Families to help Floridians achieve self-sufficiency through employment, training and support services.

## EXPENSES

Total budgeted expenses estimated to decrease from \$10,260,572 to \$9,426,205 for an overall decrease of \$834,367.

### Personnel Expenses

- Personnel Expenses expected to decrease \$<329,600>, or 6.3% from original budget.
  - Employee terminations/resignations over the last couple of months not re-filled due to decreased funding
  - New HOPE Navigator position will be filled internally

### Program Expenses

- Service Provider Contracts - \$65,000
  - Original budget was \$500,000; now \$560,000
  - New Youth Service Provider, SailFuture, contract was negotiated at \$419,000
  - Remaining funds due to no cost extension for Pinellas Education Foundation; didn't spend all contracted funds by 6/30/2023
- Training - \$<336,000>
  - Get There Faster training decreased (\$100,000) due to fewer funds carried-over to 2023-2024
  - WIOA Adult/Dislocated training (interchangeable) decreased (\$200,000) due to lower funding for 2023-2024
  - WIOA Youth training decreased (\$36,000) due to lower funding for 2023-2024
- Work-based Learning - \$<115,000>
  - Welfare Transition Summer PAYS decrease (\$25,000) for 2024 summer program due to decreased funding
  - WIOA Adult/Dislocated work-based learning decrease (\$90,000) due to lower funding for 2023-2024

### Other Expenses

- Computer Software - \$<55,500>
  - Management decision not to renew SARA; texting software used to automatically follow-up with participants. Will now require career counselors to personally reach out and follow-up with customers.

## RECOMMENDATION

Approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.

**Discussion:** None.

Motion:	David Fetkenher
Second:	Jack Geller

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

## ACTION ITEM 3 – Contract Renewal with Gray|Robinson – Governmental Relations Services

### BACKGROUND

There has been a considerable amount of legislative activity regarding workforce-related programs and services over the past few years. Representation prior to and during the upcoming legislative sessions continues to be a priority; especially with the implementation of certain portions of the REACH Act and the impending consolidation of the CareerSource Pinellas and CareerSource Tampa Bay.

It is critical that CareerSource Pinellas continues to have a voice during the transition. Chris Carmody, Gray|Robinson, has substantial experience handling governmental relations matters. Mr. Carmody is the governmental relations partner that has played an instrumental role which helped navigate through the channels, read through each bill to highlight areas of concern, and met with key legislators and staff to represent CareerSource Pinellas. By continuing to work with Mr. Carmody, we will have a voice in the discussions; one that is both focused on CareerSource Pinellas and the region while partnering on behalf of the workforce system in Florida.

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose. \$25,000 was approved for Government Relations (Lobbying) in the 2023-2024 planning budget.

## RECOMMENDATION

Approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 plus incidental expenses through June 30, 2024.

**Discussion:** None

Motion:	Esther Matthews
Second:	Jack Geller

*The Finance Committee made a motion for approval to renew the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 plus incidental expenses through June 30, 2024. There was no further discussion. The motion carried unanimously.*

## ACTION ITEM 4 – WIOA Dislocated Worker Fund Transfer

### **Background**

The Workforce Innovation and Opportunity Act (WIOA) provides the authority for Local Workforce Development Boards (LWDB), with the approval of the Governor, to transfer 100% of the funds allocated to the LWDB for adult activities for expenditure on dislocated worker activities, and dislocated worker funds for expenditure on adult activities. Funds may not be transferred to or from the WIOA Youth program.

Prior approval from Florida Department of Commerce is required for each transfer. In addition, when the request exceeds 25% of the annual allocation, the full board must vote to approve the request.

The majority of participants that are requesting training services under Occupational Skills Training or On-the-Job Training are eligible under the Adult Program rather than the Dislocated Worker program or funding. It is anticipated that our Adult funds would be exhausted if the request is not granted and we would be required to close Adult enrollment.

With approval of this transfer, CareerSource Pinellas still has sufficient funds to serve dislocated workers for the remainder of the program year.

## RECOMMENDATION

Approval to transfer up to \$1,000,000 from Dislocated Worker to Adult for July 1, 2023 – June 30, 2024, as shown above and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs.

**Discussion:** None.

Motion:	Jack Geller
Second:	Esther Matthews

*The Finance Committee made a motion for approval to transfer up to \$1,000,000 from Dislocated Worker to Adult for July 1, 2023 – June 30, 2024, as shown above and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs. There was no further discussion. The motion carried unanimously.*

## INFORMATION ITEM 1 – June 30, 2023 Financial Statements

A financial summary for the year ended June 30, 2023, was included in the meeting packet as well as the reports listed below.

- a. Statement of Activities: Current Year vs. Prior Year
- b. Statement of Activities: Current Year vs. Budget
- c. Cost Allocation/Expenditure Report for PE 6/30/2023
- d. Pooled Cost Report 6/30/2023
- e. Grant Status Report 6/30/2023

**INFORMATION ITEM 2 – Insurance Update**

Hub International, the organization's Insurance Broker, obtained coverage business insurance renewals effective July 1, 2023.

The policy register was included in the meeting packet and included additional information for 2023-2024 insurance coverages premiums. A marketing summary and any loss runs for any claims paid were included in the packet as well. Charles Chunn, Executive VP from HUB, presented an update on CareerSource Pinellas' 2023-2024 insurance coverage.

**INFORMATION ITEM 3 – June 30, 2023 Unrestricted Cash**

As of June 30, 2023, CareerSource Pinellas had almost \$856,000 of unrestricted funds available deposited.

**Adjournment** – Barclay Harless adjourned the meeting at 10:35am.