



January 30, 2018, 9:00 AM
Via Teleconference
Conference Dial: 1-800-501-8979
Conference Code: 268-7509#

Finance Committee

Agenda

- I. Welcome and Introductions**.....Dr. Robert Arnold, Chair
- II. Action/Discussion Items**
 - 1. Approval of Minutes – November 28, 2017..... Page 2
 - 2. Program Year 2017-2018: Budget Modification 4..... Page 4
- III. Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for committee review)
- IV. Information Items**
 - 1. Financial Update for Period Ended December 31, 2017Page 8
- V. Public Comments**
- VI. Adjournment**

Next Finance Committee Meeting- February 27, 2018



**CareerSource Pinellas
Finance Committee**

Date: November 28, 2017, 2017-- 9:00A.M.

Location: Teleconference

Call to Order

Chairman Dr. Robert Arnold, called the Finance Committee meeting to order at 9:01 a.m. There was a quorum present with the following Finance Committee members participating.

Committee Members in attendance

Jack Geller, Lenne Nicklaus

Committee Members not in attendance

Bill Price, Karla Leavelle

Staff Present

Edward Peachey, Sheila Doyle, Luna Clarke.

Action/Discussion Items

Action Item 1 – Approval of Minutes of October 24, 2017 Finance Committee Meeting

The minutes of October 24, 2017 Finance Committee Meeting were presented for approval.

Motion: Jack Geller

Second: Dr. Arnold

The minutes were approved as presented. The motion carried.

Action Item 2 – Approval of Budget Modification No. 3

Information:

Total budgeted revenue has increased from \$14,696,937 to \$15,425,653 for an overall increase of \$728,716.

This is due to the following:

Workforce Investment Act Programs:

New award – Sector Strategies Career Ready for \$140,000

New award – Sector Strategies IT Training for \$180,000

New award – Sector Strategies Construction for \$60,000

New award – Governor’s Challenge for \$100,000

Employment Services Programs:

Increase in SNAP of \$66,706

Decrease in Unemployment Services of \$3,990

Welfare Transition Programs:

Increase in Welfare Transition of \$1,000

Direct Grants and Special Programs:

Increase in DCF Food for families \$185,000

Motion: Jack Geller

Second: Dr. Arnold

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

Information Items

Financial update for period ended October 31, 2017

The grant award to expenditures report was provided in the meeting packet. CareerSource Pinellas has expended 26% of its 2017-2018 budgets.

Other Administrative Matters

None.

Public Comments

There were none.

Adjournment

The meeting was adjourned at 9:11a.m.

DRAFT



Action Item 2

Program Year 2017 – 2018 Budget Modification No. 4

Information:

Total budgeted revenue has increased from \$15,425,653 to \$15,909,627 for an overall increase of \$483,974. This is due to the following:

Workforce Investment Act Programs:

New award – Governor’s Challenge-Hurricane Maria for \$21,280
Increase in Governor’s Challenge of \$183,334

Employment Services Programs:

Increase in SNAP of \$33,000
Increase in TAA of \$59,423

Direct Grants and Special Programs:

Increase in NEG SP of \$186,937

Recommendation

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

**CareerSource Pinellas
Modification #4 to PY 2017-2018 Budget**

BUDGET

Program:	Approved Budget	Modification #4	Modified Budget
WIOA Adult	1,624,489	-	1,624,489
WIOA Youth	1,520,618	-	1,520,618
WIOA Dislocated Worker	2,841,877	-	2,841,877
WIOA Supplemental	214,666	-	214,666
WIOA Community Based Sector Strategies	134,179	-	134,179
WIOA Sector Strategies Career Ready	140,000	-	140,000
WIOA Sector Strategies IT Training	180,000	-	180,000
WIOA Sector Strategies Construction	60,000	-	60,000
WIOA Govenors Challenge	100,000	183,334	283,334
WIOA Govenors Challenge-Hurricane Maria	-	21,280	21,280
WIOA Performance Incentives	196,635	-	196,635
Subtotal Formula-Based Programs	7,012,464	204,614	7,217,078
TAA	253,343	59,423	312,766
Subtotal Special Projects	253,343	59,423	312,766
Subtotal WIOA	7,265,807	264,037	7,529,844
Wagner Peyser	600,057	-	600,057
Wagner Peyser Performance Incentives	14,259	-	14,259
Wagner Peyser Coop Outreach	42,282	-	42,282
Veterans Programs	125,000	-	125,000
SNAP	516,706	33,000	549,706
SNAP ERS	30,700	-	30,700
Unemployment Services	56,010	-	56,010
	-	-	-
Subtotal DEO	1,385,014	33,000	1,418,014
Welfare Transition Program	2,346,034	-	2,346,034
Welfare Transition-NCPP	1,416,000	-	1,416,000
Subtotal WTP	3,762,034	-	3,762,034
Pre-Vocational Training	400,000	-	400,000
Re-Employment & Eligibility Assessments	404,488	-	404,488
NEG - SP	-	186,937	186,937
USDOL Youthbuild 2016	636,887	-	636,887
DCF - Food for Families	635,000	-	635,000
Florida Makes	366,602	-	366,602
Americorps	193,614	-	193,614
Able Trust - Ability Initiative Grant	109,012	-	109,012
JWB Youth Innovators	67,195	-	67,195
Science Center	200,000	-	200,000
Subtotal Direct Programs	3,012,798	186,937	3,199,735
Total Combined	15,425,653	483,974	15,909,627

CareerSource Pinellas
CAREERSOURCE PINELLAS BUDGET
 PY 2017 (July 2017-June 2018)

	Workforce Innovation & Opportunity Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CareerSource Pinellas Budget PY 17-18	Modification #4	Prior CareerSource Pinellas Budget PY 17-18
REVENUE							
P.Y. 2017 CONTRACTS	5,608,762	1,665,670	3,762,034	3,093,174	14,129,640	511,516	13,618,124
CARRYFORWARD	1,608,317	65,109	-	106,561	1,779,987	(27,542)	1,807,529
TOTAL REVENUE	7,217,079	1,730,779	3,762,034	3,199,735	15,909,627	483,974	15,425,653
EXPENDITURES:							
CAREERSOURCE PINELLAS ADMIN	505,196	195,316	263,342	223,981	1,187,835	33,878	1,153,957
Indirect Cost Rate 7%							
PROJECTED EXPEND	505,196	195,316	263,342	223,981	1,187,835	33,878	1,153,957
TOTAL ADMIN % FUNDS AVAIL	7.0%	11.3%	7.0%	7.0%	7.5%	0.0%	7.5%
PROGRAM SERVICES:							
SERVICE PROVIDER CONTRACTS:							
Business Services	1,122,061	-	284,702	443,237	1,850,000	-	1,850,000
Resource Room Services	-	-	-	-	-	-	-
Case Management	885,000	560,000	985,000	635,000	3,065,000	25,000	3,040,000
Participant	1,705,000	275,000	340,000	35,000	2,355,000	250,000	2,105,000
Pinellas Education Foundation							
Out of School Staff	215,000	-	35,000	-	250,000	-	250,000
Out of School Participant	250,000	-	35,000	-	285,000	-	285,000
In School Youth Staff	10,000	-	-	-	10,000	-	10,000
In School Youth Participant	15,000	-	-	-	15,000	-	15,000
Junior Achievement	-	-	150,000	-	150,000	-	150,000
Gulf Coast - NCEP	-	-	1,315,000	-	1,315,000	-	1,315,000
SUB TOTAL SERVICE PROVIDER	4,202,061	835,000	3,144,702	1,113,237	9,295,000	275,000	9,020,000
CAREERSOURCE PINELLAS SUPPORT SERVICES:							
INDIRECT COST RATE 3%	216,512	83,707	112,861	95,992	509,072	14,519	494,553
PROGRAM STAFF DIRECT	325,000	-	-	1,020,000	1,345,000	-	1,345,000
DEO STAFF TRAVEL	-	10,000	-	-	10,000	-	10,000
ONE STOP CENTER OPERATING	290,028	144,950	106,604	108,418	650,000	-	650,000
MIS/TECHNOLOGY	175,014	97,475	53,302	54,209	380,000	-	380,000
COMMUNITY OUTREACH	10,150	241,307	4,442	7,533	263,432	(228)	263,660
EMPLOYMENT SERVICES	-	-	-	-	-	-	-
EMPLOYED WORKER TRAINING	400,000	-	-	70,000	470,000	70,000	400,000
SUBSIDIZED EMPLOYMENT	875,000	-	50,000	60,000	985,000	-	985,000
TRAINING INCENTIVES/TRAINING	110,000	20,000	-	250,000	380,000	-	380,000
STAFF INVENTIVES	-	-	-	75,000	75,000	-	75,000
ONE STOP STAFF TRAINING	14,501	4,748	5,330	5,421	30,000	-	30,000
SUB TOTAL CAREERSOURCE PINELLAS SUPP SVCS	2,416,205	602,187	332,539	1,746,573	5,097,504	84,291	5,013,213
TOTAL DIRECT CLIENT	6,618,266	1,437,187	3,477,241	2,859,810	14,392,504	359,291	14,033,213
EXCESS	93,617	98,276	21,451	115,944	329,288	90,805	238,483
SUMMARY							
TOTAL AVAILABLE	7,217,079	1,730,779	3,762,034	3,199,735	15,909,627	483,974	15,425,653
TOTAL DIRECT CLIENT	6,618,266	1,437,187	3,477,241	2,859,810	14,392,504	359,291	14,033,213
TOTAL ADMINISTRATIVE	505,196	195,316	263,342	223,981	1,187,835	33,878	1,153,957
TOTAL BUDGETED COST	7,123,462	1,632,503	3,740,583	3,083,791	15,580,339	393,169	15,187,170
EXCESS/(DEFICIENCY)	93,617	98,276	21,451	115,944	329,288	90,805	238,483



Information Items

Financial Report for Period ended December 31, 2017

**CareerSource Pinellas
Financial Report Summary
12/31/2017**

Description	Award Begin Date	Award End Date	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
Workforce Innovation & Opportunity Act						
WIOA Adult 16	7/1/16	6/30/18	64,866	64,866	100.00%	-
WIOA Adult 17	7/1/17	6/30/19	1,559,623	321,819	20.63%	1,237,804
WIOA IS Youth 16	4/1/16	6/30/18	11,380	11,380	100.00%	(0)
WIOA OS Youth 16	4/1/16	6/30/18	359,835	359,835	100.00%	(0)
WIOA IS Youth 17	4/1/17	6/30/19	114,940	8,685	7.56%	106,255
WIOA OS Youth 17	4/1/17	6/30/19	1,034,463	209,184	20.22%	825,279
WIOA Dislocated Worker 16	7/1/16	6/30/18	841,421	841,421	100.00%	(0)
WIOA Dislocated Worker 17	7/1/17	6/30/19	2,000,456	244,214	12.21%	1,756,242
WIOA Performance Incentives	7/1/16	12/31/17	116,369	116,369	100.00%	-
WIOA Performance Incentives	7/1/16	12/31/17	80,266	80,266	100.00%	-
WIOA Community Based Sector Strategy Training Init	4/1/17	9/30/18	134,179	55,015	41.00%	79,164
WIOA Community Based Sector Strategy Career READY	9/1/17	2/28/19	140,000	1,305	0.93%	138,695
WIOA Community Based Sector Strategy IT Training	7/1/17	12/31/18	180,000	1,095	0.61%	178,905
WIOA Community Based Sector Strategy Construction	7/1/17	12/31/18	60,000	47,548	79.25%	12,452
WIOA Governor's Challenge	7/1/17	12/31/18	283,334	-	0.00%	283,334
WIOA Governor's Challenge - Hurricane Maria	1/1/18	12/31/18	21,280	-	0.00%	21,280
WIOA Supplemental	7/1/17	12/31/18	214,666	-	0.00%	214,666
Total Workforce Innovation & Opportunity Act			7,217,078	2,363,002	32.74%	4,854,076
Employment Services						
Wagner Peyser 16	7/1/16	9/30/17	5,050	5,050	100.00%	-
Wagner Peyser 17	7/1/17	9/30/18	595,007	222,496	37.39%	372,511
Wagner Peyser Performance Incentives	7/1/16	12/31/17	14,259	14,259	100.00%	-
Wagner Peyser Coop Outreach Prog	7/1/17	6/30/18	42,282	-	0.00%	42,282
Disabled Veterans Outreach Program Jul-Sep	7/1/17	9/30/17	26,808	26,808	100.00%	-
Disabled Veterans Outreach Program Oct-Jun	10/1/17	9/30/18	63,192	12,872	20.37%	50,320
Local Veterans Employment Program Jul-Sep	7/1/17	9/30/17	10,369	10,369	100.00%	-
Local Veterans Employment Program Oct-Jun	10/1/17	9/30/18	24,631	4,960	20.14%	19,671
Supplemental Nutrition Assistance Program July-Sept	7/1/17	9/30/17	139,160	139,160	100.00%	-
Supplemental Nutrition Assistance Program Oct-Jun	10/1/17	9/30/18	410,546	116,872	28.47%	293,674
SNAP ERS	2/1/17	9/30/17	30,700	12,061	39.29%	18,639
Unemployment Compensation Jul-Sep	7/1/17	11/30/17	11,210	11,210	100.00%	-
Unemployment Compensation/REA	10/1/17	9/30/18	44,800	13,505	30.15%	31,295
TAA PY16 Training	10/1/16	9/30/17	39,248	39,248	100.00%	0
TAA PY17 Training	10/1/17	6/30/18	213,529	3,152	1.48%	210,377
TAA PY16 Case Management	10/1/16	9/30/17	2,903	2,903	100.02%	(0)
TAA PY17 Case Management	10/1/17	6/30/18	32,196	1,690	5.25%	30,506
TAA PY16 Administration	10/1/16	9/30/17	3,649	3,649	100.00%	0
TAA PY17 Administration	10/1/17	6/30/18	21,241	484	2.28%	20,757
Total Employer Services			1,730,779	640,748	37.02%	1,090,031
Welfare Transition						
Welfare Transition Program Jul-Sep	7/1/17	12/31/17	586,509	586,509	100.00%	-
Welfare Transition Program Oct- June	10/1/17	6/30/18	1,759,525	509,419	28.95%	1,250,106
Welfare Transition Program NCP - July-Sept	7/1/17	12/31/17	354,000	354,000	100.00%	-
Welfare Transition Program NCP - Oct-Jun	10/1/17	6/30/18	1,062,000	341,344	32.14%	720,656
Total Welfare Transition			3,762,034	1,791,272	47.61%	1,970,762
Direct Services						
Reemployment & Eligibility Assessments 17	1/1/17	12/31/17	224,258	224,258	100.00%	(0)
Reemployment & Eligibility Assessments 18	1/1/18	12/31/18	180,230	-	0.00%	180,230
NEG SP	7/1/15	6/30/18	186,937	-	0.00%	186,937
Robotics/Mechatronics Earmark Grant	7/1/17	6/30/18	400,000	129,657	32.41%	270,343
DOL- Youthbuild 2016	10/17/16	2/16/20	636,887	206,809	32.47%	430,078
DCF - Food for Families	9/1/17	12/31/17	635,000	569,146	89.63%	65,854
Florida Makes	3/1/17	2/28/18	366,602	115,320	31.46%	251,282
Americorp	8/1/17	7/31/18	193,614	23,016	11.89%	170,598
Able Trust	7/1/17	6/30/18	109,012	39,411	36.15%	69,601
JWB Youth Innovators - 2017	10/1/16	9/30/17	30,471	11,519	37.80%	18,952
JWB Youth Innovators - 2018	10/1/17	9/30/18	36,724	3,107	8.46%	33,617
Science Center/STEMe	7/1/17	6/30/18	200,000	208,554	104.28%	(8,554)
Total Direct Services			3,199,736	1,530,797	47.84%	1,668,939
Grand Total			\$ 15,909,626	\$ 6,325,819	39.76%	\$ 9,583,807