



Finance Committee Meeting

Tuesday, February 8, 2022 – 11:00am
CSB Conference Room, Rockledge

Join on your computer or mobile app [Click here to join the meeting](#)
Or call in (audio only) +1 561-486-1414, 779018203# Phone Conference ID: 779 018 203#

Attendees: Colleen Browne (Chair), Daryl Bishop, William Chivers, Wayne Olson,
 Amar Patel

Agenda

*To facilitate and be the catalyst for workforce development services
 that are responsive to the employment needs of Brevard County*

Page Number

Call to Order

Colleen Browne

Roll Call

Public Comment:

Action Items:

Approval of Finance minutes for 11/1/2021

Colleen Browne

1 – 2

Approval of PY 2020/2021 Audit

Richard Meagher

3 – 4

Discussion/Information Items:

A. Auditing/Monitoring Activity Report

Richard

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B. Financial Reports

Richard

6 – 10

C. Vendor Payment Report

Richard

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Adjourn

Meeting information is always available @ careersourcebrevard.com

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting Holly Paschal at (321) 394-0507. Persons who are hearing or speech impaired can contact Holly Paschal through the Florida Relay Service by dialing 7-1-1

Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

August 2021

2nd Executive Committee-4:00pm
 19th Board of Directors-8:00am

October 2021

12th Industry Workforce Committee-8:30am
 26th Career Center Committee-8:30am

November 2021

1st Finance Committee-3:30pm
 1st Executive Committee-4:00pm
 18th Board of Directors-8:00am

January 2022

13th Industry Workforce Committee-8:30am
 25th Career Center Committee-8:30am

February 2022

7th 8th Finance Committee-11:00am
7th 3rd Executive Committee-4:00pm
17th Board of Directors-8:00am

April 2022

12th Industry Workforce Committee-8:30am
26th Career Center Committee-8:30am

May 2022

2nd Finance Committee-3:30pm
2nd Executive Committee-4:00pm
19th Board of Directors Retreat-8:00am-12pm (TBD)

CareerSource Brevard (CSB)
Finance Committee Meeting
November 1, 2021

MINUTES

The meeting was held via teleconference during the COVID-19 pandemic.

Members in Attendance: Colleen Browne (Chair), Daryl Bishop, Wayne Olson, Amar Patel.

Members Absent: William Chivers.

Staff in Attendance: Marci Murphy, Richard Meagher, Holly Paschal, Lyn Sevin, Jeff Witt.

Guests: None

Colleen Browne called the meeting to order at 3:30pm.

Roll Call

Public Comments: There was no public comment.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for August 2, 2021 made by Daryl Bishop and seconded by Wayne Olson. Motion passed unanimously.

Discussion/Information Items:

Accountant

Marci Murphy explained the process involved in hiring a new Accountant. She said she is working with Robert Half agency but no suitable candidates have been found. The next step will be to use Indeed online services. Richard Meagher also agreed to reach out to his trade organization.

Audit

Ms. Murphy said that Grau's draft audit was not available for review by the Finance Committee but that if it is received before the board meeting on November 18, she will schedule a Finance Meeting to review prior to submitting to the Board for approval.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on September 30, 2021.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2021 through September 30, 2021. There was discussion on the Hurricane Grants which ended September 30 and the effect it would have on indirect costs. There was also discussion on increase in salary costs.

Adjournment:

The meeting adjourned at 4:00pm

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

11/2/2021
Date

(signature on file)
Colleen Browne

11/2/2021
Date



February 8, 2022

Action Brief

Program Year 2020-2021 Audit Report

Background

Grau and Associates has completed an audit of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ended June 30, 2021. The audit was conducted in accordance with generally accepted auditing standards. In their opinion, the financial statements present fairly, in all material respects, CSB's financial position as of June 30, 2021, and the changes in its net assets and cash flows for the year then ended, in conformity with generally accepted accounting principles.

The auditors' report expresses an unmodified opinion on the financial statements of Brevard Workforce. The Schedule of Findings (attached) indicates that there were no reportable conditions in internal control, and no material instances of noncompliance. CSB was determined to be a low-risk auditee pursuant to the Uniform Guidance.

The audit team from Grau and Associates will present the audit report at the CSB Board of Directors meeting on February 17, 2022.

Action

Recommend to the full Board of Directors that they accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ended June 30, 2021.

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the Brevard Workforce Development Board, Inc.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Brevard Workforce Development Board, Inc. were disclosed during the audit.
4. No significant deficiencies or material weaknesses relating to the audit of the major federal award programs are reported in the independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance.
5. The independent auditor's report on compliance for each major federal awards program of Brevard Workforce Development Board, Inc. expresses an unmodified opinion.
6. There were no audit findings relative to the major federal awards tested for Brevard Workforce Development Board, Inc.
7. Dollar threshold for Type A programs was \$750,000. The programs tested as major programs include:

<u>Federal Program</u>	<u>CFDA</u>
National Emergency Grants	17.277
Coronavirus Relief Fund	21.019

8. Brevard Workforce Development Board, Inc. was determined to be a low-risk auditee pursuant to the Uniform Guidance.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS

None

D. OTHER ISSUES

No summary schedule of prior audit findings is required because there were no prior audit findings related to Federal awards programs.

No corrective action plan is required because there were no findings required to be reported under the Federal Single Audit Act.



**Auditing & Monitoring Activity
Program Year 2021-2022
February 2022**

Auditor	Report Date	Review Covered	Summary of Activity	Notes
<p>Annual Financial Audit</p> <p>Grau & Associates</p>		07/01/20 - 06/30/21	<p>The report expresses an unmodified opinion on the financial statements of CSB, with no reportable conditions and no instances of noncompliance.</p> <p>The auditors will present their report to the full board at its February 17 meeting.</p>	No Findings
<p>Internal Monitoring</p> <p>Taylor, Hall Miller, Parker</p>	01/20/22	07/01/21 - 12/31/21	<p>Monitoring efforts were comprised of three categories including CareerSource, Subrecipients and Program Services.</p> <p>CareerSource – This portion of the monitoring encompassed contracts, internal control questionnaire, and financial transactions. No findings, two observations.</p> <p>Subrecipients – This portion of the monitoring encompassed subrecipient’s risk assessment, audit review and payment request. No findings, one observation.</p> <p>Program Services – This portion of the monitoring encompassed a review of Welfare Transition, SNAP, Wagner-Peyser, RESEA, NDWG and WIOA programs. For combined Program Services, there were 5 findings and 6 observations. A summary of the findings include:</p> <ul style="list-style-type: none"> - (1) WT customer’s file did not have a documented attempt to contact verbally for pre-penalty counseling. - (1) SNAP customer was not assigned to 80 hours in required E&T components. - (1) WIOA Youth customer was under the age of 18 at the time of WIOA application, but parent/guardian signature on the application was not obtained. - (3) WIOA Youth customer files did not include a signed IEP as required for WIOA eligibility to receive program services. Note: This represents (1) finding. - (2) Wagner-Peyser customer files did not include a case note documenting the customer’s permission to make the referral as required by CareerSource Florida Policy #099. Note: This represents (1) finding. 	<p>5 Findings 9 Observations</p> <p><i>Most of the issues were resolved on-site, however CareerSource Brevard is now working through the corrective action plan phase.</i></p>



February 8, 2022

Information Brief

Financial Reports

Background

The three reports that follow this brief will provide the Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2021 and ending on December 31, 2021.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)

The report provides a comprehensive analysis of funding and spending in the first half of program year 2021-2022 as follows:

- Displays all grant revenues for the current year, including carry-in funding from the prior year, current year grant awards, and planned carryover for the next program year. Major funding streams are detailed in separate columns.
- The annual budget and cumulative expenditures are summarized into eight major categories: (1) staff salaries and fringe benefits; (2) program operations and business services costs; (3) infrastructure and maintenance related costs; (4) IT and technology related costs; (5) contracted service provider costs; (6) customer training activities; (7) customer support services; (8) indirect costs.
- Expenditures are displayed in separate columns for each major funding stream. Total expenditures and percentages of the annual budget expended within each category are also shown.
- Actual indirect costs incurred to date are shown in the right column for each expenditure category. The total indirect cost applied to the grants using our federally negotiated indirect cost rate is deducted at the bottom of the column to arrive at the surplus or deficit indirect cost recovered to date.

CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)

- Displays the number of individuals identified as placed in EFM or found in Department of Revenue New Hire data, as reported on the DEO Monthly Management Report.

- Displays the number of job seekers in EFM who have not received a reportable service in the last 90 days, as reported on the DEO Monthly Management Report.
- Displays the total number of advertised occupations for each month, as reported on the Help Wanted OnLine Monthly Job Demand Report.
- Calculates the CSB total monthly spending per job placement (total monthly expenditures divided by total monthly job placements).
- Displays the quarterly calculations for required spending caps:
 - 1) Administration – limited to 10% of expenditures at year-end
 - 2) ITA Spending – minimum of 30% of expenditures at year-end
 - 3) Youth Spending – minimum of 75% for out-of-school youth

CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)

- Reports current balance of unrestricted funds available.
- Displays revenue, expenses and the resulting profit or loss for each Fee for Service project in the current year (since July 1).
- Calculates each revenue and expense category as a percentage of total revenue earned for each revenue and expense category.



Budget to Actual Report

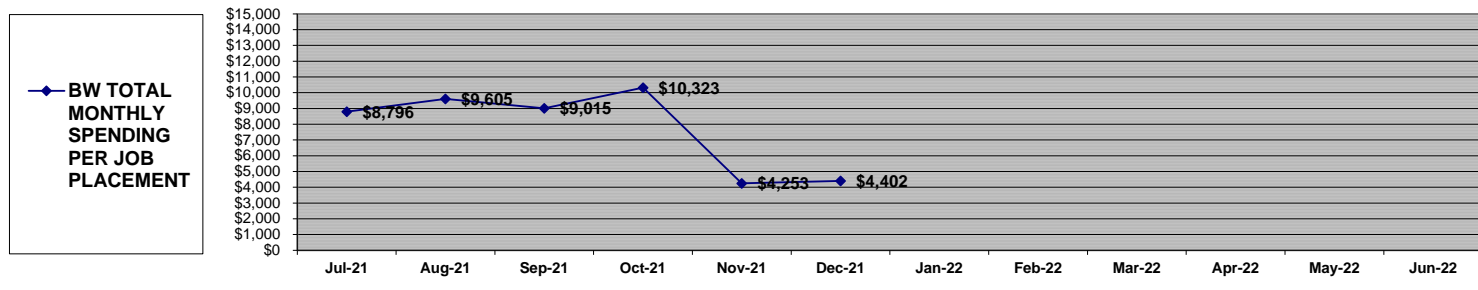
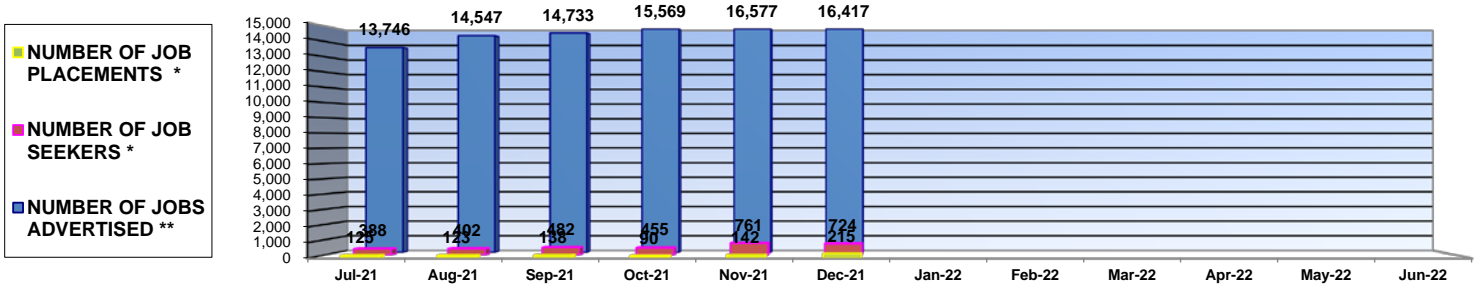
As of December 31, 2021

Revenue PY 2021 - 2022	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Grants	Other Grants	INDIRECT POOL
Carry In Funds From PY 20 - 21	279,736	-	-	-	160,421	-	119,315	
PY 21 - 22 Awards	11,128,764	1,378,135	699,285	450,000	1,196,502	4,058,159	3,346,683	
Award Total - Available Funds	11,408,500	1,378,135	699,285	450,000	1,356,923	4,058,159	3,465,998	
LESS planned Carryover For PY 22 - 23	-	-	-	-	-	-	-	
Total Available Revenue	11,408,500	1,378,135	699,285	450,000	1,356,923	4,058,159	3,465,998	

Expenditures								Total Expenditures - 12/31/21	% of Budget - 12/31/21	
Staff Salaries/Fringe Benefits	1,545,200	78,492	25,606	30,549	82,599	407,905	127,942	753,093	48.7%	254,268
Program Operations/Business Services	1,368,100	94,352	30,780	36,722	99,291	490,331	153,798	905,274	66.2%	42,343
Infrastructure/Maintenance Related Costs	958,200	40,804	13,311	15,881	42,939	212,047	66,509	391,491	40.9%	13,473
IT Costs/Network Expenses	438,500	16,144	5,266	6,283	16,988	83,895	26,315	154,891	35.3%	1,774
Contracted One-Stop Services	4,150,400	182,409	210,117	41,562	341,728	624,794	302,657	1,703,267	41.0%	-
Customer Training Activities	2,198,100	176,573	18,562	54,811	19,648	1,351,444	67,833	1,688,871	76.8%	-
Customer Support Services	100,000	3,348	5,438	2,046	7,165	11,063	1,172	30,232	30.2%	-
Indirect Cost (Budgeted @ 6% of Direct)	650,000	38,949	19,173	10,161	28,664	240,776	53,894	391,617	48.0%	(391,617)
TOTAL EXPENDITURES	11,408,500	631,071	328,253	198,015	639,022	3,422,255	800,120	6,018,736	52.8%	(79,759)

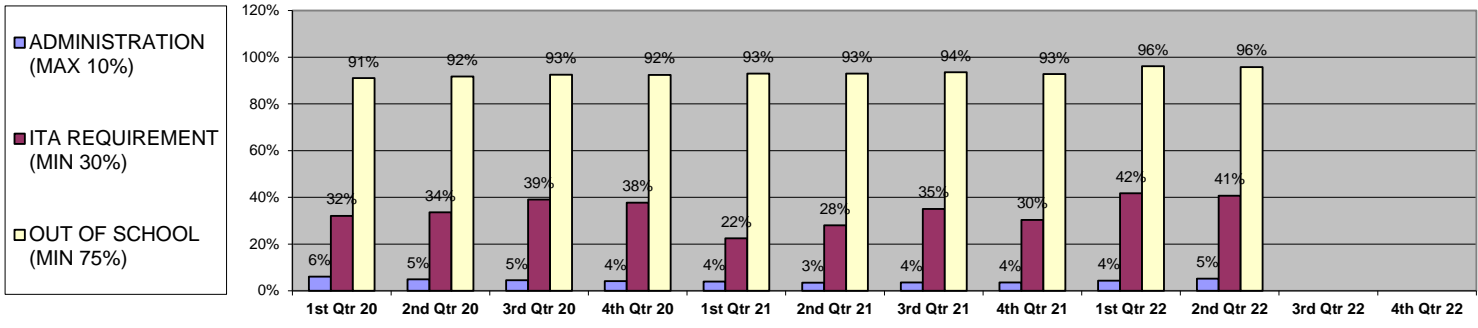
REMAINING AVAILABLE FUNDS		747,064	371,032	251,985	717,901	635,904	2,665,878		
% OF FUNDS EXPENDED BY GRANT THROUGH 12/31/21		45.8%	46.9%	44.0%	47.1%	84.3%	23.1%		

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports
 ** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:											
ADMINISTRATION (MAX 10%)	156,767	281,964	418,590	552,984	141,733	265,662	391,282	541,892	151,800	313,374	
PROGRAM ACTIVITIES	2,427,239	5,435,230	8,733,631	12,881,996	3,406,579	7,349,980	10,565,082	14,532,965	3,373,255	5,690,997	
CUSTOMER SPENDING:											
STATE ITA COSTS (MIN 30%)	169,810	379,150	573,734	723,452	110,878	217,060	420,757	699,459	156,560	267,019	
OTHER PROGRAM COSTS	359,950	748,012	893,311	1,195,962	382,653	556,526	780,536	1,609,109	218,239	389,341	
YOUTH SPENDING:											
IN-SCHOOL	24,911	55,186	54,328	69,794	16,784	13,071	29,987	46,927	6,131	12,987	
OUT-OF-SCHOOL (MIN 75%)	252,848	612,562	673,673	850,816	221,929	172,829	439,803	603,788	153,264	296,093	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2021 - 12/31/2021)

Unrestricted Balances: Cash on Hand \$221,259 Certificates of Deposit \$75,981 Total \$297,240

	Healthcare Ambassador Program		AARP BTW 50+ Program		Juniors to Jobs Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 40,006	100.0	\$ 10,000	100.0	\$ -	-	\$ -	0.0	\$ 5,322	99.5	\$ 55,328	94.5
Contract Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	3,171	100.0	-	0.0	3,171	5.4
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	28	0.5	28	0.0
Total Revenue	\$ 40,006	100.0	\$ 10,000	100.0	\$ -	-	\$ 3,171	100.0	\$ 5,350	100.0	\$ 58,527	100.0
Expenses												
Personnel	\$ 31,641	79.1	\$ -	0.0	\$ -	-	\$ 25	0.8	\$ 11,111	207.7	\$ 42,777	73.1
Travel / Training	350	0.9	-	0.0	-	-	-	0.0	-	0.0	350	0.6
Outreach	250	0.6	-	0.0	-	-	-	0.0	4,020	75.1	4,270	7.3
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	-	0.0	802	8.0	-	-	-	0.0	650	12.1	1,452	2.5
Equipment	-	0.0	-	0.0	-	-	-	0.0	255	4.8	255	0.4
Professional Services	-	0.0	892	8.9	-	-	4	0.1	865	16.2	1,761	3.0
Customer Training	-	0.0	2,132	21.3	-	-	-	0.0	-	0.0	2,132	3.6
Customer Support	3,210	8.0	1,386	13.9	250	-	-	0.0	7,550	141.1	12,396	21.2
Indirect Costs	4,555	11.4	670	6.7	32	-	4	0.1	3,142	58.7	8,403	14.4
Total Expenses	\$ 40,006	100.0	\$ 5,882	58.8	\$ 282	-	\$ 33	1.0	\$ 27,593	515.8	\$ 73,796	126.1
Net Profit (Loss)	\$ -	0.0	\$ 4,118	41.2	\$ (282)	-	\$ 3,138	99.0	\$ (22,243)	-415.8	\$ (15,269)	-26.1

VENDOR PAYMENTS REPORTED FROM 10/1/21 - 12/31/21 (>\$1,500)

VENDOR	TOTAL	PURPOSE
Abila	5,602.00	CSB fund accounting software support renewal
Ahern Rentals	3,422.00	Heavy equipment for Hurricanes Irma and Dorian
Allied Universal Security Services	1,714.00	Security guard services for career centers
AVIS Rent A Car System	54,768.00	Rental trucks for Hurricane Irma and Dorian
Brandt Ronat and Company	10,683.00	Multimedia outreach support / CDBG grant materials
Brevard Business News	3,250.00	Full color ads in BBN to promote CSB programs (5)
Essential Education	2,299.00	Tabe Academy study program licenses (50)
Graphic Press	1,701.00	Business cards and workbooks for job seekers
Grau and Associates	22,500.00	CSB annual financial and compliance audit
HERC Rentals	115,861.00	Heavy equipment for Hurricanes Irma and Dorian
KnowBe4	1,870.00	Security awareness training subscription renewal
Merritt Island Air & Heat	2,183.00	HVAC maintenance at Rockledge & Palm Bay centers
New York Wired for Education	24,000.00	Metrix online learning unlimited subscription
Softchoice Corporation	15,797.00	Cisco SMARTnet service agreement renewal
Sunbelt Rentals	36,235.00	Heavy equipment for Hurricanes Irma and Dorian
Tropic Fleet Services	4,115.00	Fuel for Hurricane Irma and Dorian rental vehicles
United Rentals	27,662.00	Utility vehicles for Hurricane Irma restoration
Workforce 180 LLC	3,250.00	Case management online career center staff training
Wright Express	16,580.00	Fuel for Hurricane Irma and Dorian rental vehicles
Zschool at Stetson University	1,960.00	Disruptive leadership online staff training certs (2)
	355,452.00	