



Finance Committee Meeting
Wednesday, August 2, 2023 – 3:30pm
CSB Boardroom or Virtually

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Or call in (audio only) [+1 561-486-1414](tel:+15614861414) #656784937# Phone Conference ID: 656 784 937#

Attendees: Shawn Beal, Colleen Browne (Chair), Wayne Olson, and 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	<i>Colleen Browne</i>	
Roll Call		
Public Comment:		
Action Items:		
A. Approval of Finance Committee minutes for 5/1/2023	<i>Colleen Browne</i>	1-2
Discussion/Information Items:		
A. Budget Update for PY 22/23	<i>Lynn Hudson</i>	3
B. President’s Report	<i>Marci Murphy</i>	
C. Financial Reports	<i>Lynn Hudson</i>	4 - 8
D. Vendor Payment Report	<i>Lynn Hudson</i>	9 - 10
Adjourn		

Meeting information 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:

August 2023

2nd Finance Committee-3:30pm
2nd Executive Committee-4:00pm
8th Board of Directors -8:30am

September 2023

No meetings

October 2023

10th Industry Workforce Committee-8:30am
24th Career Center Committee-8:30am

November 2023

6th Finance Committee-3:30pm
6th Executive Committee-4:00pm
16^h Board of Directors-8:30am

December 2023

No meetings

January 2024

16th Industry Workforce Committee-8:30am
23rd Career Center Committee-8:30am

February 2024

5th Finance Committee-3:30pm
5th Executive Committee-4:00pm
15th Board of Directors 8:30am

March 2024

No meetings

April 2024

9th Industry Workforce Committee-8:30am
23rd Career Center Committee-8:30am

May 2024

6th Finance Committee-3:30pm
6th Executive Committee-4:00pm
16th Board of Directors {Annual Meeting & Retreat}-
8:30am

June 2024

No meetings

CareerSource Brevard (CSB)
Finance Committee Meeting
May 1, 2023

MINUTES

The meeting was held in person and virtually.

Members in Attendance: Colleen Browne (Chair), Wayne Olson (virtually), and Amar Patel (virtually).

Members Absent: Shawn Beal

Staff in Attendance: Marci Murphy, Lynn Hudson, Holly Paschal, and Jeff Witt.

Guests: None

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

Roll Call: Holly Paschal

Public Comments: There was no public comment.

Action Items:

Approval of Finance Committee Minutes

Motion to approve the Finance Committee minutes for February 6, 2023, made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Approval of the Proposed PY 22-23 Budget

Lynn Hudson shared the Proposed PY 22-23 Budget with the Committee. Motion to approve the Proposed Program Year 22-23 Budget made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously.

WIOA DW to Adult Transfer Request

Lynn Hudson reviewed the WIOA DW to Adult Transfer Request with the Committee. Marci Murphy and Lynn Hudson explained that prior to two years ago, moving funds from DW to Adult was moved without having to get approval, however, for the past two years, we must bring this request for approval. Motion to approve the WIOA DW to Adult Transfer Request made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously.

Discussion/Information Items:

Monitoring Report for PY 22/23

Marci Murphy gave an overview of the Monitoring Report for PY 2022-2023 and explained there were four the findings with the Taylor, Hall, Miller, and Parker monitoring, and explained each finding and the corrected action plan. Ms. Murphy also shared the DEO monitoring, and informed the Committee that there were eight findings, and she explained each finding and the corrective action plan.

Finance Policy/Procedure Changes

Lynn Hudson gave an update on the modifications to the Finance Department Policy and Procedures Manual and explained that the changes made were recommended by auditor James Moore Company and DEO.

President's Report

Marci Murphy shared what her focus will be for the remainder of the year and beyond. She discussed changes in the Operations Department which include the current V.P. Jana Bauer's resignation and last day on May 12th. Ms. Murphy informed that the current Program Manager James Watson will replace Ms. Bauer as the Vice President. Ms. Murphy informed the Committee that the FAWA Grant has a new Project Coordinator, Stephanie Robinson.

Ms. Murphy gave an overview of CSB's partnership with Dwyer Workforce and informed that an MOU was created with an effective date of May 1, 2023, but that the MOU is currently under review by Dwyer's attorney. She states there is a set aside of \$100k for 50-70 projected C.N.A. scholarships for the year with July 1, 2023, as the starting date for monies to be available. The in-person meeting with Dwyer and two of the training vendors, EFSC, and Doxa went well, however, the third vendor, Brevard Nursing Academy was not able to attend. There were skilled nursing facilities at the meeting to ask and answer questions. During the meetings, the group discussed items such as transportation support services, tickets to venues, and Dwyer funds being used for support services that CSB is unable to fund due to funding restrictions.

Marci Murphy shared information regarding the consolidation such as a meeting Ms. Murphy had with Ernst & Young and CSF on March 29th, and her weekly meetings with the CareerSource Volusia-Flagler President. Ms. Murphy informed the Committee that she will address the consolidation with the board during the next board meeting and will share updates with the board.

Ms. Murphy notified the Committee of some of the upcoming events; On May 2, 2023, EFSC TV Network will be interviewing Ms. Murphy on workforce topics such as the need/demand for high tech workers on the Space Coast and job searching changes. On May 9th and May 10th, she will be attending the Florida Economic Development Conference in Orlando and will be a panel speaker on "Fortifying the Space Industry Talent Pipeline" on May 10th.

Financial Reports

Lynn Hudson explained the financial reports to include the CSB budget and states that CSB expects to be about 75% spent at the end of the third quarter, with most of the budget line items spending close to plan, with an overall expenditure rate of 68%, and informed that our I.T. Department usually spends their budget in the last quarter of the year.

Vendor Payment Report

Staff reviewed the Vendor Payment report from January 1, 2023, through March 31, 2023.

Adjournment:

The meeting adjourned at 3:57pm.

Submitted by,

Reviewed by,

(Signature on file)

Holly Paschal

5/03/2023

Date

(Signature on file)

Colleen Browne

5/03/2023

Date



August 2, 2023

Information Brief

Budget Update for Program Year (PY) 2023-2024

Background

In May the CSB Board approved a budget of \$10,474,000 for PY 2023-2024. The Board motion also granted the President the authority to add or increase budget items as additional funds become available throughout the program year.

Current Status

After completing our PY 2022-2023 closeout, we have \$458,721 in WIOA formula funding to carry forward into the PY 2023-2024 budget. That figure is 15% higher than the \$400,000 that was included in the original budget. We also have \$5,482,158 in other ongoing grant funding to carry in from PY 2022-2023, and that figure is 3% higher than the original budget projection of \$5,336,372.

In summary, the budgeted funding for PY 2023-2024 will increase by 2% from \$10,474,000 to \$10,678,500 as we begin the new program year. We will monitor funding and spending closely throughout the year and inform the Board as budget adjustments are needed.



August 2, 2023

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, 2022 and ending on June 30, 2023.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)

The report provides a comprehensive analysis of funding and spending in the program year 2022-2023 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

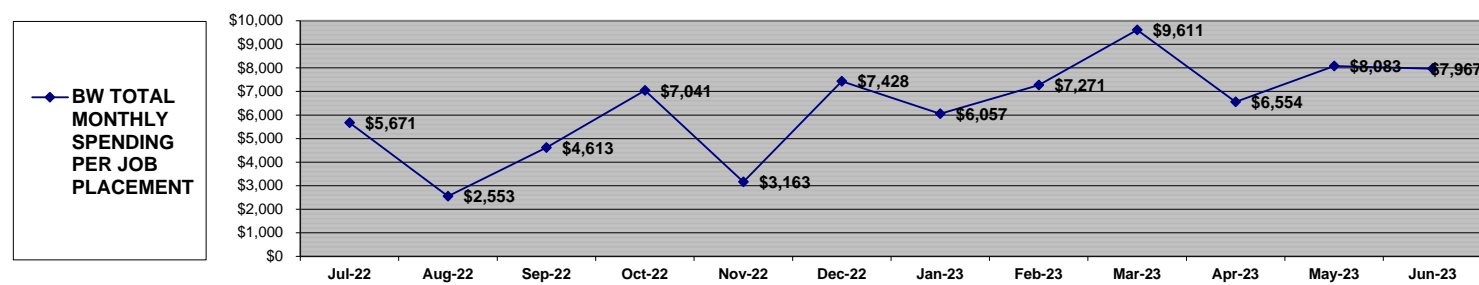
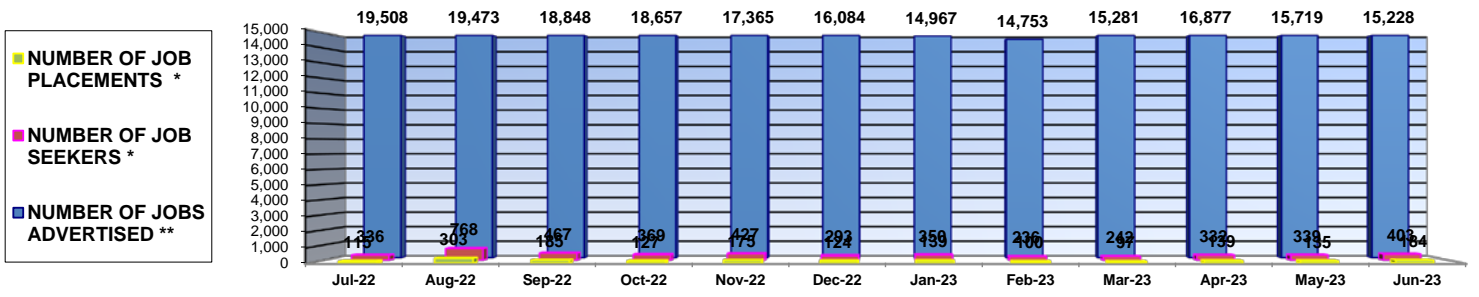
As of June 30, 2023

Revenue PY 2022 - 2023	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Grants	Other Grants	INDIRECT POOL
Carry In Funds From PY 21 - 22	435,336	155,370	-	101,106	178,860	-	-	
PY 22 - 23 Base Awards	15,382,827	759,459	629,085	700,041	1,259,647	3,382,699	8,651,896	
PY 22 - 23 Supplements / Transfers	650,337	334,890	-	(134,553)	450,000	-	-	
Award Total - Available Funds	16,468,500	1,249,719	629,085	666,594	1,888,507	3,382,699	8,651,896	
LESS planned Carryover For PY 23 - 24	(5,188,900)	-	-	(400,000)	(350,000)	-	(4,438,900)	
Total Available Revenue	11,279,600	1,249,719	629,085	266,594	1,538,507	3,382,699	4,212,996	

Expenditures								Total Expenditures - 6/30/23	% of Budget - 6/30/23	
Staff Salaries/Fringe Benefits	1,501,800	124,935	87,040	48,728	151,343	429,116	609,961	1,451,123	96.6%	527,547
Program Operations/Business Services	1,192,900	96,833	67,463	37,768	117,302	332,597	472,768	1,124,731	94.3%	98,549
Infrastructure/Maintenance Related Costs	872,700	62,706	43,686	24,457	75,960	215,377	306,147	728,333	83.5%	63,816
IT Costs/Network Expenses	407,000	27,889	19,430	10,877	33,784	95,790	136,158	323,928	79.6%	28,382
Contracted One-Stop Services	3,798,400	398,108	282,932	51,078	584,893	738,086	1,543,729	3,598,826	94.7%	-
Customer Training Activities	2,674,300	441,019	47,340	41,789	27,080	1,120,818	803,993	2,482,039	92.8%	-
Customer Support Services	100,000	8,817	18,407	625	23,130	7,447	41,921	100,347	100.3%	-
Indirect Cost (Budgeted at 7% of Direct)	732,500	89,412	34,463	20,875	49,782	225,602	298,160	718,294	98.1%	(718,294)
TOTAL EXPENDITURES	11,279,600	1,249,719	600,761	236,197	1,063,274	3,164,833	4,212,837	10,527,621	93.3%	-

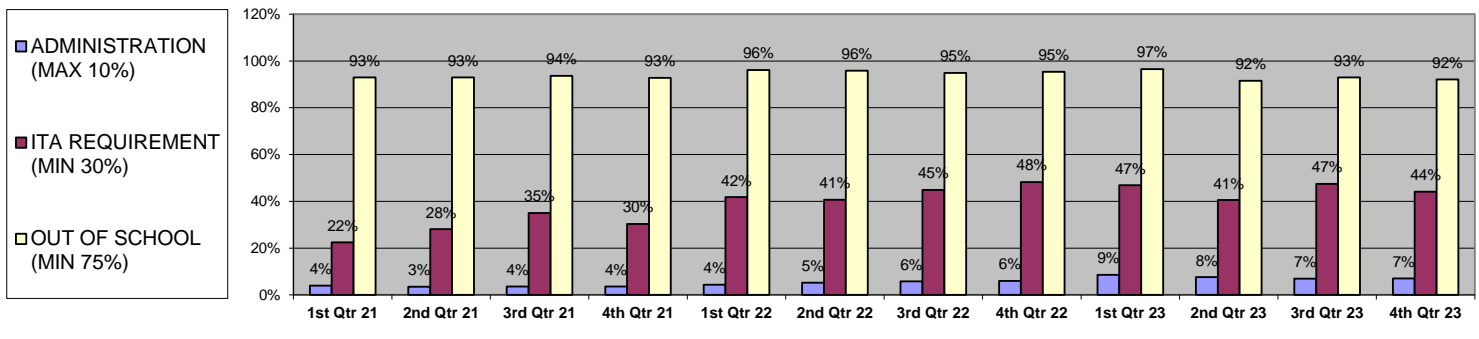
REMAINING AVAILABLE FUNDS	-	28,324	30,397	475,233	217,866	159			
% OF FUNDS EXPENDED BY GRANT THROUGH 6/30/23	100.0%	95.5%	88.6%	69.1%	93.6%	100.0%			

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



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

ANNUAL SPENDING CAPS BY QUARTER



Category	1st Qtr 21	2nd Qtr 21	3rd Qtr 21	4th Qtr 21	1st Qtr 22	2nd Qtr 22	3rd Qtr 22	4th Qtr 22	1st Qtr 23	2nd Qtr 23	3rd Qtr 23	4th Qtr 23
PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	141,733	265,662	391,282	541,892	151,800	313,374	485,854	678,148	193,893	350,822	496,755	748,288
PROGRAM ACTIVITIES	3,406,579	7,349,980	10,565,082	14,532,965	3,373,255	5,690,997	7,883,208	10,647,132	2,085,113	4,297,046	6,652,396	9,869,017
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	110,878	217,060	420,757	699,459	156,560	267,019	459,397	639,159	218,943	355,097	497,377	565,175
OTHER PROGRAM COSTS	382,653	556,526	780,536	1,609,109	218,239	389,341	565,417	685,024	247,989	521,175	550,391	716,593
YOUTH SPENDING:												
IN-SCHOOL	16,784	13,071	29,987	46,927	6,131	12,987	24,277	30,364	6,362	32,212	23,010	44,792
OUT-OF-SCHOOL (MIN 75%)	221,929	172,829	439,803	603,788	153,264	296,093	450,860	624,636	178,134	347,893	303,317	521,506



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2022 - 6/30/2023)

Unrestricted Balances: Cash on Hand \$255,982 Certificates of Deposit \$77,333 Total \$333,315

	Healthcare Ambassador Program % of Revenue		AARP BTW 50+ & Skills Accelerator % of Revenue		Cocoa Works Program % of Revenue		Ticket to Work & TFF Programs % of Revenue		Foundation Grants & Other Fee for Service Activities % of Revenue		TOTALS % of Revenue	
Revenue												
Grant Awards	\$ 18,881	100.0	\$ 64,456	100.0	\$ 2,500	100.0	\$ -	0.0	\$ -	0.0	\$ 85,837	87.7
Contract Revenue	-	0.0	-	0.0	-	0.0	300	3.6	-	0.0	300	0.3
Sponsorship Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	0.0	8,068	96.4	-	0.0	8,068	8.2
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	3,673	100.0	3,673	3.8
Total Revenue	\$ 18,881	100.0	\$ 64,456	100.0	\$ 2,500	100.0	\$ 8,368	100.0	\$ 3,673	100.0	\$ 97,878	100.0
Expenses												
Personnel	\$ 7,739	41.0	\$ 5,400	8.4	\$ -	0.0	\$ 175	2.1	\$ 24,300	661.6	\$ 37,614	38.4
Travel / Training	-	0.0	984	1.5	-	0.0	-	0.0	1,675	45.6	2,659	2.7
Outreach	-	0.0	10,027	15.6	557	22.3	-	0.0	2,954	80.4	13,538	13.8
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	250	1.3	-	0.0	-	0.0	-	0.0	606	16.5	856	0.9
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	-	0.0	11,924	18.5	-	0.0	16	0.2	4,097	111.5	16,037	16.4
Customer Training	-	0.0	4,080	6.3	-	0.0	-	0.0	-	0.0	4,080	4.2
Customer Support	8,000	42.4	4,300	6.7	500	20.0	-	0.0	2,100	57.2	14,900	15.2
Indirect Costs	2,892	15.3	3,385	5.3	144	5.8	26	0.3	4,170	113.5	10,617	10.8
Total Expenses	\$ 18,881	100.0	\$ 40,100	62.2	\$ 1,201	48.0	\$ 217	2.6	\$ 39,902	1086.4	\$ 100,301	102.5
Net Profit (Loss)	\$ -	0.0	\$ 24,356	37.8	\$ 1,299	52.0	\$ 8,151	97.4	\$ (36,229)	-986.4	\$ (2,423)	-2.5

VENDOR PAYMENTS REPORTED FROM 4/1/23B - 6/30/23 (>1,500)

VENDOR	AMOUNT	PURPOSE
22ND Century Technologies, Inc	213,309.36	Participant work experience for the COVID Grant
A S and D, LLC	10,019.57	OJT Vendor
American Business Interiors	3,383.52	Office Furniture
AVIS Rent A Car System, Inc.	27,039.58	Rental cars/trucks for COVID-19 program
Bowen McClitt & Britt of FL.☐	171,172.14	Annual Insurance renewal
Brandt Ronat and Company	60,767.50	Outreach and Success stories video
Brevard Business News, Inc.	2,700.00	Advertising
Brevard Nursing Academy	36,156.61	Nursing Scholarships
CDW-G Inc.	12,777.01	Software
Dell Marketing L.P.	19,367.17	Dell Latitude laptop with bag and docking station
Educare Envision College of Nursing	12,934.40	Scholarship Tuition
ESX Technology Solutions, LLC	1,925.00	Computer hardware warranty
Florida Workforce Dev. Association	4,500.00	Membership
Grainger Industrial Supply	21,158.46	Hurricane Ian supplies
HERC Rentals, Inc	136,064.92	Rental of heavy equipment for Hurricane Ian grant
Indian River Networks, LLC.	1,647.50	Participant training
Indian River State College	9,646.40	CDL Tuition
Infinity Electrical Solutions	1,654.00	Electrical repairs and maintenance
Insight Direct USA, Inc.	2,314.56	Software subscription
Iron Mountain	3,680.24	Offsite storage of records
Lightcast Economic Modeling, LLC	84,467.00	Consulting FAWA Grant
Lowe's Credit Services	5,647.19	Annual report and production
Microix, Inc.	2,535.00	Annual software maintenance
New Horizons Computer Learning Center	7,500.00	Computer TIA Tuition
Office Depot	3,204.91	Office Supplies
Orlando Medical Institute, Inc.	4,431.66	Paramedic Tuition
Palm Bay Power Equipment	2,360.82	Equipment repair & maintenance Hurricane Ian grant
PandaDoc, Inc.	4,704.00	Subscription renewal
PepUp Tech, Inc	75,862.60	Participant training for Rebuild Florida grant
Quality Labor Management, LLC	430,614.36	Participant work experience for the Hurricane Ian Grant
radisson Resort at the Port	2,117.50	Annual Job Fair
Run Smarter IT, LLC	2,662.00	OJT Vendor
Softchoice Corp	7,050.00	SMARTnet software renewal/hardware maint.

VENDOR	AMOUNT	PURPOSE
Southern Janitor Supply	1,923.36	Paper products
Spherion Corporation-Atlanta	43,023.64	Temporary labor for COVID-19 and Rebuild FL grants
Sunbelt Rentals	72,838.87	Rental of heavy equipment for Hurricane Ian grant
Taylor Hall Miller Parker P.A.	24,900.00	Fiscal and programmatic monitoring services
Truck Driver Institute of Florida, Inc.	7,295.00	CDL Scholarships
United Rentals	154,767.28	Participant training for CDBG construction grant
Wright Express	72,641.98	Fuel for COVID-19 program rental vehicles
TOTAL	1,735,725.53	